

**CALIFORNIA COASTAL COMMISSION**

45 FREMONT STREET, SUITE 2000  
SAN FRANCISCO, CA 94105-2219  
VOICE (415) 904-5200  
FAX (415) 904-5400  
TDD (415) 597-5885



# W6f

May 26, 2017

TO: Coastal Commission and Interested Persons

FROM: John Ainsworth, Executive Director  
Susan Hansch, Chief Deputy Director  
Melanie Wong, Chief, Human Resources

SUBJECT: **Interagency Agreement with the San Francisco Bay Conservation and Development Commission for Personnel Services** for Public Hearing and Commission Action, Wednesday, Item W6f, June 7, 2017 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 the San Francisco Bay Conservation and Development Commission (BCDC) for an amount not to exceed \$700,000, to provide personnel services to BCDC for a period of three years beginning July 1, 2017. The staff also recommends that the Commission delegate the future responsibility for review, approval, execution, and oversight of future interagency agreements with BCDC for the same services.

## MOTION

*“I move that the Commission authorize the Executive Director or his designee to enter into an interagency agreement with the San Francisco Bay Conservation and Development Commission (BCDC) for an amount not to exceed \$700,000 to provide BCDC with personnel services for a period of three years in accordance with the Department of General Services instructions, and to delegate authority to the Executive Director, or his designee, to enter into such agreements in the future.”*

Staff recommends a **YES** vote.

## BACKGROUND

This 3-year interagency agreement is required for the Commission to provide personnel services to BCDC. The Commission’s Human Resources Office (HR) functions as HR for BCDC. The Commission has a long-term working relationship with BCDC to provide these services. The

Commission's Human Resources Chief has worked closely with BCDC to determine projected needs for the next three years. This contract amount is based on costs of service in the past years and projected future costs.

## **CONTRACT SPECIFICATIONS**

This interagency agreement provides BCDC with personnel services including, but not limited to, the following areas:

- **Transactions:** Prepare, process and verify all personnel documents for hiring, promotion, payroll, salary adjustment, Family Medical Leave Act/California Family Leave Act (FMLA/CFRA), industrial disability leave (IDL), sick leave, vacation, leaves of absence, benefits, position classification and allocation, termination, retirement, furlough and other personnel issues. CCC HR staff are available to staff regarding paperwork associated with all transactions. CCC HR staff also respond to all incoming requests on credit information, employment verification and other personnel information. CCC keeps and maintains all BCDC official personnel files.
- **Recruitment:** Administer BCDC's recruitment and examinations. Prepare, process and maintain all associated paperwork. Serve as lead agency for salary surveys and classification and pay proposals in coordination with assistance, when necessary, from BCDC staff.
- **Training:** As feasible, CCC HR staff offers BCDC staff the opportunity to participate in CCC in-house personnel training regarding benefits, leaves, etc. Assist BCDC with training research as needed.
- **Personnel Management Consultation:** Provide the necessary consultation and support to BCDC for layoff process, personnel management issues, such as the hiring process, job duties, pay matters, employee career development training, personnel policy development, reasonable accommodation, upward mobility, etc. Advise and provide guidance on documentation development for corrective action or performance problems and other personnel management related issues

## **CONCLUSION**

Staff recommends that the Commission authorize the Executive Director or his designee to enter into an interagency agreement for a three year period with the San Francisco Bay Conservation and Development Commission to provide personnel services and to delegate authority to the Executive Director or his designee to enter into such agreements in the future.

The motion is on page 1 of this staff report.