

Statement of Need

The Town of Chilmark, MA, sits on the southwest corner of the island of Martha's Vineyard, in the county of Dukes County. The Town has a year-round population of approximately 1500 residents and a summer census of approximately 6000. Historically a farming and fishing community, the Town has grown substantially over the past decades; nearly 40% of the residents have lived here only since 2010. It is a small Town on an island with extreme demographic characteristics; the cost of living on the island is 60 percent higher than the national average, and housing prices are 96 percent higher. A study of housing needs by the Commission found that the average weekly wage on Martha's Vineyard was "71 percent of the state average, the median home price was 54 percent above the state's and the median rent exceeded the state's by 17 percent," all leading to a stark example of severe income inequalities between year-round residents and their seasonal counterparts.

In recent years the Town has struggled with how to compensate staff appropriately in this environment, as it tries to maintain its historic small-town, personally-driven approach while adopting classification and compensation systems that are sensitive to internal equity market forces, and undeveloped processes.

Scope of Work

Accordingly, the Town of Chilmark is requesting consulting proposals from qualified professionals experienced in conducting compensation and classification studies, including job descriptions. We are seeking a consultancy to analyze current classification and compensation systems and recommend what is most appropriate for Chilmark. Additionally, we expect the consultant to share broader observations about how the Town might manage the complexities of equitable compensation in our marketplace.

A. Classification

1. Update and/or create new job descriptions to match distinguishing characteristics, essential job functions, minimum qualifications (knowledge, education, experience, skills, and abilities), working conditions (physical demands, work environment, other relevant circumstances), and certifications and licenses. Ensure the updated job descriptions assure internal equity and external competitiveness. Conduct interviews or job audits as appropriate. All descriptions must be accurate and consistent with Fair Labor Standards Act, Equal Employment Opportunity, and Americans with Disabilities Act considerations.
2. Recommend process in which employees may appeal classification issues.
3. Provide any additional feedback regarding Chilmark's current compensation and classification system and how it may be updated or improved.

B. Compensation

1. Review the wage and grade pay plan and provide feedback and suggestions on modifications that are in-line with Statement of Need outlined above.
2. Conduct a comprehensive base salary and benefits survey to benchmark comparable market public sector jobs with similar essential duties and functions.
3. Provide a spreadsheet of all comparable towns based on a combination of factors including but not limited to resident population, geographic size, budget, and scope of town services.
4. Recommend an appropriate salary range for each position based on the classification plan, internal relationships, and equity.
5. Identify potential pay compression issues and provide possible solutions.
6. Provide recommendations for administration and maintenance of the classification and compensation plan.
7. Identify means by which the Town may best utilize incentive pay.
8. Recommend a process by which employees may appeal compensation issues.
9. Provide any additional feedback about Chilmark's current classification and compensation system and how it may be updated or improved.