



Agenda Date: 6/20/2006  
Agenda Placement: 6HH

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Pamela Hansen for Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Pamela Hansen, Human Resources Analyst III, 253-4305  
**SUBJECT:** Approval of Amendment to Agreement No. 6552 with Ralph Andersen & Associates

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### **RECOMMENDATION**

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6552 with Ralph Andersen & Associates increasing the amount by \$28,275 for a maximum of \$55,275, extending the term through June 30, 2007 and amending the Scope of Work to include recruitment services to staff the position of Assistant Director of Corrections.

### **EXECUTIVE SUMMARY**

The County will have an upcoming vacancy due to the pending retirement of the Assistant Director of Corrections. It is anticipated that this position will require considerable outreach and staff time in order to produce a viable pool of applicants. Staff recommends amending the agreement with Ralph Andersen & Associates to solicit candidates for this position to ensure that the position is staffed as soon as possible. Ralph Andersen & Associates is currently in the final stages of recruitment for the Director of Corrections and has the expertise and staff resources to conduct a successful recruitment for this position. The entire recruitment and selection process should take between 75 - 90 days at a total cost not to exceed \$28,275.

### **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 as a result of the pending vacancy due to retirement of the Assistant Director of Corrections position.
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification: Ralph Andersen & Associates is currently in the final stages of a recruitment for the Director of Corrections and has the expertise and resources to recruit for this position. This is a unique position in that most county jails are operated by the Sheriff.

Is the general fund affected? Yes

Future fiscal impact: The position will be filled in Fiscal Year 06-07 and will be contained in subsequent budgets.

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:

**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 Director of Corrections position will become vacant in July 2006 due to retirement. It is anticipated that this position will require considerable outreach and staff time in order to produce a viable pool of applicants. Staff recommends amending the agreement with Ralph Andersen & Associates to solicit candidates for this position to ensure that the position is staffed as soon as possible. Ralph Andersen and Associates is currently in the final stages of recruitment for the Director of Corrections and 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 75 - 90 days at a total cost not to exceed \$28,275. Human Resources will work closely with the contractor during the entire recruitment process.

**SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton