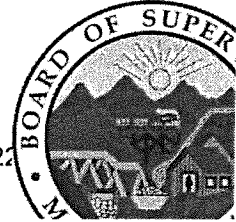




MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2018-102

MEETING: March 13, 2018

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel - Interim Human Resources Director

RE: First Amendment to Human Resources Services Agreement with MRG

RECOMMENDATION AND JUSTIFICATION:

Approve the First Amendment to an Agreement with Municipal Resource Group to Extend the Term of the Agreement to December 31, 2018 and Increase the Not-To-Exceed Amount from \$25,000 to \$50,000; and Authorize the Board of Supervisors Chair to Sign the First Amendment.

Additional classification work is being requested because various departments have submitted several new position requests for the 2018/2019 fiscal year. MRG has provided their expertise to the County in the past in performing job classification and analysis. The recent department requests were submitted to Human Resources by way of a Position Description Questionnaire (PDQ), which is the mechanism used to determine the kind of a position a department desires. MRG is highly skilled in classification and job analysis as well as developing pay ranges.

The service provided in the initial Agreement with MRG was for residual work on the comprehensive clerical study as well as other classification work for various departments. The term of the initial Agreement was for the period of July 1, 2017 through June 30, 2018 and the not-to-exceed amount was \$25,000. This First Amendment would extend the term of the Agreement to terminate on December 31, 2018 as well as increase the not-to-exceed amount to \$50,000.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Agreement for Human Resources Services with MRG in a not-to-exceed amount of \$25,000 was approved by County Administrative Officer (CAO) Dallin Kimble as it was within his signing authority pursuant to Ordinance No. 17-1124. Although \$50,000 is within signing authority of the CAO, his authority is limited to one year agreements. The First Amendment, if approved by the Board, would extend the term of the Agreement to 18 months.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve the First Amendment to the MRG Agreement, however, a negative action would result in a delay in the job analysis of the departmental position requests if HR staff were to perform the classification work.

FINANCIAL IMPACT:

Funding is budgeted in Human Resources Professional Services line item.

ATTACHMENTS:

MRG First Amendment (PDF)

MRG Agreement (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Merlin Jones, District II Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

FIRST AMENDMENT TO AGREEMENT FOR HUMAN RESOURCES SERVICES

THIS FIRST AMENDMENT TO THE AGREEMENT FOR HUMAN RESOURCES SERVICES is made and entered into this 1st day of March 2018 by and between the County of Mariposa, a political subdivision of the State of California, hereinafter referred to as "County" and the Municipal Resource Group, hereinafter referred to as "Contractor."

WHEREAS, the County and Contractor have heretofore entered into an Agreement for Human Resources Services dated August 24, 2017 wherein Contractor agreed to perform various human resources services such as classification studies and creation of classification specifications.

NOW, THEREFORE, the parties hereto in consideration of the mutual covenants herein recited, hereby agree as follows:

1. Amend paragraph number 1 "Term" as follows: The term of this Agreement shall commence on July 1, 2017 and terminate on December 31, 2018 unless extended as provided by this Agreement.
2. Amend paragraph number 3 "Compensation" by increasing the not-to-exceed amount from Twenty-Five Thousand (\$25,000) to Fifty Thousand Dollars (\$50,000).
3. Except as herein amended, the Agreement for Human Resources Services dated August 24, 2017, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties cause this Amendment to be executed on the date first above written

**COUNTY OF MARIPOSA
(COUNTY)**

**MARY EGAN
(CONTRACTOR)**



Rosemarie Smallcombe
Chair, Board of Supervisors



Mary Egan
Partner, Municipal Resource Group

ATTEST:

APPROVED AS TO FORM:



René LaRoche
Clerk of the Board



Steven W. Dahlem
County Counsel