

Proposal for Professional Services
Submitted to Madison County, MS by
The Whitten Group, P.A.
September 24, 2013

Proposed Scope of Work:

Overall review and analysis of County organizational components related to human resources management

Proposed General Task Plan:

- (1) Interview key policy makers and department heads to determine needs in human resources area
- (2) Conduct desk audits where appropriate to define task performance
- (3) Review existing human resources structures to determine
 - a. Capacity and organization
 - b. Adequacy of Structure and Staffing
 - c. Coordination with other key County functions and offices
- (4) Development of a gap analysis around human resources management
- (5) Make recommendations to close identified gaps to strengthen the human resources function

Projected Work Schedule:

Approximately three to four weeks

Projected Cost:

Phases (1) and (2)	Total:	\$3000.00
Phases (3), (4), and (5)	Total:	\$5000.00
	Total:	\$8000.00

Project Team:

Kathrn Rudd – Project Lead

Amy D. Whitten – Human Resource Senior Consultant

Ms. Rudd brings over thirty years of government executive human resource management experience to the table. She has performed similar work for over twenty public sector entities since 2000.

Amy Whitten is a seasoned public sector manager and recognized Mississippi expert in the design and operation of public sector organizations. She has worked with over 100 public organizations, including counties, cities, and related departments focusing on public safety, public works, and other core local government functions.

Contact Information:

The Whitten Group, P.A.

607 Highland Colony Parkway

Suite 100

Ridgeland, MS 39157

601-707-0580

601-707-0579 fax

amy@thewhittengroup.com