

# *The Supreme Court of Ohio*

## **ADDENDUM #1**

### **RFP No. 285**

## **CLASSIFICATION AND COMPENSATION STUDY CONSULTING SERVICES**

**Date of Issuance: September 3, 2025**

**Response Due Date and Time:**

**October 7, 2025, at 12:00 p.m. (EDT)**

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## **Addendum #1 - Vendor Questions and Clarifications Related to RFP #285:**

### **QUESTION #1:**

Will all 36 job classifications and employees be in scope for this study? If not, could you please confirm the number of classifications that will be in scope?

### **ANSWER:**

Yes, all classifications will be in scope for this study. There are approximately 36 job classifications and 208 employees in-scope.

### **QUESTION #2:**

Are you requesting that a salary survey be designed and administered to public sector participants per the scope in section 4.1.3(a), or are you requesting salary information from exiting salary surveys used by the Contractor based on the scope identified in Section 4.1.3(a)?

### **ANSWER:**

We are not requiring participation in the creation of a survey, rather looking for information on public sector entities comparable in structure and demographic regions with an emphasis on other Courts or public service entities within the Ohio, Illinois, Indiana, Michigan, and Pennsylvania regions that has been gathered within the past 9-12 months.

### **QUESTION #3:**

Are you asking the Contractor to recommend the most appropriate pay grade within the proposed compensation plan, or are you asking the Contractor to provide salary recommendations for proposed hiring candidates? If for proposed hiring candidates, could you please provide an estimate of the number of classifications that will be posted during the study and in need of salary recommendations?

### **ANSWER:**

We are asking the Contractor to recommend the most appropriate pay grade within the proposed compensation plan.

### **QUESTION #4:**

Given that the Court is in the process of updating job descriptions, and those will be provided to the successful vendor at the time the project begins, what does the court expect from the classification analysis, excluding an FLSA review?

### **ANSWER:**

Yes, position descriptions and classifications will be provided to the successful candidate. We are requesting a review of classifications and recommend changes, if necessary, to ensure compliance with federal and state laws, including the exempt/non-exempt status of all positions in accordance with the Fair Labor Standards Act.

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**QUESTION #5:**

Can you please provide a list of the Court's job titles?

**ANSWER:**

Please see Appendix A attached for our complete list of current job titles.

**QUESTION #6:**

What is the Court's budget for consulting services resulting from this procurement?

**ANSWER:**

The Court declines to share budget information at this time and instead encourages respondents to make their most competitive proposal.

**QUESTION #7:**

When was the last time you conducted a classification and compensation study?

**ANSWER:**

The last classification and compensation study was conducted in 2022.

**QUESTION #8:**

Can you advise the number of key stakeholders that will actively provide input in this study?

**ANSWER:**

The Director, Human Resources and Deputy Director, Human Resources will be actively providing input.

**QUESTION #9:**

Is it possible to use resources (in part) located overseas in the performance of this engagement?

**ANSWER:** Respondents may use their discretion in choosing which members of their organization are involved in the project. Per Section 5.3 of the RFP, the Court is requesting a current resume and detailed information regarding experience for all key personnel that would be involved in the project, and the location of all key personnel should be noted in that information. Location of all key personnel may be considered in the evaluation process described in Section 6 of the RFP if it is reasonably determined that it may cause potential challenges in completing the project successfully.

**QUESTION #10:**

How many unique job classifications and employees are in-scope for this project?

**ANSWER:**

There are approximately 36 job classifications and 208 employees in-scope.

**QUESTION #11:**

How many job descriptions does the Court need the contractor to review and update?

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ANSWER:

There are approximately 137 job descriptions.

**QUESTION #12:**

Would the contractor be required to create job descriptions for any of the jobs that do not currently have descriptions?

ANSWER:

No.

**QUESTION #13:**

How many salary structures exist today and how many salary grades are there?

ANSWER:

There are currently 16 pay bands and 11 IT pay bands.

**QUESTION #14:**

What compensation survey source(s) have been utilized in the past? Does the Court currently subscribe or have access to any salary surveys?

ANSWER:

Previous compensations studies were conducted in 2022 and 2017 during similar studies. The Court does not currently subscribe to or have access to any salary surveys.

**QUESTION #15:**

Per section 4.1.3(b), are you interested in developing a custom compensation survey focused on identified alternate labor markets?

ANSWER:

This survey does not need to be custom if it generates the information requested:

- a) Research on public sector entities comparable in structure and demographical region with an emphasis on other Courts or public service entities within the Ohio, Illinois, Indiana, Michigan, and Pennsylvania regions.
- b) Research shall identify alternate labor markets and benchmark classes with similar position classifications for the purpose of conducting a comprehensive salary survey to support the proposed recommendations.

