

**CONTRA COSTA COUNTY
EMPLOYMENT AND HUMAN SERVICES DEPARTMENT**

Request for Interest (RFI) #365

Affirmative Action and Discrimination Complaint Investigation Services

The Contra Costa County Employment and Human Services Department (EHSD), Personnel Services Unit, Administration Bureau, announces a Request for Interest (RFI) #365 seeking applicants for a fee based contract position in Contra Costa County to provide Investigation Services for the Personnel Services Unit. This contract will have a maximum payment of **\$50,000**. The duration of the contract is one year.

Funding:

EHSD will award a standard fee based contract to the selected individual/s.

Purpose:

Essential contractor functions will include:

1. Perform independent and confidential investigations into discrimination and hostile work environment complaints as requested by the Department.
2. Contractor will present a preliminary plan to the Department for approval concerning each investigation completed, and will review any and all materials that have bearing on the allegations being investigated. Materials will include documentation submitted by complainant, personnel records, written County policies and departmental procedures.
3. Contractor will conduct person-to-person interviews of pertinent witnesses identified and approved by EHSD. If appropriate and/or necessary, some interviews may be done on the telephone. Contractor will gather information as it relates to the allegations.
4. Contractor will submit to EHSD Organizational and Staff Development Manager, a written report of findings, conclusions and recommendations, based on investigation conducted.

Qualifications:

Education. Master's Degree in Human Resources Management preferred

Experience. 10+ years of Human Resources, Public Sector Management, with at least 5 years emphasis on employee formal complaint investigations.

Automobile Licensed Required. Valid Class C California Drivers License.

Insurance Required. Automobile liability insurance and professional liability insurance are required.

Experience and Skills Desired.

Knowledge of the following:

1. Federal and State laws and procedures concerning potential areas of employee complaints: (discrimination, harassment, sexual harassment, hostile work environment, retaliation).
2. Ability to prepare clear and concise reports and interpret data.
3. Ability to speak and write effectively.

Selection Criteria:

25% Education

30% Relevant Experience

30% Technical Knowledge

15% Written Skills

Document Submission Requirements:

Interested parties must submit a resume and cover letter with three references for **RFI #365** to:

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #365**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 313-1691

Fax: (925) 313-1758

E-mail: contractbid@ehsd.cccounty.us

Website: www.ehsd.org/rfi

**Responses must be received no later than 5:00pm on Monday, October 27, 2008.
Postmarks will not be accepted.**