



CITY OF OAKLAND

# AGENDA REPORT

**TO:** Jestin D. Johnson  
City Administrator

**FROM:** Mary Hao  
Director of Human  
Resources Management

**SUBJECT:** Recruitment Services Agreement  
Extension Of Contract End Date

**DATE:** March 27, 2025

City Administrator Approval

  
Jestin Johnson (Mar 27, 2025 19:27 PDT)

Date: Mar 27, 2025

## **RECOMMENDATION**

**Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With Cooperative Personnel Services D.B.A. CPS HR Consulting To Continue Providing Assistance In All Aspect Of Recruiting Qualified, Experienced Candidates For Placement Into City Government, Classification Specifications, Classification and Compensation Studies, Training Workshops, Organizational Studies And Examination Administration And Studies For The Period Of September 1, 2023 to September 1, 2028.**

## **EXECUTIVE SUMMARY**

The City of Oakland issued a Request for Proposals (“RFP”) for Recruitment Services on June 1, 2018. Responses for that RFP were due on June 18, 2018.

Accordingly, the proposed resolutions accompanying this report authorize the City Administrator to extend the Professional Services Agreement with Cooperative Personnel Services D.B.A. CPS HR Consulting. Staff recommends that the City Council authorize a four-year extension of the current contract services agreement with no request for additional funding.

## **BACKGROUND / LEGISLATIVE HISTORY**

The Human Resources Management Department administers the City’s recruitment services. To support that administration, the City has engaged with recruitment services agency Cooperative Personnel Services D.B.A. CPS HR Consulting.

Pursuant to the RFP process that concluded on June 18, 2018, the City selected Cooperative Personnel Services D.B.A. CPS HR Consulting to provide recruitment, classification, and compensation services. On July 24, 2018, [Resolution 87291](#) was signed by City Council

Finance and Management Committee  
April 9, 2025

authorizing the City Administrator to establish an On-Call contract with Cooperative Personnel Services D.B.A. CPS HR Consulting to provide recruitment services at a total contracting cost not to exceed \$2,000,000.00 over a three-year period beginning September 1, 2018 through August 31, 2021. On September 1, 2018, the City completed a contract agreement with Cooperative Personnel Services D.B.A. CPS HR Consulting in the total amount of \$2,000,000.00 for a three-year agreement concluding on August 31, 2021.

On April 30, 2021, the City signed an amendment to add two years to the original agreement, extending the original contract agreement end date to August 31, 2023.

The contract agreement with Cooperative Personnel Services D.B.A. CPS HR Consulting expired on August 31, 2023, and has \$1,250,042.66 remaining in funding.

### **ANALYSIS AND POLICY ALTERNATIVES**

Having a recruitment services vendor available ensures that departments can have services like job analyses, recruitment and examination development, advertising outreach plans, creating job announcements, and developing job-related examination material, among other services. Contracting with an agency that specializes in various recruitment and classification services ensures that human resources processes such as classification studies, examination preparation, are streamlined, contributing to **responsive, trustworthy government**.

Staff recommends authorization of this five-year contract extension because Cooperative Personnel Services D.B.A. CPS HR Consulting has been a reliable and experienced partner in supporting the City of Oakland's recruitment and classification needs. They have successfully consulted on the majority of our public safety sworn Police and Fire recruitments since 2021, ensuring compliance with MOU-driven timelines and managing complex, large-scale examination processes. Their expertise in in-depth, job-related testing, including in-basket scenarios, has been instrumental in maintaining fair and effective hiring practices. Additionally, CPS HR has provided critical support in classification studies, delivering timely and detailed analyses to help ensure accurate job classifications. With a strong track record of high-quality service and a deep understanding of public sector HR, CPS HR continues to be a valuable resource for the City.

### **FISCAL IMPACT**

The fiscal impact of this contract extension will be based on any future use of Cooperative Personnel Services D.B.A. CPS HR Consulting services by City departments. Funding for this contract is budgeted by individual departments that utilize the recruitment services, and no additional budgetary adjustment is necessary.

### **PUBLIC OUTREACH / INTEREST**

There are no public outreach opportunities associated with this report further than the required publication on the City's website.

## **COORDINATION**

Development of this report was coordinated with internal staff in the Human Resources Management Department.

## **SUSTAINABLE OPPORTUNITIES**

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

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

**Race & Equity:** There are no social equity opportunities associated with this report.

## **ACTION REQUESTED OF THE CITY COUNCIL**

Staff Recommends That The City Council Adopt A Resolution Authorizing The City Administrator To Extend The Professional Services Agreement With Cooperative Personnel Services d.b.a. CPS HR Consulting To Continue Providing Assistance In All Aspect Of Recruiting Qualified, Experienced Candidates For Placement Into City Government, Classification Specifications, Classification and Compensation Studies, Training Workshops, Organizational Studies And Examination Administration And Studies For The Period Of September 1, 2023 to September 1, 2028.

For questions regarding this report, please contact LARA WILLIAMS, ADMINISTRATIVE SERVICES MANAGER, at (510) 238-6676.

Respectfully submitted,

  
Mary HAO (Mar 27, 2025 10:41 PDT)

---

MARY HAO  
Director/Human Resources Management  
Department

Prepared by: Lara Williams, Administrative  
Services Manager  
Human Resources Management Department