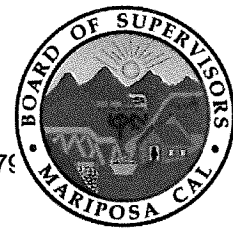


MARIPOSA COUNTY

Human Resources/Risk Management • (209) 742-1375



RESOLUTION - ACTION REQUESTED 2015-467

MEETING: October 6, 2015

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Approve an Agreement with Neogov

RECOMMENDATION AND JUSTIFICATION:

Approve a Service Agreement with NEOGOV in the amount of \$16,050 to provide an automated recruitment system for the Mariposa County Human Resources/Risk Management Department, and authorize the Board of Supervisors Chair to sign the agreement.

The current recruitment function administered by the Mariposa County Human Resources Department is not automated; rather, all activities from employment applications to notices to applicants are completed manually. In an effort to increase efficiency and reduce reliance on paper, staff is recommending that the County partner with a firm that will provide an automated recruitment solution.

Human Resources staff interviewed several firms, and is recommending entering into an Agreement with a firm called NEOGOV. NEOGOV is a web-based recruitment, selection, and applicant tracking system that will propel Mariposa County Human Resources into the 21st century. Headquartered in El Segundo, California, NEOGOV's recruitment system is designed to automate the entire hiring process. NEOGOV has carved out a niche in the Human Resources software market, becoming the market leader for public sector software. NEOGOV provides services exclusively to public sector agencies in the United States, and this experience has given the NEOGOV company insight into the public sector's unique hiring requirements and processes. The NEOGOV system is supported by the County's Technical Services Director.

For Mariposa County, the benefits of using NEOGOV include:

1. Creating, routing, approving, and tracking requisitions online.
2. Creating and posting job applications using built-in content.
3. Accepting job applications online.
4. Providing job interest cards to notify applicants when specific jobs open.
5. Screening, scoring, and ranking applicants electronically.
6. Scheduling tests/interviews and notifying applicants electronically.
7. Tracking, notifying, and maintaining applicant details and history electronically.
8. Referring, capturing, and e-mailing application materials electronically.

9. Reducing time-to-hire.
10. Analyzing Human Resources data through NEOGOV's extensive reporting and data tools.
11. Increasing the visibility of job announcements by posting on our county website and governmentjobs.com.

Departments using NEOGOV will be fully supported through NEOGOV training, customer service, and technical support.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has no history of Board action on this matter.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Approve Staff recommendation;
2. Reject Staff recommendation; or
3. Provide Staff with further direction.

A non-affirmative vote will mean that the County will not be able to utilize the following advantages of NEOGOV: NEOGOV is user-friendly, the time needed to conduct recruitments will decrease; the County's costs associated with paper, printing, postage, photocopying will decrease; the County's applicant pool will increase; the County's image will be enhanced, and applicant satisfaction will increase through the use of a seamless application process, at a competitive price.

FINANCIAL IMPACT:

The first year cost will be \$16,050, broken out as follows:

- **Subscription license: \$9,800**
- **Setup and implementation: \$2,500**
- **Training: \$2,500**
- **Governmentjobs.com job posting subscription: \$1,250**

The annual cost of this service will be \$11,050, broken out as follows:

- **Subscription license: \$9,800**
- **Governmentjobs.com job posting subscription: \$1,250**

The Board of Supervisors authorized adequate funding for this project in the FY 2015- 16 operating budget.

ATTACHMENTS:

NEOGOVS Service Agreement - Mariposa County CA 072915 (PDF)

CAO RECOMMENDATION

Requested Action Recommended



Mary Hodson, CAO

9/30/2015

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Marshall Long, District III Supervisor

SECONDER: Rosemarie Smallcombe, District I Supervisor

AYES: Smallcombe, Jones, Long, Cann, Carrier