



Agenda Date: 11/22/2005
Agenda Placement: 6U

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Acting Director
Human Resources
REPORT BY: Mark Gregersen, Acting Director , 707-259-8341
SUBJECT: Approval of a Contract with Ralph Andersen & Associates

RECOMMENDATION

Acting Human Resources Director requests approval of and authorization for the Chair to sign an agreement with Ralph Andersen & Associates for a maximum of \$27,000 for the term November 22, 2005 through June 30, 2006 to provide recruitment services to staff the position of Director of Corrections.

EXECUTIVE SUMMARY

The County has two vacant department head positions at the present time - the Director of Environmental Management and the Director of Corrections. Director level positions require considerable outreach and staff time in order to produce a viable pool of applicants. Staff recommends contracting with Ralph Andersen & Associates to solicit candidates for the position of Director of Corrections to ensure that the position is staffed as soon as possible. Ralph Andersen and Associates has the expertise and staff resources to conduct a successful recruitment for this position. The entire recruitment and selection process should take between 90-120 days at a total cost not to exceed \$27,000.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	This contract will be funded through salary savings due to the vacant Director of Corrections position.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Ralph Andersen & Associates has the expertise and resources to recruit for the Director of Corrections position. This is a unique position in that most

	county jails are operating by the Sheriff.
Is the general fund affected?	Yes
Future fiscal impact:	The position will be filled this fiscal year with no future year impacts. If another high level management position becomes open, staff will return to the Board with an amendment.
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 Department does not have the resources available at this time.
Additional Information:	None

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 Director of Corrections position has been vacant since mid-September, 2005. Director level positions require considerable outreach and staff time in order to produce a viable pool of applicants. We anticipate that the recruitment for the Director of Corrections position will be difficult because of the very specialized nature of the work. Staff recommends contracting with Ralph Andersen & Associates to solicit candidates for the position of Director of Corrections to ensure that the position is staffed as soon as possible. Ralph Andersen and Associates has the expertise and staff resources to conduct a broad-based, intensive recruitment for this position. The entire recruitment and selection process should take between 90-120 days at a total cost not to exceed \$27,000. Human Resources will work closely with the contractor during the entire recruitment process.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey