

**MEMORANDUM
PERSONNEL DEPARTMENT
COUNTY OF PLACER**

TO: Honorable Board of Supervisors
FROM: Nancy Nittler, Director of Personnel *NN*
DATE: June 10, 2008
SUBJECT: Approve the award and authorize the Purchasing Manager to sign all resulting contracts with OnePlanetWeb, Inc. for the purchase of JobAps Applicant Tracking System; and authorize the Director of Personnel and the Purchasing Manager to take all other actions necessary to implement the project.

ACTION REQUESTED

Approve the award of Request for Proposal (RFP) Number 9732 to OnePlanetWeb, Inc. for the purchase of JobAps Applicant Tracking System; authorize the Purchasing Manager to sign all resulting contracts; and authorize the Director of Personnel and the Purchasing Manager to take all other actions necessary to implement the project.

BACKGROUND

During budget workshops in the summer of 2007 and through the subsequent budget adoption, your Board approved the concept of a new recruitment system that would automate manual functions and shift data entry from Personnel staff to the automated application.

Currently, Placer County has approximately 2,850 permanent positions and 600 extra help workers located in approximately 26 different departments. The job announcement serves as the primary tool for informing the public about available positions for which applications are being accepted. Information regarding position openings is distributed to each County department and many external agencies on a weekly basis and job announcements are posted on the Personnel Department's job board and web site.

Placer County is currently running a stand-alone proprietary automated applicant tracking system residing on a server located within the County's own network. It is not a web-based application, and is only accessible to designated County staff within the Personnel Department. The Personnel Department has worked closely with Procurement and IT staff during the competitive bidding process on this project to ensure the selection of a sound system, compatible with county technology requirements.

The Applicant Tracking System will provide ease of use for applicants to apply for jobs on-line, search for jobs anytime at their convenience and receive notice of new recruitments. The system will also provide efficiencies for the County such as reduction of manual data entry for 6000 plus applications received each year, on-line requisitions and referrals, e-mail communications with applicants and automate screening, test processing and scoring. The system supports the Board and Personnel Department goals of efficiency through automation and effective self-service for customers.

In order to move forward and provide a fully automated efficient web-based applicant tracking system for the county, we respectfully request your Board's approval to purchase products and services associated with the Applicant Tracking System.

FISCAL IMPACT

There will be a one-time cost of \$120,000 and annual on-going costs of \$34,200 per year. Sufficient funding is available in the 07/08 budget for the one-time costs of the Applicant Tracking System.

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