



# COUNTY OF HUMBOLDT

For the meeting of: 1/15/2019

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File #: 19-64

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**SUBJECT:**

Approval of a Professional Services Agreement with Koff & Associates to Perform a Classification and Compensation Study

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Koff & Associates regarding a countywide employee classification and compensation study in an amount not to exceed \$527,500.00; and
2. Authorize the Director of Human Resources to execute any future amendments to the professional services agreement with Koff & Associates that do not cumulatively exceed \$50,000.00 upon approval by Risk Management and County Counsel.

**SOURCE OF FUNDING:**

General Fund

**DISCUSSION:**

The Board of Supervisors approved funding in the First Quarter Fiscal Year 2018-19 Budget to contract with a qualified firm to complete a countywide employee classification and compensation study.

Koff & 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 2017, Merced County issued Request for Proposal (RFP) #7171 for a classification and compensation study and selected Koff & Associates to provide the service. The County of Humboldt is able to make a cooperative purchase of these services utilizing RFP #7171's competitive bidding process and enter into a professional services agreement with Koff & Associates at the same rates, terms, and conditions.

This classification and compensation study will ensure that the County of Humboldt is in a long-term competitive position to recruit and retain a talented workforce by creating a clearly designed and equitable classification and compensation format that is flexible for career opportunity and future

growth.

The County of Humboldt is long overdue in completing this process; having not completed a classification and compensation study of this size and scope since 1990. Completing this classification and compensation study will allow the County of Humboldt to more effectively manage its classification and compensation structure; which will, in turn, offer better service to employees and the community of Humboldt County.

**FINANCIAL IMPACT:**

Funds were approved in the First Quarter Fiscal Year 2018-2019 budget in the amount of \$500,000.00 for Human Resources to contract for a classification and compensation study. The cost of the professional services agreement with Koff & Associates is not to exceed \$527,500.00 over the term of the contract, and the study is expected to be completed by fiscal year 2020-21. The remaining \$27,500.00 is available in the Risk Management budget. It is anticipated that this classification and compensation study will create efficiencies at the department level by correctly evaluating departmental need and classifying employees to meet those departmental needs most efficiently and effectively; however, the cost savings are unknown at this time.

This request supports the Board of Supervisors strategic framework by improving government operations and investing in the development and retention of employees.

**OTHER AGENCY INVOLVEMENT:**

All County Departments

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

Your Board could choose not to approve the attached professional services agreement with Koff & Associates and direct staff to complete a new RFP for these services. However, this alternative is not recommended as it would cause a significant delay in carrying out the classification and compensation study.

**ATTACHMENTS:**

1. Koff & Associates Professional Services Agreement
2. Merced County RFP #7171
3. Koff & Associates Response to Merced County RFP #7171

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: 18-1488

Meeting of: 11/13/2018