

**SECOND AMENDMENT TO BOARD OF SUPERVISORS
AGREEMENT NO. BOS 17-128**

This Second Amendment to BOS Agreement No. 17-128 is entered into this 13TH day of Nov, 2018, by and between the COUNTY OF MENDOCINO, a political subdivision of the State of California, hereinafter referred to as "COUNTY" and Koff and Associates, hereinafter referred to as "CONTRACTOR".

WHEREAS, BOS Agreement No. 17-128 was entered into on November 1, 2017; and

WHEREAS, BOS Agreement No. 17-128 was amended for the first time on October 16, 2018 with BOS Agreement No. 17-128-A1; and

WHEREAS, upon execution of this document by the Chair of the Mendocino County Board of Supervisors and Koff and Associates, this document will become part of the aforementioned contract and shall be incorporated therein; and

WHEREAS, BOS Agreement No. 17-128 is to be increased by the amount of \$25,000 for a revised total Agreement amount not to exceed \$125,000; and

WHEREAS, it is the desire of CONTRACTOR and COUNTY to revise Exhibit A of BOS Agreement No. 17-128 with the attached Revised Exhibit A; and,

WHEREAS, it is the desire of CONTRACTOR and COUNTY to revise Exhibit B of BOS Agreement No. 17-128, with the attached Revised Exhibit B.

NOW, THEREFORE, the parties agree as follows:

1. BOS Agreement No. 17-128 is to be increased by the amount of \$25,000 for a revised total Agreement amount not to exceed \$125,000.
2. To revise Exhibit A of BOS Agreement No. 17-128 with the attached Revised Exhibit A.
3. To revise Exhibit B of BOS Agreement No. 17-128 with the attached Revised Exhibit B.

All other terms and conditions of BOS Agreement No. 17-128, as amended with BOS Agreement No. 17-128-A1, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DEPARTMENT FISCAL REVIEW:

Heidi M. Dunham 11/1/18
HEIDI DUNHAM, HR DIRECTOR DATE

Budgeted: ☒ Yes ☐ No

Budget Unit: 1320 and 5020

Line Item: 862189

Grant: ☐ Yes ☒ No

Grant No.: _____

COUNTY OF MENDOCINO

By: Georgeanne Croskey
DAN HAMBURG, Chair Georgeanne Croskey
BOARD OF SUPERVISORS

NOV 15 2018

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: Karla Van Hagen
Deputy NOV 15 2018

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: Karla Van Hagen
Deputy NOV 15 2018

INSURANCE REVIEW:

By: Carmel J. Angelo
Risk Management

EXECUTIVE OFFICE/FISCAL REVIEW:

APPROVAL RECOMMENDED

By: Jonelle Rau
Deputy CEO

CONTRACTOR/COMPANY NAME:

By: _____
SEE ATTACHED
SIGNATURE PAGE

NAME AND ADDRESS OF CONTRACTOR:

Koff and Associates

2835 Seventh Street

Berkeley, CA. 94710

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,
County Counsel

By: Katharine Elliott
Deputy

Signatory Authority: \$0-25,000 Department; \$25,001-50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**
Exception to Bid Process Required/Completed ☐ _____
Mendocino County Business License: Valid ☐ _____
Exempt Pursuant to MCC Section: _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

DEPARTMENT FISCAL REVIEW:

SEE ATTACHED
SIGNATURE PAGE

HEID. _____ R DATE _____

Budgeted: ☒ Yes ☐ No

Budget Unit: 1320 and 5020 _____

Line Item: 862189 _____

Grant: ☐ Yes ☒ No

Grant No.: _____

COUNTY OF MENDOCINO

By: _____
DAN HAMBURG, Chair
BOARD OF SUPERVISORS

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: _____
Deputy

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: _____
Deputy

INSURANCE REVIEW:

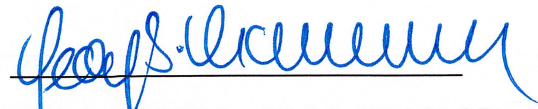
By: _____
Risk Management

EXECUTIVE OFFICE/FISCAL REVIEW:

APPROVAL RECOMMENDED

By: _____
Deputy CEO

CONTRACTOR/COMPANY NAME:

By: 

NAME AND ADDRESS OF CONTRACTOR:

Koff and Associates _____

2835 Seventh Street _____

Berkeley, CA. 94710 _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

KATHARINE L. ELLIOTT,
County Counsel

By: _____
Deputy

Signatory Authority: \$0-25,000 Department; \$25,001-50,000 Purchasing Agent; **\$50,001+ Board of Supervisors**

Exception to Bid Process Required/Completed ☐ _____

Mendocino County Business License: Valid ☐

Exempt Pursuant to MCC Section: _____

REVISED EXHIBIT A

DEFINITION OF SERVICES

APPROACH

Methodology / Work Plan / Deliverables:

A. Phase I: Point Factor versus Whole Job Analysis and Base Salary Survey of 50 Benchmarks

B. Confirmation of Benchmark Classifications, and Benefits to be Collected

- Confirm benchmark classifications.
- Confirm benefits to be surveyed.

