



WILLIAM S. COGSWELL, JR.
MAYOR

City of Charleston

TAMMY O'BERRY
DIRECTOR

DEPARTMENT OF HUMAN RESOURCES & ORGANIZATIONAL DEVELOPMENT

Human Resources Committee Agenda

November 13, 2025

Place: City Hall, 80 Broad Street

<https://www.youtube.com/@CityofCharlestonSCgov/videos>

Time: 3:30 pm

1. Moment of silence
2. Approval of October 7, 2025 minutes
3. Old Business
 - a. Human Resources Staffing and Retention Report
4. New Business
 - a. Request to approve an amendment to the contract with CBIZ, Inc. in the amount of \$74,850.63 to supplement the compensation and classification study approved by City Council on March 12, 2024, for assistance with the updating of job descriptions and confirmation of job functions. This will be covered by a transfer from Process and Service Improvement non-capital and professional services from unspent funds for the Raftelis contract and other available items. This will increase the contract from \$192,330 to \$267,180.63.
5. Adjournment

Cc: Councilmember Caroline Parker, Chair
Councilmember Karl L. Brady, Jr., Vice Chair
Councilmember Stephen Bowden
Councilmember Robert Mitchell
Councilmember William Tinkler
Mayor William S. Cogswell, Jr.
Tammy O'Berry, Director
Jennifer Strickland, Compensation and HR Data Manager
Isabel Quattlebaum, HR Analyst
Lindsay Mazell, Talent Acquisition Manager
Amy Wharton, CFO

In accordance with the Americans with Disabilities Act, people who need alternative formats, ASL (American Sign Language) Interpretation or other accommodation please contact Janet Schumacher at (843) 577-1389 or email to schumacherj@charleston-sc.gov three business days prior to the meeting.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER
200 MEETING STREET, SUITE 305, CHARLESTON, SC 29401
(843) 724-7388 FAX 843-724-7358

COMMITTEE / COUNCIL AGENDA

TO:	William S. Cogswell, Jr., Mayor		
FROM:	Tammy O'Berry	DEPARTMENT	Human Resources
SUBJECT:	CBIZ CONTRACT FOR JOB DESCRIPTIONS		
REQUEST:	REQUEST TO APPROVE AN AMENDMENT TO THE CONTRACT WITH CBIZ, INC. TO SUPPLEMENT THE COMPENSATION AND CLASSIFICATION STUDY APPROVED BY CITY COUNCIL ON MARCH 12, 2024, FOR ASSISTANCE WITH THE UPDATING OF JOB DESCRIPTIONS AND CONFIRMATION OF JOB FUNCTIONS.		
COMMITTEE OF COUNCIL:	HR	DATE:	11/13/25

COORDINATION: This request has been coordinated with: (attach all recommendations/reviews)

	Yes	N/A	Signature of Individual Contacted	Attachment
Corporate Counsel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Julia Copeland</u>	<input type="checkbox"/>
Cap. Proj. Cmte. Chair	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Department Head	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

FUNDING: Was funding previously approved? Yes ☐ No ☐ N/A ☐

If yes, provide the following: Dept./Div.: HROD Account #: 52206

Balance in Account _____ Amount needed for this item \$74,850.63

Does this document need to be recorded at the RMC's Office? Yes ☐ No ☐

NEED: Identify any critical time constraint(s).

CFO's Signature: Amy Wharton

FISCAL IMPACT: Will be covered by a transfer from Process and Service Improvement non-capital and professional services from unspent funds for the Raftelis contract and other available items. This will increase the contract from \$192,330.00 to \$267,180.63.

Mayor's Signature: _____
William S. Cogswell, Jr., Mayor

ORIGINATING OFFICE PLEASE NOTE: A FULLY STAFFED/APPROVED (except Mayor's Signature) PACKAGE IS DUE IN THE CLERK OF COUNCIL'S OFFICE NO LATER THAN 10:00AM THE DAY OF THE CLERK'S AGENDA MEETING.



