



County of Nevada
Department of Human Resources
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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: July 9, 2019
TO: Board of Supervisors
FROM: **Steve Rose, Director of Human Resources**
SUBJECT: Resolution Authorizing Renewal of a Personal Services Contract Between the County of Nevada and Riitta Herwitz Design Support LLC

RECOMMENDATION: Approve the attached resolution.

FUNDING: Funding is included in the FY 19/20 Human Resources Department budget.

BACKGROUND: The County recruits for approximately 250 regular and temporary positions each year. We publicize our open recruitments through the County's job posting site. In addition, we publicize our recruitments using a variety of print and web-based advertisements using an advertising firm, Riitta Herwitz Design Support, for economical periodical ad placements and customized web ad placements. We have used this firm since 2010 and remain very pleased with their service and contract pricing. Our current three-year contract is expiring and was budgeted for up to \$40,000 per year for each year. We are seeking approval for another three-year term (July 1, 2019 through June 30, 2022), but with revised terms. A renewed contract with Riitta Herwitz Design Support is proposed for up to \$38,500 per year for each year, a reduction of \$1,500 per year. The price per ad placement remains the same—there is no increase in the cost of services.

Item Initiated and Approved by: Steve Rose, Director of Human Resources

Submittal Date: June 10, 2019
Revision Date: