

COUNTY OF NEVADA
DEPARTMENT OF HUMAN RESOURCES

Eric Rood Administrative Center
950 Maidu Avenue
Nevada City, CA 95959
(530) 265-7010
www.mynevadacounty.com

NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: June 28, 2016

TO: Board of Supervisors

FROM: Charlie Wilson, 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 for this agreement is included in the proposed 2016-2017 budget.

BACKGROUND: The County recruits for approximately 200 regular and temporary positions each year. Historically we have publicized our open recruitments through 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 \$60,000 per year for each year. We are seeking approval for another three-year term (July 1, 2016 through June 30, 2019), but with revised terms. A renewed contract with Riitta Herwitz Design Support is proposed for up to \$40,000 per year for each year, a reduction of \$20,000 per year.

We are able to request a reduction in expenditures for advertising due to the purchase and use of technology. In September of 2015 the County Human Resources Department launched the NeoGov web-based job application and recruitment software product which permits applicants to more easily view and apply for County job opportunities. NeoGov also allows applicant viewing of positions through its national website, reaching a larger applicant pool than previously accessed. Additionally, the NeoGov application has streamlined the internal review and processing of applications by Human Resources and the various County Departments and has improved the scheduling of and communication with applicants regarding testing, interviewing and disposition of their application. The annual cost of NeoGov is less than the \$20,000 per year reduction of the Riitta Herwitz contract renewal; the purchase of NeoGov is saving the County in expenditures while adding to efficiency.

Riitta Herwitz Design Support remains a key service provider for Human Resources, even though at a reduced expense than previous years. We still utilize their services for industry-

specific occupations and in placing customized advertisements in specialty periodicals, web sites and locales.

Your consideration of this renewal request is appreciated and approval of this resolution is recommended.

Item Initiated and Approved by: Charlie Wilson, Director of Human Resources

Submitted Date: June 15, 2016