

COUNTY OF NEVADA

DEPARTMENT OF HUMAN RESOURCES

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NEVADA COUNTY BOARD OF SUPERVISORS

Board Agenda Memo

MEETING DATE: July 19, 2016

TO: Board of Supervisors

FROM: Charlie Wilson, Director of Human Resources

SUBJECT: Resolution Authorizing Execution of Amendment One to the Contract with GovernmentJobs.com (Resolution 15-026) for the Purpose of Adding an Onboard Module in the Amount of \$12,325 FY 16-17, \$7,325 FY 17-18, and \$7,325 FY 18-19, for the Period July 1, 2016 to June 30, 2019 and amending FY 16/17 Human Resources Budget.

RECOMMENDATION: Approve the attached resolution.

FUNDING: Year one cost of implementation and licensure is \$12,325. The Resolution includes an appropriation for year one costs from the Information Systems Infrastructure designation in the General Fund and a budget amendment to provide expenditure authority in the Human Resources budget. Years two through three costs are \$7,325 each year. The Human Resources budget is expected to cover annual costs in years two through three.

BACKGROUND: In Fiscal Year 2014-2015 the County purchased, using Information Systems 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. The resounding success of this product has whetted our appetite for additional efficiencies in Human Resources-related employment processes, including the procedural and cultural aspect of “onboarding” new employees to County employment. The County hires approximately 200 regular and temporary employees each year and spends an extraordinary amount of time in completing new hire orientation/training and soliciting completion of compliance and benefit plan paperwork, only to have the individual County Departments continue this laborious process per departmental, legal and individual classification requirements. Research indicates that a robust onboarding process that streamlines, automates and enhances the orientation experience of new employees results in increased new hire retention and satisfaction. The NeoGov software platform has a second module called “Onboard” which automates the completion of new hire paperwork, can be loaded with tailor-made training programs, both written and video, and will track the orientation and training process through the

full first year of employment. This module also has an “off-boarding” functionality which will allow the County to better automate the process of severing the employment relationship and meeting our cyber-security needs.

The cost for Onboard is \$7,325 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, 2019. Year one costs of \$2,500 each for implementation and training bring the first-year total to \$12,325. The Information Systems Infrastructure Designation of the General Fund will provide the funding for the first year \$12,325 cost, and the Human Resources budget will support the \$7,325 cost for years two and three.

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

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

Submitted Date: July 5, 2016