

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: AMY REEVE, DIRECTOR OF HUMAN RESOURCES
SUBJECT: FIRST AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT NUMBER F002049 WITH COOPERATIVE
PERSONNEL SERVICES dba CPS HR CONSULTING

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Human Resources Department that the Council, by resolution: 1) approve the First Amendment to Professional Services Agreement Number F002049 with Cooperative Personnel Services dba CPS HR Consulting to increase time of performance and increase compensation in the amount of \$80,000 for a total contract amount not to exceed \$185,360 to provide professional Human Resources services to temporarily support the department with current vacancies; and 2) appropriate \$80,000 from the unassigned general fund balance.

EXECUTIVE SUMMARY

Human Resources Department requests approval to increase compensation by \$80,000 to the original contract and extending the time of performance; making the contract amount not to exceed \$185,360 and extending the time of performance to August 31, 2022. This in turn, will assist the department in supporting all client departments with their vacancies with recruitment and selection, classification and compensation studies, employee relations guidance, and other related personnel matters.

BACKGROUND

Recruitment and retention of highly qualified and diverse staff has been a primary concern for the City Council, City Manager and City Management since the start of the COVID-19 pandemic, when we first observed a rise in the number of employees leaving employment at the City. In addition to the large number of vacant positions, the trend observed by the HR Department is that staff are leaving as quickly as we can fill vacancies so, making progress on lowering the number of City-wide vacancies has been challenging.

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This phenomenon is not only affecting the City of Santa Rosa. By and large, employers across all industries and in both the private and public sector are facing significant challenges in recruiting qualified applicants. The “Great Resignation” has resulted in more available positions than qualified applicants to fill them.

According to Wikipedia, The Great Resignation, also known as the “Big Quit” and the “Great Reshuffle”, is an ongoing economic trend in which employees have voluntarily resigned from their jobs en masse, beginning in early 2021, primarily in the United States. Possible causes include wage stagnation amid rising cost of living, long-lasting job dissatisfaction, and safety concerns of the COVID-19 pandemic.

ANALYSIS

The Human Resources Department is in need of temporary subject matter expert assistance. In order for the Human Resources Department to serve their client departments and the community in the most effective manner, the department requires immediate professional assistance. Cooperative Personnel Services dba CPS HR Consulting has worked with the City of Santa Rosa in the past and has proven to have the expertise.

FISCAL IMPACT

Funds for these additional services are not included in the FY 2021-22 adopted budget for Human Resources. The increase in contract cost in the amount of \$80,000 will be appropriated from the General Fund unassigned fund balance.

ENVIRONMENTAL IMPACT

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Sections 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

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- Resolution/Exhibit A – First Amendment to Professional Services Agreement
Number F002049

CONTACT

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