



Finance, Budget and Administration

Jim Martin

Council Initiated:

☐ Yes

☒ No

ECAF: 2025-1951

Motion: Sub 25-301

Type:

- ☒ Contract
☐ Board Appt.
☐ Code Amendment
☐ Budget Action
☐ Other

Requested Handling:

- ☒ Normal
☐ Expedite
☐ Urgent

Fund Source:

- ☐ General Fund
☒ Other
☐ N/A

Executive Rec:

- ☒ Approve
☐ Do Not Approve
☐ N/A

Approved as to

Form:

- ☒ Yes
☐ No
☐ N/A

Subject: Approve and authorize execution of the agreement for professional services with Compensation Connections, LLC for a classification study.

Scope: This motion approves the 2025 Professional Services Agreement between Snohomish County and Compensation Connections, LLC. Scope of work includes conducting a classification study to evaluate and classify 50 distinct job classifications; analyze job duties, recommend title revisions, propose new classifications, identify essential functions and minimum qualifications, identify unique airport tasks, benchmark positions, prepare and deliver detailed report, develop implementation strategy, adhere to project timeline. Contract is for a note to exceed amount of \$112,800.

Duration: Six months from date of execution.

Fiscal Impact: ☒ Current Year ☐ Multi-Year ☐ N/A

Expenditures	Current Year	2026	2027	2028	2029	Total
410.5216804101	\$112,800					\$112,800
						0
Total's	\$112,800	0	0	0	0	\$112,800

Revenue	Current Year	2026	2027	2028	2029	Total
						0
						0
Total's	0	0	0	0	0	0

Authority Granted: N/A.

Background: Human Resources and the Airport have identified the need for a comprehensive review of job classifications specific to the airport. Many of the current classifications do not accurately reflect the work performed, the level of responsibility, or the unique nature of airport operations. RFP-25-0408BC was issued, seeking a qualified consultant to perform the focused classification study, from which Compensation Connections, LLC was selected as the preferred vendor.

Requested Action: Move to Council for consideration.