



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: January 11, 2022

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

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Robert Half International Inc., effective December 27, 2021, to increase the payment limit by \$170,640 to a new payment limit not to exceed \$369,088 for continued provision of a Technical Writer/Fiscal Analyst, for the period January 4, 2021 through June 30, 2022.

FISCAL IMPACT:

\$369,088: Funded with 34% State (\$125,489.92); 60% Federal (\$221,452.80); 6% County (\$22,145.28) revenue.

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 the Fiscal Unit 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

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **01/11/2022** ☒ 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 11, 2022

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

By: Antonia Welty, Deputy

Contact: C. Youngblood (925)
608-4964

cc:

recording operational information

BACKGROUND: (CONT'D)

in technical terms. This position will not continue beyond the completion of the project.

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.