Proposal for Job Description Consulting Services

Prepared for The City of Charleston, SC



October 10, 2025

CBIZ Compensation Consulting

721 Emerson Road, Suite 400
St. Louis, MO 63141
(314) 692-2249

Tammy O'Berry
Director of Human Resources and Organizational Development
The City of Charleston
75 Calhoun Street
Charleston, South Carolina 29401

Dear Tammy:

I enjoyed visiting with you and learning about the current human resources consulting needs at the City of Charleston ("the City"). Based upon our conversation, CBIZ Compensation Consulting ("CBIZ" or "the Firm") is pleased to present the following proposal describing how we can assist in the area of job description development and related human resources consulting needs.

In serving the City, we will provide you with the highest quality of professional service. We will bring extensive resources, experience, fresh ideas and approaches, responsiveness to your interests, and sound judgment.

We are excited about this opportunity and look forward to working with you. Please let me know if you desire any additional information or explanation.

Sincerely,

A handwritten signature in black ink that reads "Ed R. Rataj". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Ed Rataj, CCP, CECP, ACCP, MCCP
Senior Managing Director, Compensation Consulting

A handwritten signature in black ink that reads "Jennifer Fischer". The signature is cursive and elegant, with a prominent initial "J".

Jennifer Fischer, SHRM-SCP
Manager, HR & Compensation Consulting



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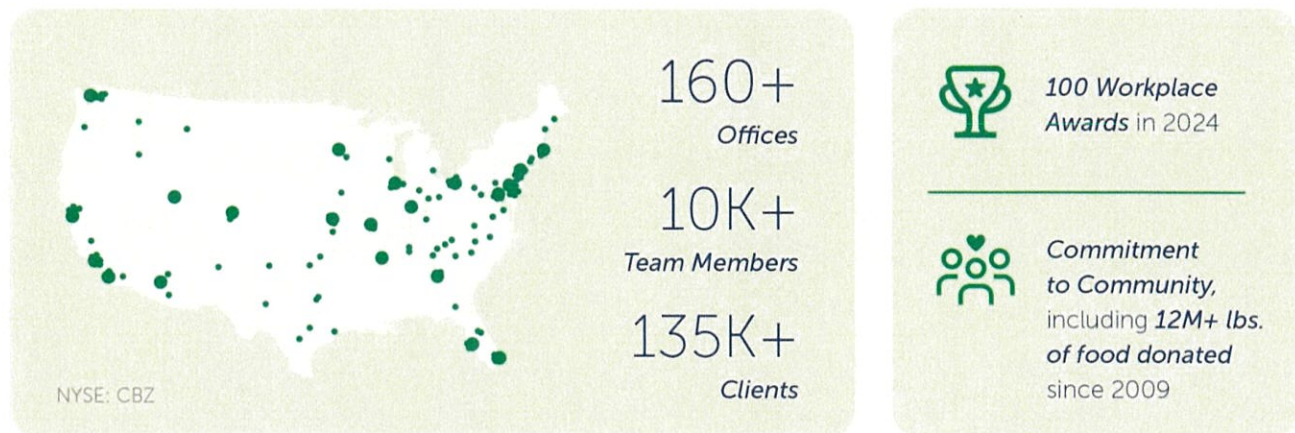




About CBIZ

CBIZ Benefits & Insurance Services, Inc., doing business as CBIZ Compensation Consulting, will assist the City on this engagement. CBIZ Benefits & Insurance Services, Inc. is a wholly-owned subsidiary of CBIZ, Inc.

CBIZ, Inc. (NYSE: CBZ) is a national professional services advisor with annual revenue of approximately \$2.8 billion. Headquartered in Cleveland, Ohio, CBIZ offers accounting, tax, advisory, benefits, insurance, and technology services from over 160 offices and through more than 10,000 associates located throughout the United States.



National Resources; *Personal Service*

We provide the same expertise and data as the other national firms; however, our focus is on the middle market. The Firm was founded on the premise that middle-market organizations are more complex and move faster in today's interconnected world.

Edward R. Rataj, the Firm's Compensation Consulting Division Managing Director, is a Master Certified Compensation Professional (MCCP). His compensation expertise has been cited in media publications such as the Wall Street Journal and Smart Money magazine. Few competitors can offer such compensation experience and expertise.

