



## Exhibit A



### High Level Scope of Work for Services

#### Introduction

Koa Hills will work with the County to ensure full coverage on activities needed to meet HR processing deadlines. Our team of resources has vast experience with Finance Enterprise HR and will work side by side with your team to not only meet the demands of a bi-weekly payroll processing but also assist in improving processes that are inefficient, tedious or prone to error. We will endeavour to train staff in the software they are using while at the same time making sure that current HR processing is accurate and ontime.

#### Scope

The high level scope of the Project work will include:

Service / Task	Description	Primary Responsibility	Secondary Responsibility
HR Maintenance	<p>Koa Hills will work with HR staff to make sure employee changes/new employee/terminated employee data is entered correctly into the system. Any system set-up changes will also be verified. This will include activities such as:</p> <ul style="list-style-type: none"> <li>● Processing pay increases</li> <li>● Processing promotions</li> <li>● Processing step increases</li> <li>● Processing leaves of absence</li> <li>● Processing pay assignment changes</li> <li>● Position Control and Position Control Audit</li> <li>● Processing employee benefit assignments</li> <li>● Processing Demotions</li> <li>● Other Transactions including but not limited to Termination, other benefit integration.</li> <li>● Weekly Check In Meetings with HR</li> <li>● Any other work requested by HR</li> </ul>	Koa Hills	Humboldt County
Documentation	Koa Hills will work with the HR staff to create/update SOP documentation.	Koa Hills	Humboldt County
Reporting	Koa Hills will assist HR with their reporting needs.	Humboldt County	Koa Hills
Training	Koa Hills will train HR staff and other departments if any changes in processes are needed.	Koa Hills	Humboldt County
Process Improvement	Koa Hills will review processes and procedures and make recommendations/changes to improve and make processes more efficient.	Koa Hills	Humboldt County



# KoaHills

CONSULTING

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Human Resource Project Manager  
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HR Support

Professional Services				
Task Description		Hours	Rate	Cost
Client Side Technical HR Lead 9/1/21 to 6/30/22 130 hours per month average See SOW for details	-	1300	170	221,000
<b>Subtotal, Estimated Cost of Services</b>		<b>1,300</b>		<b>\$221,000</b>

**Total Estimated Cost of Project** **\$221,000**

**Notes:**

- Work to be done remotely
- KOA Hills will not drive an automobile in the performance of the services provided pursuant to the terms and conditions of this Agreement.
- **The hours listed on the SOW are an estimate based on current information. If during the project we project that the hours will be exceeded the client will be notified and a change order will be completed.**

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