

Agenda Report



MEETING DATE: Tuesday, June 25, 2024

TO: City Council

FROM: DEPUTY CITY MANAGER MANNING

SUBJECT: APPROVAL OF SECOND AMENDMENT TO CONTRACT WITH GOVERNMENT JOBS.COM, INC. DBA “NEOGOV”, REVISING THE SCOPE OF WORK AND INCREASING COMPENSATION IN THE AMOUNT OF \$200,000 OVER 3 YEARS FOR ANNUAL SUBSCRIPTIONS

RECOMMENDED ACTION:

Staff recommends that the City Council adopt a resolution that:

1. Approves the Second Amendment to the contract for consultant services with NEOGOV for applicant tracking, onboarding, position import, single sign on and Biddle Online TestGenius annual subscriptions, revising the scope of work and increasing the contract amount by \$200,000 over 3 years which includes a 5% contractual increase each year for annual subscriptions, and
2. Authorizes the City Manager to execute all necessary agreements.

BACKGROUND:

In March of 2020, the Covid-19 pandemic impacted City operations across various departments due to County-wide shelter in place orders. In October of 2020, to help ensure continuation of proper review and approval of recruitments and new hires in a timely and safe manner, the City contracted with Governmentjobs.com, Inc., a corporation dba NEOGOV.

Implementing NEOGOV has allowed the Human Resources Department to post recruitments and review applications much quicker as well as communicate more efficiently with applicants regarding the status of applications. NEOGOV is also assisting with streamlining the onboarding process for new hires and reducing the amount of paperwork.

The HR department recommends continuing these subscriptions for NEOGOV to support providing efficient and effective hiring and onboarding. In addition, the HR department proposes to implement a supporting module for pre-employment testing that is compatible with the NEOGOV platform.

The City currently provides recruitment exams in person utilizing scantron forms. The scantron machine is outdated and fails when grading exams, requiring staff to manually score exams. This process is time consuming and highly probable to human error. Furthermore, many of the pre-employment tests are in need of review and potential revision.

DISCUSSION:

The advantages of utilizing a web based recruitment and onboarding platform became evident as the City continued to adapt to ongoing challenges resulting from the pandemic.

Adding the Biddle Online TestGenius module will assist in utilizing standardized exams, when possible, and ensure they are current, equitable and vetted. This module integrates with the NEOGOV application process and will automate many of the exams rather than having applicants come in person. This will increase staff efficiency by not requiring a staff member to proctor and score exams.

Adding TestGenius and continuing the subscription for the other NEOGOV modules benefits applicants, new hires, supervisors, and Human Resources staff by providing easy-to-use, efficient, and streamlined processes. Utilizing these on-line tools helps to keep the City of Watsonville competitive with other agencies who all do the same.

STRATEGIC PLAN:

This recommendation is consistent with the following Strategic Plan goal:
7-Efficient and Well-performing Government

FINANCIAL IMPACT:

The annual cost of the subscriptions is approximately \$48,000 per year and is set to increase by 5% each year. Therefore, the total cost of annual subscription renewals and adding Biddle Online TestGenius is \$151,320 over the next three years. We request a not to exceed contract in the amount of \$200,000.

The cost will be absorbed in the current Human Resources department budget for this year. It will be programmed in the budget for future years.

ALTERNATIVE ACTION:

The City Council may choose not to adopt this Amendment.

ATTACHMENTS AND/OR REFERENCES (If any):

None.