Our unique industry experience and relationships, coupled with our highly skilled technical experts, means we will do much more than walk you through a process. We can deliver optimal results and value in an efficient manner by working closely with the City.



Service Team

Our Firm's ability to provide quality, efficient and timely service is largely dependent upon the skills and experience of our people. We are proud to present a team of individuals who have a proven record of bringing the necessary blend of technical competence, industry experience, innovative ideas and suggestions, and value-added services to our clients. Our philosophy of utilizing highly experienced personnel allows us to perform extremely efficiently and enables us to provide unmatched quality.

Ed Rataj, Carrie Blackwell, Jennifer Fischer, Jason Holdener, Taylor Sprague, Tyler McClure, Grant Gardiner, Gaby Davidson, Cece Golinvaux, and Elise Fuller will be responsible for the services provided. Professional summaries for key individuals are presented in the appendix of this proposal. The service team will be assisted by other qualified human resources consulting professionals, as necessary.

Senior Managing Director

Ed Rataj, CCP, CECP, ACCP, MCCP

Ed will provide strategic oversight for the projects and serve as the primary client contact.

Project Managers

Carrie Blackwell and Jennifer Fischer, SHRM-SCP

Jennifer will serve as the lead for the job description process. Carrie will lead the day-to-day project activities, providing guidance, timeline management, and quality control to consultants.

Data Scientist

Jason Holdener

Jason will serve as an analytical subject matter expert (SME), overseeing all statistical methods and complex data interpretation. In addition to ensuring that the project follows robust statistical practices, Jason will be responsible for providing actionable insights for implementation and optimizing compensation strategies.

Consultants

Taylor Sprague, Tyler McClure, Grant Gardiner, Gaby Davidson, Cece Golinvaux, and Elise Fuller

Taylor, Tyler, Grant, Gaby, Cece, and Elise will provide day-to-day technical and client service, assisting with all facets of the project.

Project Approach

It is our understanding that the City is seeking a qualified consulting firm to assist in updating its job descriptions, as well as consolidating titles where appropriate and providing guidance on title level consistency. In an effort to meet the City's needs, CBIZ proposes to conduct the project steps detailed on the following pages.

Step 1 – Planning Discussion and Data Collection

Objective: To discuss foundational aspects of the project including timeline and format of final results and collect the necessary data.

- Conduct a virtual meeting with the internal project team to discuss foundational aspects of the project, such as:
 - The final timeline for all aspects of the project.
 - The format of final job descriptions to be delivered.
 - Key milestones to achieve the established project completion date.
- Collect data necessary for CBIZ to conduct the JAQ, including employee name, title, email address, supervisor, and supervisor email address.
- Collect existing job descriptions for every job included in the scope of the project.
- Collect the finalized job architecture, approved by the City.

Step 2 – Job Analysis Questionnaire

Objective: To collect comprehensive information about each role, enabling participation in the process and ensuring alignment with job responsibilities.

- Provide a draft JAQ for review and opportunity to propose edits.
- Provide draft communications to announce the JAQ process and expectations to supervisors and employees.
- Launch a web-based JAQ directly to employee email addresses. Paper-based JAQs are available as well if needed for segments of the employee population.
- Completed JAQs are electronically routed to supervisors for review and comment. Supervisors cannot change the employee submissions but will have the opportunity to provide clarifying comments and other helpful information.
- The timeframe is expected to last three to four weeks, which in our experience blends the right amount of urgency to complete with time to do so thoughtfully.
- CBIZ will collect results and provide the raw responses to the City upon completion.

Step 3 – Consolidate Job Titles

Objective: To identify job titles that may be consolidated based on similar responsibilities, qualifications and other relevant factors.

- The City will review all current job titles and provide a list of possible consolidations to CBIZ.
- Review the jobs provided by the City and provide recommendations, as well as identify additional job titles that may be consolidated.
- Discuss with the City the recommendations and determine the final list of job titles to be consolidated.
 - Consolidated jobs may require an "Assignment Sheet" to document any unique aspects that may apply based on department, etc.

Step 4 – Propose Title Level Consistency

Objective: To ensure clear, equitable, and industry-aligned job titles across all organizational levels.

