



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: CEO/Human
Resources
Department No.: 064
For Agenda Of: 11/27/2007
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Susan Paul, Assistant CEO/Human Resources Director
Director(s) x2817
Contact Info: Don Nguyen, x2823
SUBJECT: Approval of contract for Human Resources Information System

County Counsel Concurrence

As to form: Select_Concurrence

Other Concurrence: Risk Management

As to form: Select_Concurrence

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Chair to execute a contract with High Line Corporation (not a local vendor) for the purchase and implementation of a Countywide automated Human Resources Information System in the amount of \$763,287
- b) Authorize the Assistant CEO/Human Resources Director to approve amendments to the agreement provided that any such amendment is not in excess of ten percent (10%) of the total contract dollar amount; and
- c) Authorize and approve a Budget Revision Request to release previously designated salary savings in the amount of \$454,759 for the execution of this contract.

Summary Text:

This project will provide the County with an automated Human Resources Information System (HRIS). This system will integrate with the existing payroll system to provide increased access to critical workforce data, improve workforce analysis and reporting, facilitate strategic decision-making, and automate and streamline current manual personnel transactions. The Blue Ribbon Budget Task Force recommended the purchase and implementation of an HRIS application for the County.

Background:

The County of Santa Barbara does not currently have a Countywide automated human resources system to manage workforce data and transactions. The lack of a central database has caused many departments to develop piecemeal systems unique to each specific department's needs, creating "islands" of information. These fragmented systems result in duplication of effort and do not provide the County with the cohesive and comprehensive database of critical workforce data necessary for the effective management of a large organization. This significantly impedes the County's ability to rapidly access and provide critical workforce data to respond to a variety of requests or to address the changing needs of the County, its structure, and the increasingly complex human capital challenges facing Santa Barbara County.

Implementation of the new HRIS will:

- Automate or eliminate current manual processes
- Provide a central source for workforce data
- Enhance decision-making capability through superior reporting and analytics
- Improve the County's ability to measure the effectiveness of workforce initiatives
- Improve access to accurate workforce data for all departments
- Reduce the redundancy of multiple fragmented systems throughout the County

CEO/Human Resources gathered information from departments to develop a comprehensive RFP and involved departments in the evaluation and selection process. High Line was selected as vendor after a very thorough RFP evaluation process that spanned several months and included multiple scripted demonstrations. High Line, which has a demonstrated record of providing HRIS capability in the public sector, was selected based upon value, system flexibility, and superior public sector functionality.

Performance Measure:

Over time the implementation of the HRIS system will allow CEO/HR to develop several new and significant performance measures. The system will ultimately enable the County to measure the efficiency and effectiveness of a variety of functions including:

- Recruiting and Hiring
- Turnover Management
- Leave Management
- Training and Development
- Performance Management

Fiscal and Facilities Impacts:

Budgeted: Partially

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized</u> <u>On-going Cost:</u>	<u>Total One-Time</u> <u>Project Cost</u>
General Fund	\$ 607,867.00		\$ 830,000.00
State			
Federal			
Fees			
Other:			
Total	\$ 607,867.00	\$ -	\$ 830,000.00

Narrative: CEO/Human Resources has designated approximate \$550,000 over the last two fiscal years in order to fund this project. This amount will cover Phase I of the project, additional funds have been identified and CEO/HR will return to the Board at a later date to request a transfer of existing appropriations to fund the remainder of the project.

Staffing Impacts:

Legal Positions:

FTEs:

Special Instructions:

Please sign the attached contract and return one signed copy CEO/Human Resources Department.

Attachments: Contract

Budget Revision Request

Authored by: Don Nguyen

cc: