NAPA COUNTY BOARD OF SUPERVISORS
Board Agenda Letter

TO:          Board of Supervisors
FROM:        Karen Taylor - Director
              Human Resources
REPORT BY:   Kevin Lemieux, Senior Human Resources Analyst - 253-4000
SUBJECT:     Amendment No. 2 to Agreement No. 170482B with Ralph Andersen & Associates

RECOMMENDATION
Director of Human Resources requests approval of and authorization for the Chair to sign Amendment No. 2 to Agreement No. 170482B with Ralph Andersen & Associates, increasing the amount per fiscal year to a new annual maximum of $80,000 and providing for two years of automatic renewal, to conduct as-needed classification and compensation studies and analyses.

EXECUTIVE SUMMARY
If approved, this action amends the compensation and term of the agreement with Ralph Andersen & Associates, to assist the county with critical classification and compensation studies.

FISCAL & STRATEGIC PLAN IMPACT
Is there a Fiscal Impact? Yes
Is it currently budgeted? Yes
Where is it budgeted? Human Resources budgets each year for as-needed specialized technical consultation for employee benefits and compensation. The recommended annual contract maximum is a not-to-exceed amount and will only be used when needed and based upon budget availability. There is no commitment to ongoing expenditures as a result of this contract amendment.
Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: In preparation for negotiations that will begin January 2021, and per the agreement of the existing Memoranda of Understanding with the Public Services Employee Unit, it is recommended that the County continue to work with Ralph Andersen & Associates for related work on the County’s classification and compensation structure. In addition, the need for classification and compensation studies arise in order to properly classify County positions 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 services of the firm will be used on an as-needed basis and will be budgeted accordingly.

Consequences if not approved: The Human Resources Division would have to complete the classification and compensation studies, which can be extremely labor intensive and time consuming projects. Although Human Resources currently has staff who are capable of conducting classification and compensation studies, complex and extensive projects would cause a delay in the day-to-day work of the division including recruitment and hiring activities.

County Strategic Plan pillar addressed: Livable Economy for All
                                    Effective and Open Government

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 County’s compensation plan is one of the most important elements in its personnel system. Combining a sound compensation structure with an effective classification system contributes to the overall effectiveness of County operations. The County has made significant efforts in recent years to establish a rationale, consistent, and objective classification and compensation structure. Providing fair and equitable salary levels for all County jobs and establishing a pay plan that is consistent with prudent public practices, and the County’s ability to pay are primary goals for conducting classification and compensation studies.

In preparation for negotiations that will begin January 2021, and per the agreement of the existing Memoranda of Understanding with the Public Services Employee Unit, it is recommended that the County continue to work with Ralph Andersen & Associates for related work on the County’s classification and compensation structure. Ralph Andersen & Associates has worked on a variety of key studies for the county since the beginning of this agreement in 2009.

Therefore, the Director of Human Resources recommends approval of a contract amendment with Ralph Andersen & Associates, increasing the maximum amount per fiscal year to a not-to-exceed amount of $80,000 per
fiscal year, to conduct as-needed classification and compensation studies and analyses based upon County needs and providing for an automatic renewal for two additional years.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Helene Franchi