



Legislation Text

File #: 18-758, Version: 1

MEMORANDUM

TO: Board of Supervisors

FROM: Carol J. Huchingson, County Administrative Officer

DATE: September 11, 2018

SUBJECT: Approve County Administrative Officer (CAO) request for authority to contract with CPS-HR during Fiscal Year 2018-2019 for up to three executive search recruitments at a cost of \$10,500 to \$17,000 per recruitment plus advertising and professional fees ranging from \$3,000 to \$7,000

EXECUTIVE SUMMARY:

Your Board is very well aware of our struggle to recruit and retain employees. This is impacting us at virtually all levels of employment and in all departments, complicated by our comparably low salaries and benefits as well as the repeated wildfire disasters leaving the outside world to conclude that Lake County is synonymous with fire. Apart from the issues here, experts in the field confirm that the labor pool is now very much a candidate's market where prospects can pick and choose from a wide field, in which we are less attractive. For key leadership positions, executive search recruitment strategies are common practice and can lead to better outcomes.

I am recommending that we contract with Cooperative Personnel Services - Human Resources (CPS-HR) for executive search recruitment for up to three key positions (department head or management level) during Fiscal Year 2018-2019.

CPS-HR is another name for our long-time partner in service known as, "Merit Systems Services (MSS)". For decades, under state contract, MSS has conducted employee recruitments for Social Services and Child Support Services employees here and in more than 30 other California counties. Through all my years as DSS Director, I was pleased with the recruitment efforts of MSS. MSS is just one branch of CPS-HR, which provides a number of other HR-related services including executive search. CPS-HR is a Joint Powers Agency (JPA) tasked to provide sophisticated consulting services to public agencies. As per California's State Contracting manual, an agreement with CPS-HR does not require competitive bidding because CPS-HR is a government entity.

Depending on the level of service required for each executive search, costs range from \$10,500 to \$17,000, plus the cost of advertising and professional fees ranging from \$3,000 to \$7,000 depending

on scope. For a full recruitment, CPS-HR provides a two-year guarantee during which they do not actively recruit the new hire. If new hire leaves before two years, CPS-HR reruns the recruitment.

FISCAL IMPACT: ☒ None ☐ Budgeted ☐ Non-Budgeted

Estimated Cost:

Amount Budgeted:

Additional Requested:

Annual Cost (if planned for future years):

FISCAL IMPACT (Narrative): If approved, Administration will hold the contract and charge departments as appropriate using salary savings resulting from positions vacancies to cover.

STAFFING IMPACT (if applicable): None

RECOMMENDED ACTION:

Approve County Administrative Officer (CAO) request for authority to contract with CPS-HR during Fiscal Year 2018-2019 for up to three executive search recruitments at a cost of \$10,500 to \$17,000 per recruitment plus advertising and professional fees ranging from \$3,000 to \$7,000.