

# COUNTY OF NEVADA

## DEPARTMENT OF HUMAN RESOURCES

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### NEVADA COUNTY BOARD OF SUPERVISORS

#### Board Agenda Memo

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**MEETING DATE:** October 10, 2017

**TO:** Board of Supervisors

**FROM:** Alison Lehman, Assistant County Executive Officer and Interim Director of Human Resources

**SUBJECT:** Resolution Authorizing Execution of Amendment Two to Contract with GovernmentJobs.com Found at Resolution 15-026 and 16-357 for the Purpose of Adding Perform Module in the Amount of \$28,175 FY 17-18, \$20,675 FY 18-19, and \$20,675 FY 19-20, for the Period October 10, 2017 to June 30, 2020 and amending FY 17-18 Human Resources Budget

**RECOMMENDATION:** Approve the attached resolution.

**FUNDING:** Year one cost of implementation and licensure is \$28,175. The Resolution includes an appropriation for year one costs from the Information Technology designation in the General Fund and a budget amendment to provide expenditure authority in the Human Resources budget. Years two through three costs are \$20,675 each year. The Human Resources budget is expected to cover annual costs in years two through three with additional General Fund allocation in those years; those costs will be in turn allocated to other departments through the Cost Plan.

**BACKGROUND:** In Fiscal Year 2014-2015 the County purchased, using Information System Infrastructure Fund monies, a cloud-based Application Management System called NeoGov Insight. Since its implementation by the Human Resources Department in September of 2015, this software has 1) helped result in an increased number of applications for open positions; 2) contributed to a decrease in monies spent for recruitment-related advertising; and 3) resulted in significant efficiencies in processing applications for both the Human Resources Department and all Departments of the County.

In Fiscal Year 2016-2017 the County purchased, using Information System Infrastructure Fund monies, NeoGov's second module called Onboard. Through the use of Onboard, a cloud-based system, new employees experience a streamlined, customized orientation experience which helps cement their relationship with the County and which kick-starts productivity. Since its inception in July, 2017, a total of 27 new hires have been "onboarded." New hires are successful in navigating the system, and County users are applauding the efficiency resulting from using the program.

NeoGov's third module is called Perform. Perform automates probationary and annual employee performance evaluations and reduces the manual processes required for completion. The configurable performance evaluation form easily communicates performance expectations to employees, measures competencies and goals, and generates reports to efficiently manage the evaluation process. Managers have the tools needed to increase engagement: portals for documenting feedback, reminders to provide frequent check-ins, and access to information useful for praising good performance when it happens and for correcting issues early. Perform gives employees the opportunity to do their best everyday through increased engagement.

The cost for Perform is \$20,675 per year. This price represents a discounted rate provided to us through our on-going relationship with NeoGov. This price has been guaranteed for three years through June 30, 2020. Year one costs of \$2,500 for training and \$5,000 for setup and implementation bring the first-year total to \$28,175. The Information Systems Infrastructure Designation of the General Fund will provide the funding for the first year \$28,175 cost, and the Human Resources budget will support the \$20,675 cost for years two and three through additional General Fund allocation which will in turn be allocated to departments through the Cost Plan.

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

**Item Initiated and Approved by:** Alison Lehman, Assistant County Executive Officer and Interim Director of Human Resources

Submitted Date: September 25, 2017