



### **Agenda Action Form Overview**

The Board is requested to approve an increase from the current employment staffing services contract rate of \$21.30/hr (based on an outdated 2015 job description) to \$32.66/hr (to reflect current role and responsibilities).

### **Background/Justification**

The Board is requested to approve an increase from the current employment staffing services contract rate of \$21.30/hr (based on an outdated 2015 job description) to \$32.66/hr (to reflect current role and responsibilities).

#### **Justification:**

This role has moved from a general clerical assistant (entering and posting data) to a role that includes self-directed efforts and working with many other stakeholders across vendors and Durham County Government. The organizational level of these internal and external interactions ranges from administrative to executive.

Over the years, the processes and demands of IS&T finance and budget have increased to support a rapidly growing County and IS&T's support for Strategy 5.3a (Financial Stability and Stewardship) and 5.3b (Business Continuity). In step, this role has grown with increasing roles of responsibility, but the job description and contractual recognition have not changed across four years.

### **Original Contracted Scope of Work Per “Scope of Services” cited within original 12/2015 Westaff Contract**

- A primary purpose of this administrative service will be to receive, verify, and prepare for approval to process, invoices;
- research vendor inquiries;
- assist with the daily ISTBusiness email account and telephone line
- receive packages and complete receiving log;
- process training and travel advancements and expense reports, enter purchase requisitions into SAP system;
- receive and distribute purchase orders;
- enter goods receipts into SAP system; receive and distribute mail; scan documents into Laserfiche system;
- reserve meeting rooms;
- post expenditures into existing Excel ledgers;
- distribute reimbursement checks;
- should possess procurement, Microsoft office ; excellent interpersonal skills
- required for internal and external communications and perform other general Office skills.
- This contractor will reside in the Business Administration division of IS&T.

### **Current Work**

#### ***All of the above plus:***

- Participates in various IS&T “employee communications” committees
- Creates and maintains Standard Operation Procedures for the IS&T Purchasing function.



- Being responsible and accountable for the purchasing process and payment of, invoices; Integrates SOPs into business processes and into workflow tools.
- Train other IS&T employees in the usage of MSFT Planner and other business processes related to IS&T finance and budget administration
- Creates reports from SAP, MSFT Planner and other data sources for both strategic usage and day-to-day status
- Advises clients on how to work through purchasing and contract workflow and issues with vendor management
- New Job Preference: Working knowledge of Microsoft Planner
- Acts as a primary contact representing the entire IT Business Function (budget, finance MFR) in the function's efforts to support other departments and all other IS&T Divisions.

The new hourly fee was determined by looking at the closest existing job function within Durham County Government and within the attachment have highlighted the typical tasks in this job function that are currently being performed by our contractor. Administrative Assistant 1, Grade: C1, Salary Range: 36,000-64,880 The requested yearly payment to the contractor is \$44,850.

**Alignment with Strategic Plan:**

Over the years, the processes and demands of IS&T finance and budget have increased to support a rapidly growing County and IS&T's support for Strategy 5.3a (Financial Stability and Stewardship) and 5.3b (Business Continuity. In step, this role has grown with increasing lines of responsibility in support of these Strategic Plan areas, but the job description and contractual recognition have not changed across four years.

**Policy Impact**

*This increase will not impact policy but will allow Durham County Government to reconcile a gap between an original scope of work, and current roles/responsibilities.*

**Procurement Background**

*This contract has historically been provided by Westaff Employment services from 2015 and renewed annually.*

**Type of purchase**

- ☐ Goods
- ☒ Services
- ☐ Architect, Engineer or Surveyor Services
- ☐ Construction and Repair

**Did this request for purchase go through a bid process? Yes ☐ No ☒**

*Goods: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$90,000*

*Services: Bids required if  $\geq$  \$30,000, BOCC approval if  $>$  \$40,000*

*Construction/Repair work: Bids required if  $\geq$  \$30,000, BOCC approval if  $\geq$  \$500,000*

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.



If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption
- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other - Request for funding capital project; no expenditures requested at this time.

**If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☐ No ☒**

If no, why?

Request for funding capital project; no expenditures requested at this time.

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**Fiscal Impact**

The impact would be an increase from the current employment staffing services contract rate of \$21.30/hr (based on an outdated 2015 job description) to \$32.66/hr.

**Recommendation**

The County Manager recommends that the Board approve an increase from the current employment staffing services contract rate of \$21.30/hr (based on an outdated 2015 job description) to \$32.66/hr (to reflect current role and responsibilities).