



Agenda Date: 12/6/2005  
Agenda Placement: 6Y

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Maiko Klieman for Nancy Watt - County Executive Officer  
County Executive Office  
**REPORT BY:** Britt Ferguson, Assistant County Executive Officer, 253-4406  
**SUBJECT:** Approval of a Contract with Cooperative Personnel Services for Executive Recruitment Services

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with CPS Human Resource Services (CPS), dba CPS Executive Search for a maximum of \$26,000 for the term December 6, 2005 through April 30, 2006 to provide recruitment services to staff the position of Director of Environmental Management.

### **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 CPS Human Resources, dba CPS Executive Search, to solicit candidates for the Director of Environmental Management position, to ensure that the position is staffed as soon as possible. CPS has the expertise and staff resources to conduct a successful recruitment for this position. CPS will conduct the recruitment for a total cost that will not 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 through salary savings due to the vacant Director of Environmental Management position.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The market for experienced public sector department heads is very competitive and recruitment is time intensive. For that reason the County

regularly uses executive recruitment firms to assist in the recruitment process. Because department head vacancies are not common, the Human Resources Division is not staffed to conduct multiple department head recruitments and perform day-to-day recruitment, classification and personnel management functions. It is more cost-effective to contract out these specialized recruitments when vacancies occur. Currently, the Board has also authorized use of an executive search consultant to assist in recruiting for the vacant Director of Corrections position.

Is the general fund affected? Yes

Future fiscal impact: None.

Consequences if not approved: The recruitment will be done in-house. However, it is not likely that a timely and successful search will be accomplished. The Human Resources Division does not have the resources available at this time for this level of search.

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 Environmental Management position has been vacant since July of 2005. Director level positions require considerable outreach and staff time in order to produce a viable pool of applicants. It is anticipated that the recruitment for the Director of Environmental Management position may be particularly difficult because this position is somewhat unusual in California counties. Because of this, the County often uses professional recruitment firms to assist in these types of recruitments.

Staff recommends that the County contract with CPS Human Resources, dba CPS Executive Search, to provide assistance in recruiting for the Environmental Management Director position. CPS is a Sacramento-based Joint Powers Authority (JPA) organized to provide public sector human resources consulting services. CPS has considerable experience conducting recruitments for county department heads in general and health-related positions in particular. CPS' recent public-health related recruitment experience includes the Health Services Director for Monterey County, County Health Officer and Disease Control and Epidemiology Manager for Orange County, Director of Public Health for Riverside County, Director of Health Services for Sonoma County and Director of Community Health Services for the Clark County, Nevada Health District.

Staff did not conduct a competitive process to select a consultant for this recruitment, but competitive processes were recently used to select public sector executive search firms to conduct recruitments for the Director of Corrections and Human Resources Director positions. A review of proposals submitted by CPS and other firms for those positions provided staff with an understanding of the price structures used by most of the major firms in the field. All of the firms' price structures are similar to CPS' structure.

It is estimated that the entire recruitment and selection process for this position should take approximately four months at a total not to exceed cost of \$26,000.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Maiko Klieman