



Midpeninsula Regional
Open Space District

R-23-64
Meeting 23-15
June 14, 2023

AGENDA ITEM 6

AGENDA ITEM

Contract Amendment for Temporary Administrative Staffing Services in the Budget and Finance Department to address Vacancies

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to amend a professional services contract with Robert Half International Inc., increasing the contract amount by \$150,000 and extending the contract to December 31, 2024, for a total amount not to exceed \$200,000, for temporary administrative staffing services in the Budget and Finance Department to address vacancies while new recruitments are underway.

SUMMARY

The Midpeninsula Regional Open Space District (Midpen) Human Resources department is seeking to amend and extend an existing contract with Robert Half International Inc, (Robert Half) staffing agency to maintain an assigned temporary employee who is backfilling an existing vacancy. Temporary staff is filling an essential position in the Budget & Finance Department that was vacated by a retirement in 2022 and through the course of two recruitments that did not yield qualified candidates. Given the difficult labor market, especially in the government finance sector, and the need for this position to conduct Accounts Payables and Accounts Receivables, the General Manager recommends increasing the contract with Robert Half by \$150,000 for a total not to exceed a contract amount of \$200,000 through December 31, 2024.

DISCUSSION

In June of 2022, the Senior Finance and Accounting Technician, who had remained with the District for 5 years, retired. Midpen staff conducted two recruitments to fill this position since that time, both of which resulted in small and unqualified candidate pools. As a result of the failed recruitment attempts, the District sought to staff the position using a contract with a staffing agency. The District has recently worked with 3 qualified staffing agencies who provide qualified temporary employees, and for this position, Robert Half offered the best-suited candidate for this role at a fair and reasonable contracting price. The General Manager subsequently entered into a contract near the end of fiscal year 2023 for a not-to-exceed amount of \$50,000 (within their purchasing authority). Fortunately, the assigned Robert Half temporary staff person retains the qualifications, experience, and demonstrated ability to appropriately meet the needs of the vacant finance position.

Moreover, the recent retirement of the Finance Manager and restructuring of the Budget & Finance Department leaves another vacancy in the 3.5-person-unit. As the Finance unit is

preparing for the fiscal year-end closing of the books and annual audit, while maintaining the on-going operations of payroll and accounts payable, adequate and competent staffing levels are critical. Therefore, the General Manager recommends amending the contract with Robert Half by an additional \$150,000 to maintain the assigned temporary staff in this position as the District determines the best course to permanently fill this position.

FISCAL IMPACT

There are sufficient funds in the amended FY23 Budget to cover the cost of the recommendation for the current fiscal year and the FY24 Budget given the current vacancy, which offsets the cost of this temporary staffing contract.

PRIOR BOARD AND COMMITTEE REVIEW

None

PUBLIC NOTICE

Public notice was provided as required by the Brown Act

CEQA COMPLIANCE

This item is not a project subject to the California Environmental Quality Act.

NEXT STEPS

Upon Board authorization, the General Manager will amend the contract with Robert Half to increase the contract amount and extend the term as described in this report

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