



**MEMORANDUM
HUMAN RESOURCES**

TO: Board of Supervisors DATE: August 9, 2016
FROM: Lori Walsh, Human Resources Director
SUBJECT: Civil Service Commission Legal Services Contract with the Law Office of William Wright

ACTION REQUESTED

Authorize the County Executive Officer to sign a contract with the Law Office of William Wright for legal services in support of the Civil Service Commission, in an amount not to exceed a budgeted net county cost of \$35,000, for the period of FY 2016-2017.

BACKGROUND

One of the primary duties of the counsel for the Civil Service Commission is to advise the Commission in the course of its duties as a hearing body for grievance hearings and employee disciplinary appeals and other such matters as may arise upon request of the Commission or the Human Resources Director. Additional duties include legal research, preparation of decisions and other documents as needed by the Commission.

Mr. Wright has provided legal services for the Civil Service Commission for the past several years. The Civil Service Commission and the Human Resources Director support the new contract for fiscal year 2016-2017 with the Law Office of William Wright. The contract has been reviewed and approved by County Counsel for content and insurance provisions.

FISCAL IMPACT

The Human Resources Department has a budget of \$35,000 to pay for the Civil Service Commission's legal services for FY 2016-2017.

cc: Rick Ward, Chair, Civil Service Commission

Contract on file for review at Clerk of the Board.

