



Midpeninsula Regional  
Open Space District

R-24-48  
Meeting 24-11  
April 24, 2024

### AGENDA ITEM 3

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Contract Amendment for Temporary Administrative Staffing Services

#### GENERAL MANAGER'S RECOMMENDATION *den*

Authorize the General Manager to amend a professional services contract with Robert Half International Inc., increasing the contract amount by \$22,500 to a total of \$72,500, to convert a temporary outsourced employee position to an internal limited term contingent position for the front desk at the Administrative Office.

#### SUMMARY

The Midpeninsula Regional Open Space District (District) is seeking to amend an existing contract with Robert Half International Inc., (Robert Half) staffing agency to pay for the conversion of a temporary employee currently backfilling an existing position. Temporary staff is filling a vacant and essential front desk position. Given the challenging labor market, especially in the government sector, and the need for this position, the General Manager recommends increasing the contract with Robert Half by \$22,500 to a total contract value of \$72,500 to buy-out this temporary staffing contract and convert the outsourced temporary position to a District payroll limited term position.

#### DISCUSSION

The front desk position in the Administration Office (AO) is currently filled by a Robert Half employee who has worked for the District in the past, providing similar administrative assistance for Land and Facilities Department and seamlessly integrated into the AO in September of 2023. This position is vacant for an extended period of time while the District's front desk staff is back-filling a hard-to-fill position in the Administrative Services Business line. It is efficient and financially prudent to convert the temporary position from Robert Half to a limited term contingent employee on the District's payroll.

The assigned Robert Half temporary staff person has the qualifications, experience, and demonstrated ability and enthusiasm to appropriately meet the needs of the front desk position for the AO. She has filled this role since December of 2023.

Therefore, the General Manager recommends amending the contract with Robert Half by an additional \$22,500 for a total contract value of \$72,500 to convert the assigned temporary staff in this position to limited term contingent direct hire.

**FISCAL IMPACT**

There are sufficient funds in the amended FY24 budget to cover the cost of the recommendation.

**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 as described in this report.

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