

SCOPE OF SERVICES

LAW OFFICE OF KATHY GANDARA

Consultant shall provide the following services:

Consultant shall investigate the allegations made by one City employee against one or more other City employees when Consultant meets with the Human Resources Director. Consultant must obtain written approval to investigate additional allegations that may arise from the assigned investigation. Work elements include:

1. **Work Plan**: Develop an investigation plan and budget for approval by the Human Resources Director to include an estimate of the time period required to perform the investigation.
2. **Investigation**: Investigate the circumstances prior to and surrounding the allegations made by the City employee by:
 - (a) Reviewing applicable Federal and State laws and City rules, regulations, and policies;
 - (b) Interviewing participants and witnesses;
 - (c) Reviewing applicable email correspondence, memos, and other documents;
 - (d) Following up on other evidentiary leads; and
 - (e) Providing additional services as may be requested by the Human Resources Director.
3. **Updates**: Update the Human Resources Director at least once every other week on the status of the investigation.
4. **Investigation Report**: Prepare and deliver to the Human Resources Director a written report summarizing relevant information collected and detailing the conclusion of the investigation. All work product is subject to review and acceptance by the Human Resources Director.
5. **Administrative and/or civil proceedings**: Participate in administrative and/or civil proceedings related to the investigation or disciplinary actions or civil litigation resulting therefrom, including but not limited to depositions, hearing, and/or courtroom testimony.