



# AGENDA REPORT

TO: DEANNA J. SANTANA  
CITY ADMINISTRATOR

FROM: Katano Kasaine  
Interim HR Director

SUBJECT: Supplemental: CPS-HR Consulting Contract DATE: October 31, 2013

City Administrator  
Approval

*Deanna Santana*

Date

*11-1-13*

COUNCIL DISTRICT: City-Wide

## RECOMMENDATION

Staff recommends that the City Council accept this supplemental report to the approving a Resolution waiving advertisement, the competitive Request for Proposal/Qualifications (RFP/Q) process and Local/Small Local Business Enterprise (L/SLBE) Program and award a professional services contract in the amount not to exceed \$200,000 (two hundred thousand dollars) to CPS-HR Consulting, a full service public sector human resources vendor; in order to satisfy the human resource needs of the City of Oakland.

## OUTCOME

The information in this report is provided to clarify information regarding the funding allocations that support the recommended contract and to clarify how the contract will supplement existing staffing.

## REASON FOR SUPPLEMENTAL

At the October 22, 2013 meeting of the Finance & Management Committee, the Committee voted to advance the recommendation to approve a contract with CPS-HR Consulting to the full Council. Since then, staff has been asked to provide clarification regarding the funding available to support the contract and the impact to staffing in DHRM by engaging in this contract.

## ANALYSIS

If approved by Council, the recommended contract will be executed as a blanket "as-needed" contract with task orders to accommodate the specific and separate needs of multiple projects for a total not to exceed the amount of \$200,000. The contract is recommended as part of a broader strategy to support recruitment activities for Police Department vacancies.

Charter section 902(e) – often referred to as the “contracting out clause” – states: Individuals or organizations engaged by contract after a finding by the Council or the Board of Port Commissioners, as the jurisdiction may be, that

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the service is of a professional, scientific or technical nature and is temporary in nature, or after finding by vote of two-thirds of the members of the Council or said Board that the performance of the service by contract, regardless of nature or term, is in the public interest because of economy or better performance; provided, that no such contract for service shall result in the loss of employment or salary by any person having permanent status in the competitive service.

The recommended contract is compliant with this Charter section because the contract is explicitly designed to augment existing staffing capacity for intermittent, temporary, and high volume recruitment activities during a particularly demanding ramp-up time. The contractor's services will be used primarily to support large scale testing for Police Officer Trainees (academy candidates) and other critical positions requiring large-scale or high staffing demand exams for the duration of the contract. DHRM has historically used external vendors to augment existing staff for highly specialized recruitments (public safety promotional tests in particular) and for periods of particularly high demand. City Council specifically set aside \$400,000 to augment OPD recruitment and the background process, and staff have collaborated with the Compliance Director who supports this approach.

When the Adopted Policy Budget for Fiscal Year 2013-2015 was approved in June 2013, there were five (5) vacancies in the Department of Human Resources. As of this writing, recruitments for three classifications have been completed and departmental interviews are scheduled. For the remaining two vacancies, a recruitment has been conducted and it is anticipated that all DHRM vacancies will be filled by the end of November 2013.

There are currently 67 recruitments in process citywide. Being fully staffed will allow DHRM to catch up from the backlog of citywide recruitments. Additionally, CPS-HR Consulting has a full range of human resources training programs. Engaging the vendor to provide training to new and existing DHRM staff will facilitate a faster integration of new staff and a commitment to standardized processes for efficiency.

#### **PUBLIC OUTREACH**

Not applicable

#### **COST SUMMARY/IMPLICATIONS**

The Fiscal Year 2013/2015 Adopted Policy Budget allocated a one-time amount of \$400,000 to support Police Department in its efforts to clear the backlog of background checks and to improve hiring time. Activities under the CPS-HR Consulting contract that directly support Police backgrounds will be charged to that budget allocation. The cost of using the consultants for recruitments in other City departments not related to public safety will be charged to the hiring department.

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**SUSTAINABLE OPPORTUNITIES**


***Economic:*** There are no economic impacts associated with this supplemental report.

***Environmental:*** There are no environmental impacts associated with this supplemental report.

***Social Equity:*** There are no social equity impacts associated with this supplemental report.

For questions regarding this report, please contact Kip Walsh, Recruitment & Classification Manager, at (510) 238-7334.

Respectfully submitted,



KATANO KASAINÉ

Interim Director

Department of Human Resources Management

Prepared by:

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