



Agenda Date: 6/6/2006
Agenda Placement: 6X

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Ben Wilson - Chief Information Officer
Information Technology Services
REPORT BY: Ben Wilson, Director, 707 253-4829
SUBJECT: Approval of Agreement with GovernmentJobs.com, Inc. (dba "NEOGOV")

RECOMMENDATION

Chief Information Officer requests approval of and authorization for the Chair to sign an agreement with GovernmentJobs.com, Inc., (dba "NEOGOV") for a maximum of \$32,000 for the term June 6, 2006 through June 30, 2007 for the initial license fee, installation, and training for a web-based recruitment, selection, and applicant tracking software solution.

EXECUTIVE SUMMARY

Human Resources currently employs very little of the available technology in the recruitment and selection of County employees. Using available technology would allow the automation of the entire hiring process for those positions where Napa County Human Resources is responsible for conducting the recruitment and selection process. This automation would reduce the time that it takes to staff vacant positions as a result of time savings for both the operating departments and Human Resources.

Human Resources in conjunction with Information Technology Services (ITS) conducted a review of available technology including the customization of our PeopleSoft system to meet our recruitment and selection needs. The NeoGov Insight solution was determined to be the best choice for Napa County. NeoGov Insight is a web-based recruitment, selection, and applicant tracking software solution. NEOGOV Inc. is the leading provider of strategic workforce management solutions to public sector agencies nationwide. The company currently has this software solution installed in over 18 California counties.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes

Where is it budgeted?	The funds are budgeted in the Human Resources FY 05-06 budget through salary savings due to staff vacancies. A reduction of \$2,500 in training costs may be possible in the event that we coordinate joint training with the City of Napa. This would decrease the cost of this contract to \$29,500 for the first year.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Application of this technology will decrease our cost per hire; will increase retention rates; reduce the time that it takes to fill vacant positions; and will increase organizational productivity and improve services. In addition, the contract includes unlimited, no charge posting of jobs on GovernmentJobs.com. This is a job posting board that we now use on a fee basis. The no charge advertising will save a substantial part of the cost of the annual license fee.
Is the general fund affected?	Yes
Future fiscal impact:	The annual cost of the license fee for this software solution is \$12,000. This cost of this license will be included in the ITS budget.
Consequences if not approved:	The County's Human Resources recruitment and selection process will fall behind industry best practices.
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Human Resources currently employs very little of the available technology in the recruitment and selection of County employees. Using available technology would allow the automation of the entire hiring process for those positions where Napa County Human Resources is responsible for conducting the recruitment and selection process. This automation offers the following advantages:

DECREASED COST-PER-HIRE

- . Automating workflow increases internal recruiters' productivity by eliminating non-value-added steps
- . Providing metrics and reports on where the best candidates are coming from allows better management of recruiters and identifies the most productive sources
- . Integrating with other Napa County systems, such as PeopleSoft, eliminates redundant data entry
- . Leveraging Napa County's career website (NapaCountyCareers.com) lowers reliance on outside job board sites to attract the highest-quality candidates
- . Pre-screen and refer better-fit candidates more quickly through advanced screening and filtering technology reduces the time that hiring managers and others spend interviewing candidates.

INCREASING RETENTION RATES

- . Identifying employees who will succeed with the County, both in terms of skills and culture-fit, reduces the number of voluntary and involuntary turnovers. This is especially important in the first year of employment, where voluntary turnover rates are typically a full ten percentage points higher than overall agency turnover rates
- . Encouraging internal employees to bid for internal jobs through an automatic system, enabling employees to advance their careers within the agency

FASTER TIME-TO-FILL

- . Streamlining job requisition creation and approval processes eliminates several days in the overall hiring process
- . Employing pre-screening capabilities helps speed the process by which high-interest candidates are reviewed
- . Identifying key competencies for a job requisition allows interviewers to probe appropriate skills and capabilities
- . Tabulating interview results consistently elevates the best-fit candidate quickly from other candidates
- . Delivering open job announcements directly to candidates through self-serve kiosks and career websites allows for quicker response time.

INCREASED ORGANIZATIONAL PRODUCTIVITY AND IMPROVED SERVICES

- . Reducing the need for training, since better-fit candidates are identified and hired more consistently
- . Increasing new hire productivity from day one, since new employees are better matched with appropriate skills and experience
- . Decreasing the time recruiters spend on non-value-added steps, rather than more strategic activities.

Human Resources in conjunction with ITS conducted a review of available technology including the customization of our PeopleSoft system to meet our recruitment and selection needs. A number of demonstrations of the available software systems were conducted including a demonstration of both NeoGov and PeopleSoft systems to a number of potential users of the technology. The NeoGov Insight solution was determined to be the best choice for Napa County.

NEOGOV Inc. is the leading provider of strategic workforce management solutions to the public sector agencies nationwide. The software is used by over 18 California Counties including the counties of Alameda, Contra Costa, Sacramento, San Francisco, San Mateo, Santa Clara, and Sonoma. Numerous other California public sector entities use this software application.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton