

CALIFORNIA COASTAL COMMISSION

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W6d

October 31, 2014

TO: California Coastal Commission and Other Interested Parties

FROM: Charles Lester, Executive Director
Susan Hansch, Chief Deputy Director
Melanie Wong, Chief, Human Resources
Pamela Wu, Chief, Fiscal & Business Services
Jessica Chan, Contract & Facilities Analyst, Business Services

SUBJECT: **Interagency Agreement with CPS HR Consulting for Research Services** for public hearing and Commission action, Item W6d, November 12, 2014
Commission Hearing

STAFF RECOMMENDATION

Staff recommends that the California Coastal Commission (Commission) authorize the Executive Director or his designee to enter into an interagency agreement with CPS HR Consulting, a joint powers authority, for an amount not to exceed \$50,000 to provide job analysis and advisory services and salary studies for a contract period of twelve (12) months beginning November 13, 2014.

MOTION

"I move that the Commission authorize the Executive Director to enter into an interagency agreement with CPS HR Consulting for an amount not to exceed \$50,000 to provide job analysis and advisory services and salary studies for a period of up to twelve (12) months, in accordance with the Department of General Services instructions."

Staff recommends a **YES** vote.

BACKGROUND

The Merit Selection Manual (MSM), which is incorporated in California Code of Regulations, title 2, § 50, mandates the development and use of a job analysis for the examination process. CPS HR Consulting is a joint powers authority that provides this service to state agencies. The method utilized by CPS HR Consulting meets the requirements of this mandate.

The Commission staff has used CPR HR Consulting before and found their services to be very professional and timely. The services in this proposed contract are detailed and time consuming. It is cost effective and efficient to use the services of this experienced firm to complete this work quickly. Commission HR and Executive staff will work closely with CPS HR Consultants.

CONTRACT SPECIFICATIONS

Under this interagency agreement contract, CPS HR Consulting will deliver job analysis and advisory services for the Coastal Program Analyst Series. The guidance and consultation is necessary to ensure that decisions made relative to the job analyses embody best practice in the field of personnel selection. All job analysis activities performed under this agreement will comply with the federal *Uniform Guidelines on Employee Selection Procedures* and recognized professional standards and principles, as well as the requirements specified by CalHR for conducting and documenting job analyses to validate selection tests.

Additionally, CPS HR Consulting will conduct a salary study for the Coastal Program Analyst Series to assist us in carrying out action 7.7.6 of our Strategic Plan which states, "Pursue structural salary increases for CPA and other classifications".

CONCLUSION

Staff recommends that the Commission enter into an interagency agreement for a period of up to twelve (12) months with CPS HR Consulting for job analysis and advisory services.

The motion is on page 1 of this staff report.