



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Clerk-Recorder-
Assessor
Department No.: 062
For Agenda Of: 10/06/2015
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: 3/5

TO: Board of Supervisors
FROM: Joseph E. Holland, Clerk-Recorder-Assessor
Contact Info: Wesley Welch, Fiscal Manager x 2214
SUBJECT: Agreement for Services of Independent Contractor with Robert Half International Inc.

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a. Approve and authorize the Chair to execute the Agreement for Services of Independent Contractor with Robert Half International Inc. doing business through its division Office Team, in an amount not to exceed \$450,000; and
- b. Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because they consist of administrative activities of the County that will not result in direct or indirect physical changes in the environment.

Summary Text:

An agreement with Robert Half International Inc., doing business as Office Team, was originally approved by the Board in 2008 and annually renewed through the ongoing board contracts budget process. County Elections is requesting the Board execute a revised Board Contract for temporary staffing services.

In addition to updating the agreement to use the current Board contract form, changes to the agreement are being made to provide increased flexibility in the recruitment of temporary election workers. The agreement adds a new position classification, Office Assistant Lead, described in Attachment A1. The

position and related bill rate (Attachment B1) will be used for temporary staff who will act as a lead to other Customer Service Representatives, Data Entry Operators, General Clerks, and Warehouse Clerks. Under supervision of County staff, this position will have a moderate degree of responsibility and will require previous supervision or lead staff experience. Previously, many of the employees for this type of position were recruited by the Department and hired through the County payroll as extra help. Due to the temporary nature of these positions, recruiting has become increasingly difficult and time consuming for Elections. It is felt that Office Team, with a broader recruitment base is better equipped to handle these types of recruitments.

The agreement specifies that Office Team, at the County's expense, will have a third party vendor perform a seven-year criminal background investigation on applicants for the Administrative Assistant, Customer Service Representative, Data Entry Operator, or Office Assistant Lead positions who have met the minimum qualifications and would likely be assigned to the County. Office Team will not assign any individual whose background check reveals any convictions or pending charges for felonies or misdemeanors involving crimes of dishonesty or violence.

The agreement also adds a County referral classification and bill rate for former Elections extra-help employees referred by the County to Office Team. The new classification and negotiated bill rate allow for a pay rate that aligns closely with the extra-help rate previously paid by the County, and is considered appropriate given the prior experience of those workers.

Background:

The Elections Division established the first service agreement with Robert Half International Inc. doing business through its division Office Team in 2008. Robert Half International Inc. is a provider of administrative support staff for hiring on a temporary basis. These services are used to staff various temporary positions in the Elections Division for election related work during peak election months. This agreement has been renewed since its inception by the County Board of Supervisors via the annual ongoing board contracts process.

Fiscal and Facilities Impacts:

Budgeted: Yes

Key Contract Risks:

The vendor is an established reputable vendor that has been providing reliable service to Elections since 2008. The main risks with this vendor would be the inability to recruit the high number of staff required for each election at the level of skill required for the critical election tasks. This risk would be inherent with any vendor given the volume of staff required. In consideration of past experience with this vendor, and demonstrated ability to provide the required service, the overall contract risk is considered to be low.

Fiscal Analysis:

There is no fiscal impact from these recommended actions as the not to exceed contract amount remains the same. Additionally, the 2015-16 Board Adopted budget contains the necessary appropriations to meet the estimated costs.

Special Instructions:

Send copy of minute order to Wesley Welch in the Clerk-Recorder-Assessor and a copy of the fully executed contract.

Attachments:

- A. Agreement for Services of Independent Contractor with Robert Half International Inc. doing business through its division Office Team.

Authored by:

Heather McCaslin and Rose Rodarte