



Office of the City Manager

09

CONSENT CALENDAR
December 10, 2024

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Aram Kouyoumdjian, Director of Human Resources
Subject: Contract No. 32400151 Amendment: SDR Consulting for Classification and Compensation Services

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32400151 with SDR Consulting for classification and compensation services to cover the period of February 26, 2023 through June 30, 2026, for a total cost not to exceed \$150,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract is budgeted in the Human Resources Department through its contractual services allocations.

CURRENT SITUATION AND ITS EFFECTS

Human Resources Analysts in the HR Department are a small cadre entrusted with assignments spanning recruitment, exams, employee transactions, benefits, and workers' compensation, leaving little capacity for tasks related to classification and compensation ("class and comp"), which entails creating new job classifications (or updating them whenever necessary), performing salary surveys, and conducting desk audits.

As such, the HR Department collaborates with independent consultant Shelly Del Rosario (SDR Consulting) to expand its bandwidth and to provide these services to client departments in an efficient and objective manner. SDR Consulting has consistently delivered a high-caliber work product to the City.

BACKGROUND

As part of its reorganization over the last two years, the HR Department has engaged a pair of independent consultants – one of them being SDR Consulting – to ensure timely delivery of the City's "class and comp" needs.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

Limited staffing in the HR Department's analyst rank and the City's ongoing needs for classification and compensation services necessitate the engagement of external consultants. Extension of a contract with SDR Consulting would bolster timely performance of classification and compensation studies that City departments need.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807.

Attachments:

1: Resolution

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

CONTRACT NO. 32400151 AMENDMENT: SDR CONSULTING FOR
CLASSIFICATION AND COMPENSATION SERVICES

WHEREAS, the Human Resources Department is entrusted with the City's classification and compensation ("class and comp") function;

WHEREAS, limited staffing in the HR Department requires engagement of independent contractors to perform class and comp work – creating new job classifications (or updating them), performing salary surveys, and conducting desk audits – in an efficient and timely manner;

WHEREAS, independent consultant Shelly Del Rosario, providing services as SDR Consulting, has been performing such classification and compensation work for the City and consistently delivering high-caliber product;

WHEREAS, extension of the SDR Contract would facilitate timely delivery of class and comp work needed by City departments.

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. 32400151 with SDR Consulting for an amount not to exceed \$150,000 for the period covering February 23, 2023 through June 30, 2026; and

BE IT FURTHER RESOLVED that a record signature copy of said contract and any amendments be on file in the Office of the City Clerk.

