

Release Date: 2023

Number: 23-10-20

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 330 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 make 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.

Scope of Work

- Review and provide feedback on NH's drafted compensation philosophy.
- Assist in the development of a compensation model that is aligned with our guiding principles of transparency, paying livable wages, rewarding longevity, and is consistent and equitable in its approach.
- Assess established job descriptions and develop a compensation model that appropriately aligns positions in pay bands.
- Assess NH's proposed compensation 'Areas of Value' and effectively incorporate them into actual pay quantities.
- Provide recommendations and approaches for internal vetting that cultivates buy in, and communications.
- Develop a system for evaluation process and on-going maintenance to ensure increases are clear, transparent and equitable.

Time Period

- NH anticipates beginning project Q1 2024; with an aim of instituting our new Compensation Model and approach for 2025.



Required Qualifications

- The consulting agency will be responsible for ensuring that personnel working on this project will be qualified and have working knowledge of industry standard practice.

Questions

- Please direct questions to: antonib@nhwa.org, **Antoni Bellavia**, HR Analyst

What to Include in Submissions

- Requested Services Fee: Provide a quote for the scope of work described above
- Description of qualifications.
- Proposed approach to the scope of work described above.
- Outline key features/constraints regarding the project and the basic course of action.
- Schedule to complete project.
- Other materials: At bidding consultant's discretion.

Submission Close Date: November 30th, 2023

Submissions To: Email submissions to: antonib@nhwa.org