- Review the current job titles across the organization and in relation to each career stream and level.
- Discuss recommendations for job titles based on best practice, as well as the culture of the City.
- Provide a list of “standard” job titles based on job architecture career stream and level.

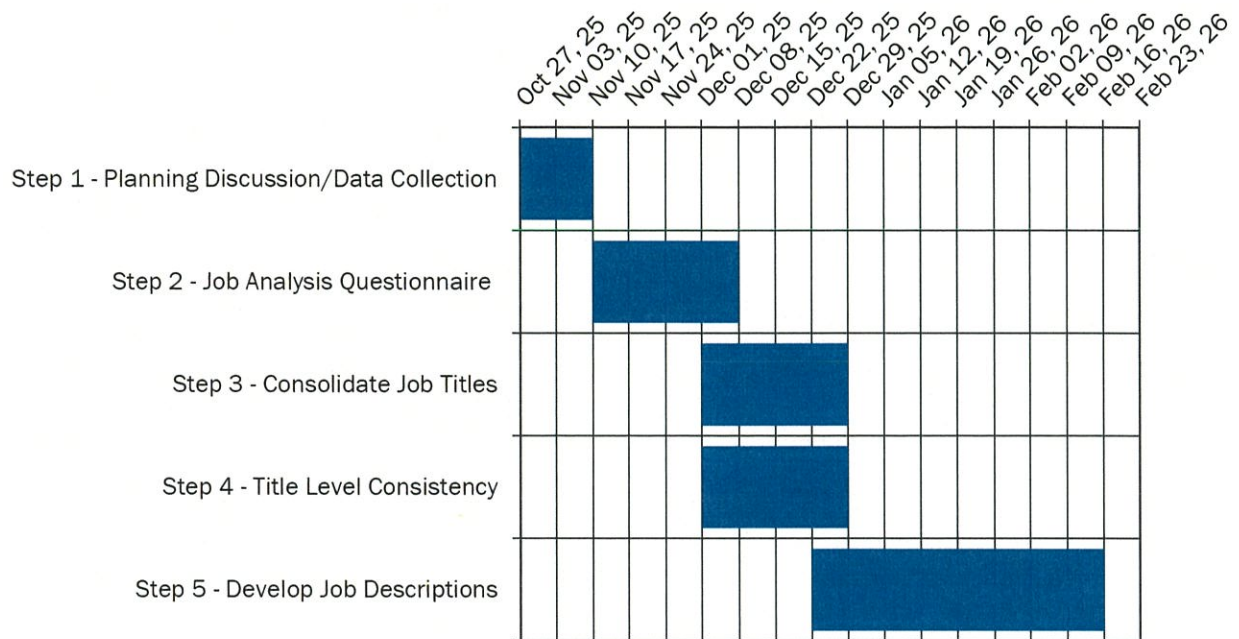
Step 5 – Draft New Job Descriptions

Objective: To standardize job descriptions accurately based on revised job content.

- Utilize the job content collected in prior steps, as well as the results of the job consolidation and title consistency steps to draft updated job descriptions for each position covered in the scope of the project.
- Identify jobs for which information is not available or insufficient to draft a new job description and discuss options for drafting such job descriptions.
- Draft job descriptions in a standardized format that will:
 - Assist with the collaborative process of identifying reasonable accommodations under the Americans with Disabilities Act (ADA).
 - Contain supporting and relevant information to determine overtime exemption status under the Fair Labor Standards Act (FLSA).
- Deliver draft job descriptions and solicit feedback for revisions (assumes one set of revisions).
- Provide final job descriptions in an electronic format (e.g. Excel) and provide a job description template to be used in the development of future job descriptions.

Timeline

The proposed project schedule below is highly dependent upon the timely receipt of requested data from the City.



Professional Fees and Expenses

Our professional fee structure is based upon standard hourly rates for consulting services. We have repeatedly found that our philosophy of utilizing highly experienced personnel allows us to provide effective and efficient services at a cost that represents an exceptional value. Based upon our prior experience in conducting similar projects, professional fees for the project are as follows:

Phase/Project Scope	Professional Fees
Job Description Development	\$50,000
Title Consolidation and Title Level Consistency	\$20,000
<i>Total Fees</i>	<i>\$70,000</i>

Professional fees and expenses will be billed monthly based on the project's progress. No additional expenses are anticipated within the proposed scope of work.

