

Release Date: 2024

Number: 27-03-25

Service Needed: Compensation Analysis and Development of Compensation Model

### **About Neighborhood House**

Founded in 1906, Neighborhood House is one of the oldest human services agencies in the Seattle region. Today, we continue to provide services to address the needs of entire families, with a focus on low-income community members, public housing residents, immigrants, and refugees. We serve thousands of people annually in King County through our major program areas of early childhood education, youth development, employment and adult education, housing stability, aging and disability services, and community health. Neighborhood House currently has a workforce of over 340 employees.

As a human services provider, the Neighborhood House staff are our most important asset and critical to achieving our mission. The rising cost of living has affected everyone in our community and government reimbursements for services have stagnated, which makes it difficult to retain staff in the high-stress and challenging work of fighting poverty. Our goal is to create an environment where job satisfaction, quality of life, professional development, career advancement, and livable wages provide a supportive work culture. Neighborhood House recognizes that achieving transparent, living wages means overcoming the persistent dynamics of racism, sexism, and competitive market rates of pay. Neighborhood House commits to leading by example in disrupting this dynamic and creating transparent and equitable approaches to our pay through our Compensation Philosophy.

### **Scope of Work**

#### Milestone #1:

- Research and propose appropriate Livable Wage measures.
- Conduct appropriate market research for wage comparison measures.
- Assess NH's proposed compensation 'Areas of Value' and effectively incorporate them into actual pay quantities. (*draft example available*)

#### Milestone #2:

- Assess established job descriptions and develop a compensation model that appropriately aligns positions in pay bands. (*draft example available*)
- Provide report of anticipated financial impact to the agency, proposed in phases.

#### Milestone #3:

- Provide recommendations for procedures and policies that will enable the agency to maintain these approaches in a transparent and consistent way. (*draft example available*)
- Develop a system for an evaluation process and ongoing maintenance to ensure increases are clear, transparent, and equitable.

### Qualifications

- NH is seeking:
  - Graduate Student (*2<sup>nd</sup> year preferred*) with related course and/or field work pertaining to Wage Equity
  - Doctoral student in a related field.

### Time Period

- NH anticipates beginning this project in June 2024; with the final milestone being completed by the end of August 2024, leaving time in September for questions and follow up as needed.

### Payment

- Overall project should not exceed \$8,500. This includes payment for work completed, and reimbursement for expenses incurred (mileage, focus group stipends, etc.)

### Internal Support

- Consultant will be provided access to necessary internal data and have weekly check-ins throughout the project timeline with their field coordinator(s).

### Questions

- Please direct questions to: [antonib@nhwa.org](mailto:antonib@nhwa.org), **Antoni Bellavia**, P&C Analyst

### What to Include in Submissions

- Description of qualifications.
- Applicant must demonstrate experience with the topic of Wage Equity (or refer to “Service Needed” and scope of work) and how it aligns or advances with their academic and/or professional aspirations.
- Proposed approach to the scope of work and milestones described above.
- Outline key features/constraints regarding the project and the basic course of action.

**Submission Close Date: April 15<sup>th</sup>, 2024**

**Email submissions to: [antonib@nhwa.org](mailto:antonib@nhwa.org)**