



Office of the City Manager

CONSENT CALENDAR
March 14, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Contract No. 32000225 Amendment: Its Personnel Consulting for Recruitment, Hiring, and Independent Workplace Investigation

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32000225 with Its Personnel Consulting for recruitment, hiring and independent workplace investigation services, increasing the amount by \$149,000 for total amount not to exceed \$349,000 and extending the term of the contract through June 30, 2024.

FISCAL IMPACTS OF RECOMMENDATION

The original contract for services with Its Personnel was for the amount of \$49,000. Last year, that amount was increased to \$200,000 at the request of the Fire Department for personnel investigation services. Presently, an additional \$149,000 is needed for subsequent and ongoing services provided by Its Personnel Consulting to the Human Resources (HR) Department, both in the realms of recruitment/hiring and workplace investigations.

Funding for the amendment and additional years will be included in the General Fund budget code 011-34-343-000-0000-000-412-612990.

Original Contract Amount (November 2020)	\$49,000
Amended Amount (Fire Department Request, 2022)	\$151,000
Proposed Increase (This Amendment)	\$149,000
Total New Contract Amount	\$349,000
Budget Code: 011-34-343-000-0000-000-412-612990	
Original Contract	\$49,000
Amendment in 2022 (Fire Department)	\$151,000
Proposed Increase (This Amendment)	\$149,000
Total Expense Budget for Contract	\$349,000

CURRENT SITUATION AND ITS EFFECTS

The Human Resources Department relies on Its Personnel Consulting for two types of services: Its Personnel (1) provides supplemental staffing for recruitment and hiring activities that include review of candidate job qualifications; and (2) conducts workplace investigations (interviewing parties and witnesses, collecting and reviewing pertinent information, and issuing reports of findings) whenever the requisite investigations are too voluminous to be handled by the HR Department or involve the need for independent third-party investigators due to their sensitive nature.

BACKGROUND

The impacts of the COVID-19 pandemic and the high vacancy rates in the HR Department have created capacity challenges with regard to both recruitments/hiring and personnel investigations. The gaps in recruitment/hiring exacerbated high vacancy rates throughout the City, while the absence of investigative staff affected both employee relations and equal employment opportunity (EEO) complaints.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental sustainability and climate effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

As the HR Department rebuilds with a new team, it intends to strategically utilize the services provided by Its Personnel in order to enhance capacity and productivity with recruitment so that hiring can exceed attrition in 2023, and the City can begin bridging its vacancy gap. HR also plans to rely on Its Personnel for highly sensitive workplace investigations that require the involvement of independent third parties in order to eliminate the perception of bias and ultimately lower the risk of liability for the City.

ALTERNATIVE ACTIONS CONSIDERED

The alternative of assigning these functions solely to in-house staff would limit the City's efforts to fill vacancies and to conduct timely workplace investigations in order to mitigate risk.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, 981-6807.

Attachments:

1: Resolution

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32000225 AMENDMENT: ITS PERSONNEL CONSULTING SERVICES FOR RECRUITMENT, HIRING, AND INDEPENDENT WORKPLACE INVESTIGATION

WHEREAS, on May 14, 2020, the Human Resources Department entered into an agreement with Its Personnel Consulting as a supplemental provider of recruitment/hiring services and as an independent third party to conduct workplace investigations by gathering facts through interviewing parties/witnesses, collecting and reviewing pertinent information, and reporting such findings to the Human Resources Director; and

WHEREAS, the cost to obtain the services of Its Personnel Consulting from November 1, 2019 to December 31, 2020 was \$49,000, and the original contract was previously amended on April 26, 2022 by Resolution No. 70,307-N.S., when the amount was increased to \$200,000 in 2022 to permit payment by the Fire Department for workplace investigations; and

WHEREAS, an additional \$149,000 is needed to continue the use of Its Personnel Consulting to assist the HR Department in recruitment/hiring efforts and with workplace investigations on an as-needed basis; and

WHEREAS, funds are available and will be budgeted in future fiscal years in an amount not to exceed \$349,000 through June 30, 2024 in budget code 011-34-343-000-0000-000-412-612990.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to execute an amendment to Contract No. 32000225 with Its Personnel Consulting for recruitment, hiring and independent workplace investigation services to increase the amount by \$149,000, for a total not to exceed \$349,000, and to extend the term through June 30, 2024. A record signature copy of said contract and any amendments to be on file in the Office of the City Clerk.

