



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 7/10/2018

Agenda Placement: 6T

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Mary Booher for Minh Tran - County Executive Officer  
County Executive Office

**REPORT BY:** Helene Franchi, Deputy County Executive Officer - 253-4820

**SUBJECT:** Approval of a Contract with Ralph Andersen & Associates

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### **RECOMMENDATION**

County Executive Officer requests approval of and authorization for the Chair to sign an agreement with Ralph Andersen & Associates for a maximum of \$28,000 per position for the term June 30, 2018 through June 30, 2019 to provide recruitment services for the Director of Human Resources position and other single management class positions as necessary.

### **EXECUTIVE SUMMARY**

The Director of Human Resources has announced she will be leaving effective June 29, 2018. This level position requires considerable outreach and staff time in order to produce a viable pool of applicants. Staff recommends contracting with Ralph Andersen & Associates to solicit candidates for the position of Director of Human Resources to ensure that the position is staffed as soon after June 30 as possible. Ralph Andersen and Associates 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 \$28,000. In addition, Ralph Andersen and Associates has agreed to assist with recruitment of other single management class positions within the fiscal year if necessary.

### **FISCAL IMPACT**

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|---------------------------|--|
| Is there a Fiscal Impact? | Yes  |
| Is it currently budgeted? | Yes  |
| Where is it budgeted?     | This contract will be funded through salary savings due to vacant positions. |

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|-----------------------------------|--|
| Is it Mandatory or Discretionary? | Discretionary  |
| Discretionary Justification:      | Ralph Andersen & Associates has the expertise and resources to recruit for the Director of Human Resources position. This is a unique position and is responsible for the County's employees programs.                         |
| Is the general fund affected?     | Yes  |
| Future fiscal impact:             | The position will be filled this fiscal year with no future year impacts. If another high level management position becomes open, staff will utilize this contract.  |
| 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 Director of Human Resources will be leaving June 29, 2018. This level of position requires considerable outreach and staff time in order to produce a viable pool of applicants. It is anticipated that the recruitment for the Director of Human Resources position will require specialized abilities due to the variety of work involved with the position. The Human Resources Department provides a full range of employee services including: benefit administration, classification and compensation, labor and employee relationships, new employee training and recruitment and selection. Staff recommends contracting with Ralph Andersen & Associates to solicit candidates for the position of Director of Human Resources to ensure that the position is staffed as soon as possible. Ralph Andersen and Associates 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 \$28,000. The contractor will be working directly with the County Executive Officer during the recruitment and selection process.

The County has contracted with Ralph Andersen & Associates in the past for recruitment services and in the development of compensation surveys. This contract also includes the ability to use Ralph Andersen and Associates for other single management class position recruitments if necessary at a total cost not to exceed \$28,000.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi