Answers to Vendor Questions for MN Judicial Branch Salary Structure Benchmark and Compensation Study RFP

1. Do you have a list of peers that you use for conducting compensation surveys? If so, will you provide it to us?

*We will provide a list of local public sector and state court systems used in previous studies to benchmark our pay ranges.*

1. Will you let us know what level of local data you are hoping to obtain? Are you trying to get local data for each judicial district?

*The MN Judicial Branch is a unified, state-funded system and positions in all judicial districts within the branch are covered by the same pay plans. Our current plans contain no geographic differentials. Limited need for local market data from the individual judicial districts is anticipated for most benchmark job classes.*

*For public sector market comparisons, previous benchmark studies compared publicly available pay range data of local and statewide public sector agencies. We are open to hearing recommended methodologies for data gathering and comparison proposed by vendors responding to this RFP.*

1. Do you have a budget for this project, and if so, will you please let us know what it is?

*No budget has been set. Study cost is one factor among the others listed in the RFP that will be used to evaluate proposals.*

1. Have you been working with a consulting firm on other compensation/classification needs, and if so, will you please let us know what firm?

*The National Center for State Courts worked with us to establish our branch-wide job classification/ job evaluation systems and construct our original salary structure in 2000 and has provided some follow-up consultation on compensation matters and other court-related issues since that time. MJB has not worked with other consulting firms for classification/compensation matters and the major subsequent studies and daily administration is carried out in-house.*

1. Do you already have position description questionnaires completed?

*We expect benchmarking to be based on our job classification specifications. For the more in-depth analysis requests for IT and Business Analysis roles, we have both job class and position descriptions.*

1. What are MJB’s bargaining groups?

*Clerical, Administrative and Technical employees in the Second, Third, Fourth, Fifth, Sixth, Ninth and Tenth Judicial Districts are represented by MN Council Numbers 5 and 65, AFSCME, AFL-CIO. Clerical, Administrative and Technical employees in the First and Seventh Districts are represented by the MN Teamsters Public and Law Enforcement Employees’ Union, Local No. 320 . The Official Court Reporter Statewide Bargaining Unit is represented by MN Teamsters Public and Law Enforcement Employees’ Union, Local No. 320. The MN Judicial Branch Human Resources Rules are adopted by the Judicial Council to govern its relationship with employees of the branch who are not covered by a collective bargaining agreement.*

1. How many classification titles does the Minnesota Judicial Branch have?

*MJB has approximately 2500 full and part-time employees in 160 job classifications in 19 pay grades. About 20 job classifications are single-incumbent. The Senior Court Clerk job class has approximately 1000 employees.*