

EXHIBIT "A"
Amendment One with CPS HR

SCHEDULE OF SERVICES

CPS HR Consulting shall perform professional recruitment services for the select positions. The services identified below are tailored to each recruitment.

Phase I - Develop Candidate Profile and Recruitment Strategy

Task 1 - Review and Finalize Search Process and Schedule

Task 3 - Key Stakeholder Meetings

Task 4 - Candidate Profile and Recruitment Strategy Development

Task 5 – Develop Recruitment Brochure

Activities include:

- Identifying key priorities for the position and the conditions and challenges likely to be encountered in achieving these priorities.
- Describing the skills and traits required for a successful candidate.
- Generating a list of specific competencies, experiences, and personal attributes needed for the position in light of the discussions above.
- Discussing recruitment and selection strategies for the stakeholders' consideration to best produce the intended results.
- Preparation of professionally designed recruitment brochure.

Phase II – Aggressive, Proactive, and Robust Recruitment

Task 1 – Place Advertisements

Task 2 - Identify and Contact Potential Candidates

Task 3 – Review Resumes and Perform Screening Interviews

Task 4 –Stakeholders Select Finalists

Activities include:

- Contractor prepares, submits for approval, and publishes advertisements (which will include a direct link to brochure) in appropriate magazines, journals, newsletters, job bulletins, social media, and websites to attract candidates on a nationwide, regional, local or targeted basis based on the recruitment strategy.
- Contractor prepares an email distribution list containing prospective candidates and referral sources.
- Contractor conducts research to target individuals relevant to County's specific needs and expectations.
- Contractor performs initial screening of application and resume materials and provides a report of top contenders for consideration by the County.

Phase III--Selection

Task 1 - Design Selection Process

Task 2 - Administer Selection Process

Task 3 – Final Preparation for Appointment
Task 4 – Contract Negotiation (if requested)

Activities include:

- Arrange Follow-up Interviews/Final Assessment Process: Should the County wish to arrange follow-up interviews and/or conduct a final assessment in order to select a candidate, CPS HR will coordinate this effort.
- Conduct In-Depth Reference Checks: The in-depth reference checks are a comprehensive 360-degree evaluation process whereby we speak with current and previous supervisors, peers, and direct reports.
- Conduct Background Checks: We will arrange for a background check of a candidate's records on driving, criminal and civil court, credit history, education, published news, and other sensitive items.
- Contract Negotiation (if requested): CPS HR can represent County's interests with regards to salary, benefits, employment agreements, housing, relocation, etc.