



Agenda Date: 1/8/2008
Agenda Placement: 60

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Olivia Soria for Gregersen, Mark - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II , 253-4945
SUBJECT: Amendment No. 4 to Agreement No. 6552 with Ralph Andersen & Associates

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 4 to Agreement No. 6552 with Ralph Andersen & Associates increasing the amount by \$57,000 for a new maximum of \$190,075 and amending the scope of work to include recruitment services for one (1) anticipated vacancy that is yet to be identified, and background and reference checks for five (5) anticipated vacancies.

EXECUTIVE SUMMARY

The County has contracted with Ralph Andersen & Associates for the recruitment of executive level positions, which require considerable outreach and staff time in order to produce viable pools of applicants. Staff recommends amending the agreement with Ralph Andersen & Associates to solicit candidates for one (1) anticipated difficult-to-fill position that is yet to be identified to ensure that the position is filled with the most qualified candidate. Staff also recommends amending the agreement with Ralph Andersen & Associates to include five (5) anticipated background and reference checks. Ralph Andersen & Associates has the expertise and staff resources to conduct successful recruitments for difficult-to-fill positions, and to conduct thorough background and reference checks. The recruitment and selection process for the next difficult-to-fill position should take between 75 - 90 days at a total cost not to exceed \$34,500. Each background and reference check will cost \$4,500 per candidate checked.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	The recruitment for the next difficult-to-fill position will be funded by department that has the vacancy. Each background and reference check will also be

	funded by the department that has the vacancy.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Ralph Andersen & Associates successfully completed the recruitment of the Director of Corrections position and is currently recruiting for the Chief Information Officer position. The firm conducted the background and reference checks for the Director of Corrections and the Library Director. Ralph Andersen & Associates has the expertise and resources to recruit for executive level positions as well as to conduct thorough background and reference checks.
Is the general fund affected?	Yes
Future fiscal impact:	Costs associated with the recruitment and background check for an executive level position will be paid by the operating department within the fiscal year in which the position was filled.
Consequences if not approved:	The recruitment for the position will be done in house. However, it is not likely that a timely and successful search would be accomplished. The Human Resources Division does not have the resources at this time to conduct the recruitment of all executive level positions.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The County has contracted with Ralph Andersen & Associates for the recruitment of two executive level positions. The firm successfully completed the recruitment of the Director of Corrections position and is currently recruiting for the Chief Information Officer position. Staff recommends amending the agreement with Ralph Andersen & Associates to solicit candidates for one (1) anticipated difficult-to-fill position that is yet to be identified to ensure that the position is filled with the most qualified candidate in a timely manner without the time constrictions associated with submitting another Board Item. Staff also recommends amending the agreement with Ralph Andersen & Associates to include five (5) anticipated background and reference checks. The recruitment and selection process for a difficult-to-fill position should take between 75 - 90 days at a total cost not to exceed \$34,500 per position. Each background and reference check will cost \$4,500 per candidate checked. Human Resources will work closely with the contractor during the entire recruitment process.

If the proposed amendment is not approved, the recruitment for the next difficult-to-fill position will be done in house. However, it is not likely that a timely and successful search would be accomplished. The Human Resources Division does not have the resources at this time to conduct the recruitment of all executive level positions.

Ralph Andersen & Associates was chosen because the firm recently filled the position of the Director of Corrections and conducted the background and reference check of the chosen candidate. The firm also conducted the background and reference check of the Library Director candidate. Ralph Andersen & Associates has the

expertise and staff resources to conduct a broad-based, intensive recruitment for executive level positions.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan