



Contra
Costa
County

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: January 11, 2022

Subject: Koff & Associates Contract with Indemnification Language Changes

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with Koff & Associates, a division of Gallagher Benefit Services, Inc. on behalf of the Employment and Human Services Department including indemnification language changes in an amount not to exceed \$98,835 for the period of January 1, 2022 through December 31, 2022.

FISCAL IMPACT:

The cost of this contract is within the Employment and Human Services Department budget. (58% Federal; 36% State; and 6% County).

BACKGROUND:

The Human Resources Department and the Employment and Human Services Department (EHSD) have been working collaboratively with the County Administrator's Office for nearly two years to address recruitment and retention issues with the Eligibility Worker and Social Workers series. Both of these series are service critical for EHSD, and through this collaborative process all parties have agreed that there is a need to conduct a classification and compensation study. Because studies of this size and scope are generally very time 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: Ann Elliott
925-655-2103

cc:

labor intensive, Human Resources

BACKGROUND: (CONT'D)

requested proposals from professional service firms that specialize in this type of work. After receiving multiple proposals from professional services firms that specialize in this type of work, Koff & Associates was identified as the most appropriate firm to meet the needs and requirements of this project.

Koff & Associates, a division of Gallagher Benefit Services, Inc. is an experienced public-sector Human Resources and Recruitment Services firm conducting classification and compensation studies for various counties, cities and special districts for over 37 years. Koff & Associates professional services will provide an analysis of the specified classifications, as well as compensation studies based on generally accepted practices to ensure comparator classifications are matches to the County's needs.

Additionally, the County has an established working relationship with Koff & Associates who has previously provided professional services to the Department of Information Technology (DoIT) providing an analysis of specified classifications and base salary survey in 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not be able to conduct the Classification and Compensation Study, and we will likely continue to experience recruitment and retention challenges with these job classifications.