



Office of the City Manager

CONSENT CALENDAR  
March 12, 2024

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 Amendment: WBCP, Inc. Recruitment Agency

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute an amendment to Contract No. 32400083 with WBCP, Inc. for recruitment services to cover the period of October 2, 2023 through June 30, 2026, for a total cost not to exceed \$350,000.

FISCAL IMPACTS OF RECOMMENDATION

Funding for the contract will be provided by user departments from various budget codes.

CURRENT SITUATION AND ITS EFFECTS

Although the City has consistently notched net gains in hiring (over attrition) throughout the past year, the Human Resources Department has limited bandwidth for executive recruitment when vacancies occur in the City Manager's Office or at the level of department directors and deputy directors. In such instances, and in cases where niche recruitment efforts are necessary to ensure viable applicant pools for hard-to-fill classifications, an outside agency can be a specialized recruitment resource for HR.

BACKGROUND

WBCP, Inc. has provided much-needed services to the City with regard to executive recruitment. Thanks to its efforts, the City was recently able to fill both of its Deputy Director of Public Works vacancies. WBCP, Inc. has also conducted outreach campaigns for the City, targeting hard-to-fill classifications (e.g., in the field of engineering).

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

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

RATIONALE FOR RECOMMENDATION

Specialized and time-incentive recruitments for executive or hard-to-fill classifications require services by external firms, and WBCP, Inc.'s record of success in finding high-caliber candidates for the City – and particularly for the Public Works Department – warrants extension of the City's contract with the firm with an amended contract amount not to exceed \$350,000.

ALTERNATIVE ACTIONS CONSIDERED

None.

CONTACT PERSON

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

Attachments:

1: Resolution

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

CONTRACT AMENDMENT: WBCP, INC. RECRUITMENT AGENCY

WHEREAS, the Human Resources Department conducts recruitments and maintains employment lists of qualified individuals for career and temporary positions; and

WHEREAS, the City may require specialized services to recruit for executive and hard-to-fill classifications; and

WHEREAS, the Human Resources Department has limited bandwidth for such time-intensive recruitments; and

WHEREAS, the WBCP, Inc. recruitment agency has conducted successful recruitments for the City, most recently for both Deputy Director of Public Works vacancies;

WHEREAS, expenditures for these services will be paid from a variety of funding sources in the budgets of individual operating departments when executive or niche recruitment services are required;

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. 32400083 with WBCP, Inc. for an amount not to exceed \$350,000 for the period covering October 2, 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.

