



# Mendocino County

## Legislation Text

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File #: 17-0906, Version: 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** October 17, 2017

**Department Contact:** Heidi Dunham

**Phone:** 234-6600

**Department Contact:** Juanie Cranmer

**Phone:** 234-6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of Agreement with Koff & Associates in the Amount of \$100,000 for the Term of November 1, 2017 through October 31, 2018, to Perform a Base Salary Study and Evaluation of the County's Classification and Compensation Plan

**Recommended Action/Motion:**

Approve Agreement with Koff & Associates in the Amount of \$100,000 for the term of November 1, 2017 through October 31, 2018, to perform a base salary study and evaluation of the County's Classification and Compensation Plan; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

N/A

**Summary of Request:**

The County has not conducted a comprehensive review of its compensation plan for over 17 years. The salaries are under market and it is critical to identify areas where significant market differences exist to the extent that they are affecting our ability to recruit and retain staff.

Koff and Associates is an experienced Human Resources consulting firm that has been providing classification and compensation consulting to public agencies for over 33 years. In January of this year, Merced County issued RFP #7171 for a classification and compensation study and selected Koff & Associates to provide the service. Mendocino County is able to piggy back off that RFP and contract with the firm at the same rates, terms and conditions. The study will include an evaluation of the County's current Classification and Compensation Plan, review and recommendation for 150 classification specifications and staff training.

**Alternative Action/Motion:**

Return to Human Resources with further direction.

**Supplemental Information Available Online at:** N/A

**Fiscal Impact:**

**Source of Funding:** HR 1320, HHSA 5020  
**Current F/Y Cost:** GF \$49,500 and Non GF \$40,500

**Budgeted in Current F/Y:** No but funds are available  
**Annual Recurring Cost:** GF \$5,500 Non GF \$4,500

**Supervisory District:** All

**Vote Requirement:** Majority

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**



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**FOR COB USE ONLY**

Executed By: Nadia Tipton

Final Status: **Approved**

Date: October 18, 2017

Executed Item No.: **Agreement** Number: 17-128

Note to Department:

Executed Documents Returned to

Department: Originals \_\_\_\_\_ Copies

\_\_\_\_\_ Hand Delivered \_\_\_\_\_ Interoffice

Mail \_\_\_\_\_ Executed Agreement Sent to

Auditor? Y/N