If the volume of work changes substantially due to a change in scope, we may need to discuss an adjustment in the professional fees documented herein. We do not anticipate that this will occur; however, we would discuss this with you before proceeding and obtain your prior approval.



Acceptance and Authorization

If the City agrees with and accepts the contents of this proposal (including, but not limited to the Project Approach and Professional Fees and Expenses), please sign in the space provided below and return one signed copy of the proposal to CBIZ via e-mail.

CBIZ's compensation professionals assert that they will not be acting as a member of management or making management decisions or providing the primary basis for management to make decisions that are significant to the subject matter under audit. Other factors that should be considered in making decisions include, but are not limited to, employee performance, tenure, and experience as well as economic and organizational influences.

You agree that CBIZ may use descriptive information about the City in our internal client database (e.g., the number of your employees, or the size of your revenue) so we can identify other business services or products that might be useful to you. We do not sell this information to anyone, and you will not be contacted by anyone other than us to determine if you have any interest in receiving our other services or products.

Accepted by the City of Charleston, SC

Title

Date

Appendix: Professional Summaries



Edward R. Rataj, CCP, CECP, ACCP, MCCP

Senior Managing Director

Miami University (Ohio), B.S. Finance

Mr. Rataj is the Managing Director of the Compensation Consulting Division of CBIZ. He has twenty years of experience in the area of human resources, focusing on designing innovative compensation programs.

Prior to joining the Firm, Mr. Rataj served as a Compensation Consultant for Mellon (formerly known as Buck Consultants) and was employed by William M. Mercer. Mr. Rataj assists clients in the design and implementation of strategic base salary and incentive programs. His core areas of expertise include designing market-based and job evaluation-based compensation programs, pay structures, and compensation surveys, as well as developing policies and procedures. Additionally, Mr. Rataj has experience in consolidating compensation plans for organizations completing mergers and acquisitions. He has consulted with numerous clients in various industries.

Mr. Rataj is a Certified Compensation Professional (CCP), Advanced Certified Compensation Professional (ACCP), Certified Executive Compensation Professional (CECP), Master Certified Compensation Professional (MCCP), served as the President of the Compensation and Benefits Network of Greater St. Louis (CBN) and is a member of WorldatWork (formerly known as the American Compensation Association). In addition, Mr. Rataj has been recently quoted in the Wall Street Journal, Smart Money magazine and TheStreet.com as an expert in the area of compensation.



Carrie Blackwell, CCP

Senior Project Manager, Compensation Consulting

Missouri State University, B.S. Human Resources Management

Mrs. Blackwell oversees a team of compensation consultants and provides project management oversight and quality control. She has over 20 years of experience in a corporate setting managing broad based compensation programs in both the public and private sectors.

Mrs. Blackwell holds a B.S. degree in Human Resources Management and holds the accreditation, Certified Compensation Professional (CCP).



Jennifer Fischer, SHRM-SCP

Project Manager, Compensation Consulting

University of Missouri-Columbia, M.B.A.

University of Missouri-Columbia, B.S.B.A, Human Resource Management

Ms. Fischer is a Project Manager for CBIZ Compensation Consulting in the St. Louis, Missouri office where she oversees a team of compensation consultants and provides project management oversight and quality control. She brings over twenty-five years of experience in providing compensation and HR consulting services as an external consultant, as well as internally within corporate management teams.

Ms. Fischer has significant experience in all facets of human resources, including broad based compensation design and analysis, employee and leadership development, policy and procedure design and implementation, compliance, organizational assessment, mergers and acquisitions, and systems integration. She has worked across multiple industries as both a consultant and a business leader.

Ms. Fischer obtained her Master of Business Administration degree from the University of Missouri-Columbia, with an emphasis in Finance. She also received her Bachelor of Science Business Administration degree from the University, majoring in Human Resources Management.