C. Data Collection

- K&A to conduct all of the data collection and analysis to ensure validity of data and quality control; compare job description to job description; ensure matches of at least 70%.
- Review the County's existing job descriptions to ensure understanding of each position to be surveyed.
- Collect job descriptions, organization charts, and other information from comparator agencies via website, in person, or by telephone.
- Make preliminary "matches" and then schedule appointments by telephone, and sometimes in person, with knowledgeable individuals to answer specific questions.
- Ensure a very high validity rate and produce data that is substantiated before management, employee representation as well as governing bodies.

D. Analysis and Preliminary Data Review

- Enter data into spreadsheet format designed for ease of interpretation and use.
- Present information in a format that will identify the comparator positions used for each class comparison.
- Calculate information based upon average and median figures, allowing the County to make informed compensation decisions.
- Submit Excel spreadsheets for each benchmark classification.

E. Draft of Compensation Findings and Meeting with Project Team

- Distribute draft findings to the County.
- After the County's preliminary review, meet with the project team and various stakeholders to clarify data, receive requests for reanalysis of certain comparators; and answer questions and address concerns.
- Provide an opportunity for the project team and other stakeholders to review and question any of our recommended benchmark comparator matches.
- If questions arise, conduct follow-up analysis to reconfirm original analysis and/or to make corrections.

F. Internal Job Analysis

- Determine internal equity for both market driven and non-benchmarked positions.
- Develop internal position hierarchy utilizing the County's Slavin point-factor evaluation and compare results to internal equity based on the "whole position" classification methodology, including education, experience, problem solving/ingenuity, attention/stress, independence of action/ responsibility, contacts with others, supervision exercised, consequence of action/decisions.
- Make recommendations regarding vertical salary differentials across the organization.

G. Development of Compensation Structure and Recommendations

- Review and make recommendations regarding internal alignment and compensation structure within which classifications are allocated, based upon the County's preferred compensation model.
- Discuss draft recommendations with management team prior to developing Interim Report.

H. Preparation of Draft Final and Final Report and Deliverables

- Complete Draft Report and submit to the County for review, comment, and recommendations, including detailed compensation findings and recommendations; proposed salary structure, and implementation issues; methodology for continued implementation and maintenance of plan.
- Once the County's questions/concerns are addressed and discussed, create Final Report.

I. Presentation to the Project Team

- Our proposal includes one initial overview, one interim study session (to discuss the initial findings of the market salary study), and one final presentation.

TIME REQUIREMENTS

Our professional experience is that studies of this scope and for this size organization take approximately five to six (5 - 6) months to complete, allowing for compensation data collection and analysis, review steps by the County, the development of final reports, any appeals, and presentations.

The following is a suggested timeline (which can be modified based on the County's needs):

Deliverable	Total Compensation Study	Week #
A.	Phase I _ Point Factor vs Whole Job Analysis	
B.	Selection and Confirmation of Benchmark Classifications, and Benefits to be Collected	Week 1
C.	Data Collection	Week 18
D.	Analysis and Preliminary Review of Data	Week 19
E.	Draft of Compensation Findings and Meeting with Study Project Team	Week 22
F.	Internal Job Analysis	Week 23
G.	Development of Compensation Structure and Recommendations	Week 23
H.	Preparation of Draft Final and Final Report and Deliverables	Week 24
I.	Final Presentation to the Project Team	As Scheduled

REVISED EXHIBIT B

PAYMENT TERMS

Total amount to be paid to Koff and Associates during the contract period is not to exceed \$125,000.

Deliverables	Total Compensation Study	Hours:
A.	Phase I : Analysis of Point Factor vs Whole Job Analysis with base salary data collection of 50 benchmarks	282
B.	Selection and Confirmation of Benchmark Classifications, and Benefits to Be Collected	10
C.	Total Compensation Data Collection <i>Assumes: 150 benchmarks and 10 comparators with salary update of Phase I benchmarks</i>	305
D.	Analysis and Preliminary Review of Data <i>Assumes: 150 benchmarks and 10 comparators</i>	155
E.	Draft of Compensation Findings and Meeting with Project Team	40
F.	Internal Job Analysis	60
G.	Development of Compensation Structure and Recommendations	30
H.	Preparation of Draft Final and Final Report and Deliverables	30
I.	Final Presentation to the Project Team	16
	<i>Additional anticipated meetings with Management, Project Team, employees, and/or other stakeholders.</i>	24
	Total Professional Hours	952
	Combined professional and clerical composite rate: \$125/Hour	\$119,000
	Expenses (included in our pricing)	N/A
	<i>Expenses include but are not limited to duplicating documents, binding reports, phone, supplies, postage, parking, meals, travel time, etc.</i>	
	TOTAL PROJECT COST NOT TO EXCEED:	\$119,000
	<i>*Additional consulting will be honored at composite rate (\$125)</i>	