## **Appendix A**

**Addendum #1  
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### **Current Job Titles**

| <b>Position Title</b>          |
|--------------------------------|
| Administrative Assistant       |
| Administrative Coordinator     |
| Administrative Director        |
| Administrative Ofc. Paralegal  |
| Assistant Deputy Clerk         |
| Associate Education Program Mg |
| Attorney Services Counsel      |
| Attorney-Editor I              |
| Attorney-Editor II             |
| Bar Admissions Coordinator     |
| Bar Admissions Counsel         |
| Bar Admissions Manager         |
| Bar Admissions Specialist      |
| Bar Admissions Specialist II   |
| Building Services Coordinator  |
| Case Management Clerk          |
| Case Management Counsel        |
| Chief Deputy Clerk             |
| Chief Financial Officer        |
| Chief Legal Officer            |
| Civic Education Coordinator    |
| Clerk of the Court             |
| Communication Specialist       |
| Computer Systems Administrator |
| Counsel                        |
| Court Improvement Prog Analyst |
| Court Security Manager         |

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| Court Security Officer                         |
| Court Security Officer II                      |
| Creative Services Manager                      |
| Custodian                                      |
| Database Administrator 1                       |
| Deputy Chief Legal Officer, Legal & Government |
| Deputy Chief Legal Officer, Legal & Compliance |
| Dep. Dir., Events & Education                  |
| Dep. Director & Sr Leg Counsel                 |
| Deputy Administrative Director                 |
| Deputy Chief Financial Officer                 |
| Deputy Clerk                                   |
| Deputy Director, App. Develop.                 |
| Deputy Director, Bar Admission                 |
| Deputy Director, Facilities                    |
| Deputy Director, HR                            |
| Deputy Director, Judicial College              |
| Deputy Director, Lawyers' Fund                 |
| Deputy Director, Network & Tech                |
| Deputy Director, Project Management            |
| Deputy Director, Registration and CLE          |
| Deputy Director, Security                      |
| Deputy Marshal                                 |
| Deputy Reporter                                |
| Digital Design Specialist                      |
| Director, Attorney Services                    |
| Director, Building Services                    |
| Director, Court Services                       |
| Director, Data and Analytics                   |
| Director, Human Resources                      |
| Director, Information Tech.                    |
| Director, Law Library                          |
| Director, Lawyers' Fund                        |
| Director, Legal Resources                      |
| Director, Professional Conduct                 |
| Director, Public Information                   |
| Education & Operations Program Manager         |

|                                    |
|------------------------------------|
| Education Program Manager          |
| Employment Specialist              |
| Facilities Services Assistant      |
| Facilities Technician II           |
| Facilities Technician III          |
| Finance & Grants Administrator     |
| Financial Officer                  |
| Financial Specialist               |
| Graphic Designer, Photographer     |
| Help Desk Analyst                  |
| Help Desk Specialist               |
| Help Desk Technician               |
| Housekeeping & Grounds Coordinator |
| Housekeeping Assistant             |
| Judicial Assignment Analyst        |
| Judicial System Writer             |
| Lead Programmer                    |
| Legal Analyst                      |
| Legal Counsel                      |
| Legal Research Analyst             |
| Legislative Counsel                |
| Librarian                          |
| Library Research Services Manager  |
| Library Specialist                 |
| Library Technical Services Manager |
| LMS Systems Administrator          |
| Logistics Coordinator              |
| Mail Clerk                         |
| Maintenance Coordinator            |
| Maintenance Mechanic               |
| Manager, Case Management Prog.     |
| Manager, Children & Families       |
| Manager, Civic Education           |
| Manager, Language Services         |
| Manager, Specialized Dockets       |
| Marshal                            |
| Master Commissioner                |

|                                     |
|-------------------------------------|
| Mediation Counsel                   |
| Meetings Assistant                  |
| Manager, Dispute Resolution Program |
| Operations Manager                  |
| Payroll & Benefits Officer          |
| PMBR Program Manager I              |
| Policy Counsel                      |
| Print Production Specialist         |
| Procurement Administrator           |
| Procurement Officer                 |
| Program Assistant                   |
| Programmer 1                        |
| Programmer 3                        |
| Programmer/Analyst 2                |
| Project Administrator               |
| Project Coordinator                 |
| Project Manager                     |
| Publishing Specialist               |
| Records Management Coordinator      |
| Registration & CLE Specialist II    |
| Registration and CLE Specialist I   |
| Registration & CLE Coordinator      |
| Registration & CLE Manager          |
| Reporter of Decisions               |
| Security Services Manager           |
| Senior Bar Admissions Specialist    |
| Senior Court Security Officer       |
| Senior Manager of Operations        |
| Senior Network Administrator        |
| Senior Programmer                   |
| Sr. Education Program Manager       |
| Sr. Help Desk Technician            |
| Sr. Reg & CLE Spec                  |
| Sr. Legal Research Analyst          |
| Statistics Analyst                  |
| Web Editor                          |