



Mendocino County

Legislation Text

File #: 17-0906, **Version:** 1

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

Budgeted in Current F/Y: No but
funds are available

Current F/Y Cost: GF \$49,500 and Non GF
\$40,500

Annual Recurring Cost: GF \$5,500
Non GF \$4,500

Supervisory 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