



Agenda Date: 10/9/2007
Agenda Placement: 6J

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II , 253-4945
SUBJECT: Amendment 2 to Agreement No. 6622 with CPS Human Resources

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 6622 with CPS Human Resources, dba CPS Executive Search, increasing the amount by \$26,000 for a new maximum of \$107,000, extending the term through June 30, 2008, and amending the scope of work to include recruitment services to staff the position of Assistant County Probation Officer.

EXECUTIVE SUMMARY

The Assistant County Probation Officer has been vacant since July of 2006. Previous recruitment efforts have not been successful. Staff recommends amending the current agreement with CPS Human Resources, dba CPS Executive Search, to solicit candidates for this position because the firm has been recently successful in conducting similar recruitments for other public jurisdictions and has a handle on the market. The entire recruitment and selection process for this position should take between 14 to 16 weeks at a total cost not to exceed \$26,000.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	This contract will be funded by the Probation Department through salary savings resulting from the vacant Assistant County Probation Officer.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	CPS Human Resources, dba CPS Executive Search, has been recently successful in conducting similar recruitments for other public jurisdictions and

has a handle on the market.

Is the general fund affected? Yes

Future fiscal impact: It is anticipated that the position will be filled before the end of fiscal year 2007-2008.

Consequences if not approved: If this contract amendment is not approved, recruitment for the position would be conducted by Human Resources. However, it is not likely that a timely and/or successful recruitment would be accomplished since previous efforts did not result into the position being filled.

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 Assistant County Probation Officer has been vacant since July of 2006. Human Resources conducted a search beginning in July of 2006, which resulted into a viable candidate. However, the candidate did not pass the background check and the position was not filled. In December of 2006, the County entered into an agreement with The Carey Group, Inc., to recruit for this position. However, this also resulted in an unsuccessful recruitment. Staff recommends amending the current agreement with CPS Human Resources, dba CPS Executive Search, because the firm has been recently successful in conducting similar recruitments for other public jurisdictions and has a handle on the market. If this contract amendment is not approved, recruitment for the position would be conducted by Human Resources. However, it is not likely that a timely and/or successful recruitment would be accomplished since previous efforts did not result into the position being filled. The entire recruitment and selection process for this position should take between 14 to 16 weeks at a total cost not to exceed \$26,000. The term of this Agreement automatically renews for an additional year at the end of each fiscal year, unless either party gives the other party written notice of intention not to renew.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton