



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: January 19, 2021

Subject: Contract with Robert Half International Inc. for Temporary Administrative Support Staff Services

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Robert Half International Inc., in an amount not to exceed \$198,448, to provide a Technical Writer/Fiscal Analyst, for the period January 4, 2021 through December 31, 2021.

**FISCAL IMPACT:**

This will increase department expenditures by \$198,488, funded by 6% County; 36% State, 58% Federal revenues as administrative overhead expense.

**BACKGROUND:**

The Employment and Human Services Department (EHSD) has been searching for a temporary technical writer with fiscal expertise to document EHSD's fiscal processes flow. There are no positions within Fiscal who currently perform this type of work. In March of 2020, EHSD reached out to other temporary employment agencies. Robert Half International was the only agency to propose a resource with the broad knowledge of fiscal operations and technical fiscal writing as well as experience in interviewing fiscal staff and recording operational information in technical terms. This position will not continue beyond

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

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Action of Board On: **01/19/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: January 19, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Gina Chenoweth  
(925) 812-6795

cc:

the completion of the project.

BACKGROUND: (CONT'D)

This Contract contains modified indemnification language. This Contract has been approved by County Counsel and Risk Management.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD Fiscal does not have staff with the technical expertise to develop and create documentation for fiscal procedures and protocols.