



Agenda Date: 11/6/2007
Agenda Placement: 6V

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: Professional Services Agreement with Johnson & Associates

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign an agreement with Johnson & Associates for a maximum of \$73,500 for services and \$10,700 for expenses for the term November 6, 2007 through June 30, 2008, to conduct a comprehensive classification and compensation study of the County's management classifications.

EXECUTIVE SUMMARY

The purpose of the management classification and compensation study is to properly classify management positions and to assess the County of Napa's standing in terms of internal equity and external competitiveness in order to ensure that we are able to recruit and retain needed management talent. The proposed agreement establishes the terms and conditions of the services provided by Johnson & Associates.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources The agreement is budgeted in the Human Resources Budget under the Professional Services and Supplies: Other (52185000) account.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is a need to properly classify management classifications and to assess the County's standing in terms of internal equity and external competitiveness.

Is the general fund affected?	Yes
Future fiscal impact:	The agreement will not be renewed after the completion of the management classification & compensation study.
Consequences if not approved:	The Human Resources Division would have to conduct the management classification and compensation study, which is an extremely labor intensive and time consuming project. Although Human Resources currently has staff who are more than capable to conduct the study, other important projects as well as day-to-day operations would have to be postponed.
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 purpose of the management classification and compensation study is to properly classify management positions and to assess the County's standing in terms of internal equity and external competitiveness. The primary objectives of the study are to: 1) establish a standardized, objective job evaluation methodology, including allocation factors, that can be used by the County to classify and set salary levels for County management positions; 2) properly classify management positions; 3) revise the management class specifications; and 4) develop a County job evaluation manual for management positions. Staff cannot remember the last time that a study like this has been conducted. These comprehensive studies should be performed approximately every 5 years.

The proposed contract was obtained through a Request for Proposal (RFP). The proposals that were given final consideration were provided by Johnson & Associates, Bryce Consulting, LLP, and The Hay Group. The contract was awarded to Johnson & Associates for the following reasons: 1) the consulting firm is the most cost competitive; 2) the firm proposes an expedient timeline for the the completion of the study; 3) the firm has a strong, positive reputation in the field of classification and compensation; and 4) the firm offers a sound methodology for conducting the study.

Johnson & Associates proposes a very detailed work plan divided into four phases with each consisting of several tasks and subtasks. This work plan will ensure that the study is completed thoroughly and in a timely manner. If the contract is not approved, the Human Resources Division would have to conduct the management classification and compensation study, which is an extremely labor intensive and time consuming project. Although Human Resources currently has staff who are more than capable to conduct the study, other important projects as well as day-to-day operations would have to be postponed. Human Resources will work closely with Johnson & Associates to ensure that the study is completed expediently and that the County's objectives are accurately met.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins