CLARK COUNTY

RFP #922
JOB DESCRIPTION LIBRARY DEVELOPMENT
QUESTIONS and ANSWERS
UPDATED: MAY 21, 2025

	QUESTION	ANSWER
1.A	Are you able to share the criteria or methodology used to identify "like positions"?	A point factor job evaluation tool called SAFE® which was developed specifically for the measurement of County positions. The factors of SAFE consist of nine (9) compensable factors: • Education • Experience • Level of Work • Human Interaction • Physical Demands • Working Conditions • Independence • Impact • Supervision In addition to these factors, other aspects of position analysis were: • A review of exempt / non-exempt designations for each position based on guidelines within the Fair Labor Standards Act (FLSA). • A review of Internal equity consistent with the Equal Pay Act.
1.B	Can you provide any collective bargaining agreement language describing the process for job description review, appeal or grievance.	"The County may make or change the assignment of employees to specific jobs within the bargaining unit in accordance with their specific job classification or title."
2.A	What work is anticipated by "evaluation of"?	• Job Title: A clear and concise title that reflects the nature of the job. • Job Summary: A brief overview of the position, highlighting its purpose and relevance within the organization. • Job Responsibilities: A detailed list of key tasks and functions associated with the role. • Competencies: The knowledge, skills and abilities required to perform the job effectively. • Job Analysis: Physical requirements and working conditions
2.B.I	What percentage of department/employee participation is anticipated?	Some job descriptions may require more employee/department participation due to the complexity of the job, department type (Elected vs. other County departments) and department structure.

2.B.II	What communication is being shared with departments/employees regarding their participation in this process?	Department Heads/Elected Officials have been notified multiple times over the last 6 months that their department's participation will be key to the success of this project. It has been explained that HR will be the project manager but they will play a key role in providing/working with whichever contractor is hired.
2.B.III	Is the use of a survey tool method acceptable to collect position analysis questionnaire information?	The County is willing to work with the contractor on how to best collect information in the most efficient way.
2.C.I	Does the list of job description elements provided in the RFP include the criteria used to determine "like positions", such as Knowledge, Skill, Effort, Responsibility and Working Conditions?	See response to First Question.
2.C.II	What factors were included in the previous job description development process to ensure compliance with Washington State Equal Pay and Opportunities Act Chapter 49.58 RCW. Job descriptions are the first and foundational step in achieving compliance.	Criteria used for developing job descriptions includes primary job purpose and duties assigned, supervision exercised or received, type of supervision (reporting relationship), authority delegated to a position, finality of action, opportunity for the use of independent judgment and direction, complexity and varied nature of the work, skill necessary to perform adequately the duties of the position, working conditions/hazards of employment, and consequences of errors.
2.D	Please describe any system limitations present in Workday that may conflict with the current position titles used by Clark County.	We don't believe there should be any.
2.E	Please explain what is anticipated by a consistent 'accessible' approach?	A consistent accessible approach in job descriptions means using clear, concise language and a uniform format to ensure that all employees, existing and potential, can easily understand the job requirements. The approach should assist with maintaining transparency and fairness in the recruiting and performance management process, making it easier for employers and employees to understand the expectations of the role.
2.III	Does the RFP anticipate the vendor will allocate the updated job descriptions to existing Clark County Specifications?	The County anticipates existing classification specifications will be used if applicable. However, if the correct specifications do not match, the County is open to adding classification specifications.
2.IV	Would it be acceptable for all meetings with Clark County to be conducted via video conference or telephone?	Yes

3.	Is there an incumbent vendor that you are already working with?	No
4.	What is the vision of Clark County in the utilization of these?	The vision of the utilization of job descriptions is to enhance recruitment and organizational alignment and to: • Attract candidates who align with the County's organizational values and mission. • Define responsibilities and qualifications ensuring clarity in job functions.
5.	How do you plan to use the job descriptions?	We will use these job descriptions for recruitment, performance management, succession planning and reclassification requests.
6.	What is the purpose?	Asked and answered in Q3.
7.	Do you have a sample of a current job description?	Yes, you can find these on our website: Explore Careers at Clark County | Clark County Under Job Descriptions and Pay Schedule.
8.	How do you foresee the information to be gathered?	A combination of onsite and virtual meetings.
9.	Will you be able to provide names and contact info for the SMEs for each department?	Yes, this information will be provided to the vendor engaged to perform the work.
10.	Is this project in response to RCW49.58 110?	No. This is a project that the County has needed for some time and we were provided with one-time funds in this budget cycle to complete the project.