

Mendocino County

Legislation Details (With Text)

File #: 17-0906 Version: 1 Name:

Type: Agreement Status: Approved

File created: 9/25/2017 In control: Human Resources

On agenda: 10/17/2017 Final action: 10/17/2017

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

Sponsors: Human Resources

Indexes:

Code sections:

Attachments: 1. Agreement 17-128

Date	Ver.	Action By	Action	Result
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10/17/2017 1 Board of Supervisors

To: Board of Supervisors

From: Human Resources

Meeting Date: October 17, 2017

Department Contact:Heidi DunhamPhone:234-6600Department Contact:Juanie CranmerPhone: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.

File #: 17-0906, Version: 1

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 **Budgeted in Current F/Y:** No but

funds are available

Current F/Y Cost: GF \$49,500 and Non GF **Annual Recurring Cost:** GF \$5,500

\$40,500 Non GF \$4,500

Supervisorial District: All Vote Requirement: Majority

Agreement/Resolution/Ordinance Approved by County Counsel: Yes

CEO Liaison: Janelle Rau, Deputy CEO

CEO Review: Yes CEO Comments:



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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