



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 No. 3 to Agreement No. 6622 with CPS Human Resources

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 6622 with CPS Human Resources, dba CPS Executive Search, increasing the amount by \$24,000 for a new maximum of \$131,000, and amending the scope of work to include recruitment services to staff the position of Director of Corrections.

EXECUTIVE SUMMARY

The Director of Corrections position has recently become vacant with the resignation of Julie Hutchens. Staff recommends amending the current agreement with CPS Human Resources, dba CPS Executive Search, to solicit candidates for this position because the firm has recently been successful in conducting the recruitment of the Assistant County Probation Officer. The entire recruitment and selection process for this position should take between 14 to 16 weeks at a total cost not to exceed \$24,000.

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 Corrections Department through salary savings resulting from the vacant Director of Corrections position.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	CPS Human Resources, dba CPS Executive Search, has recently been successful in conducting the recruitment of the Assistant County Probation Officer. The firm has experience working exclusively with the public sector,

specifically recruiting for corrections positions.

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 in-house or by another recruitment firm.

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 Director of Corrections position first became vacant in September 2005. The County entered into a contract with Ralph Andersen & Associates in November 2005 to recruit candidates for the position, which was filled with the appointment of Julie Hutchens. However, the Director of Corrections position has again become vacant with the resignation of Ms. Hutchens. Staff recommends amending the current agreement with CPS Human Resources, dba CPS Executive Search, because the firm has recently been successful in conducting the recruitment of the Assistant County Probation Officer. The firm has experience working exclusively with the public sector, specifically recruiting for corrections positions. The entire recruitment and selection process for this position should take between 14 to 16 weeks at a total cost not to exceed \$24,000.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Collins