



Agenda Date: 9/18/2007  
Agenda Placement: 6Q

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Olivia Soria, Staff Services Analyst II , 253-4945  
**SUBJECT:** Amendment 3 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. 3 to Agreement No. 6552 with Ralph Andersen & Associates increasing the amount by \$73,000 for a maximum of \$133,075, and amending the Scope of Work to include recruitment services as well as background and reference checks for the positions of Library Director and Chief Information Officer.

### **EXECUTIVE SUMMARY**

The County will have an upcoming vacancy due to the pending retirement of the Library Director. In addition, the position of Chief Information Officer has recently become vacant. It is anticipated that these positions will require considerable outreach and staff time in order to produce viable pools of applicants. Staff recommends amending the agreement with Ralph Andersen & Associates to solicit candidates for these positions to ensure that the positions are staffed as soon as possible. Staff also recommends amending the agreement with Ralph Andersen & Associates to include background and reference checks for both positions. Ralph Andersen & Associates recently filled the position of Director of Corrections and conducted the background and reference check of the chosen candidate. Ralph Andersen & Associates has the expertise and staff resources to conduct successful recruitments for these positions. The entire recruitment and selection process for the Library Director position should take between 75 - 90 days at a total cost not to exceed \$29,500. The entire recruitment and selection process for the Chief Information Officer position should take between 90 - 120 days at a total cost not to exceed \$34,500. The background and reference checks for both positions will cost \$9,000.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

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What is the revenue source?	The recruitment and background checks for the Library Director and Chief Information Officer will be funded by the Library budget and the Information Technology Services budget respectively.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Ralph Andersen & Associates successfully completed the recruitment for the Director of Corrections position and has the expertise and resources to recruit for the Library Director and Chief Information Officer positions.
Is the general fund affected?	Yes
Future fiscal impact:	The positions will be filled in Fiscal Year 2007-2008 and will be contained in subsequent budgets.
Consequences if not approved:	The recruitment for the positions will be done in house. However, it is not likely that a timely and successful search would be accomplished. The Human Resources division 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 Library Director position will become vacant in November 2007 due to retirement. In addition, the Chief Information Officer position recently became vacant due to resignation. It is anticipated that these positions will require considerable outreach and staff time in order to produce viable pools of applicants. Staff recommends amending the agreement with Ralph Andersen & Associates to solicit candidates for these positions to ensure that the positions are staffed as soon as possible. Staff also recommends amending the agreement to include the background and reference checks for both positions. The entire recruitment and selection process for the Library Director position should take between 75 - 90 days at a total cost not to exceed \$29,500. The entire recruitment and selection process for the Chief Information Officer position should take between 90 - 120 days at a total cost not to exceed \$34,500. The background and reference checks for both positions will cost \$9,000. Human Resources will work closely with the contractor during the entire recruitment process.

If the contract amendment is not approved, the recruitment for the positions will be done in house. However, it is not likely that a timely and successful search would be accomplished. The Human Resources division does not have the resources available at this time to recruit for such high profile positions.

Ralph Andersen & Associates was chosen because the firm recently filled the position of Director of Corrections and conducted the background and reference check of the chosen candidate. Ralph Andersen & Associates has the expertise and staff resources to conduct a broad-based, intensive recruitment for these positions.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi