

CALIFORNIA COASTAL COMMISSION

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W16b

June 21, 2012

TO: Commissioners and Other Interested Parties

FROM: Charles Lester, Executive Director
Susan Hansch, Chief Deputy Director
Melanie Wong, Chief, Human Resources
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Jessica Chan, Contract & Facilities Analyst, Business Services

SUBJECT: **Interagency Agreement with the California Department of Human Resources for Personnel Data Processing Services** for public hearing and Commission action, Wednesday, Item 16b, July 11-13, 2012 Commission Hearing

STAFF RECOMMENDATION

Staff recommends that the California Coastal Commission (Commission) authorize the Executive Director or his designee to enter into an interagency agreement with the California Department of Human Resources for an amount not to exceed \$13,000 to provide personnel data processing services for a period of one year beginning July 1, 2012.

MOTION

“I move that the Commission authorize the Executive Director to enter into an interagency agreement with the California Department of Human Resources for an amount not to exceed \$13,000 to provide personnel data processing services for a period of one year, in accordance with the Department of General Services instructions.”

Staff recommends a **YES** vote.

BACKGROUND

This annual interagency agreement is required for the Commission to access the California Department of Human Resources' online system used for processing and announcing examinations, hiring and promotional purposes. The Commission's Human Resources Office (HR) functions as HR for both the Commission and the San Francisco Bay Conservation and Development Commission (BCDC). Therefore, this interagency agreement includes services for both the Commission and BCDC. The Commission is reimbursed for BCDC's portion of this interagency agreement through the annual BCDC reimbursement interagency agreement.

CONTRACT SPECIFICATIONS

The cost for the online services included in this interagency agreement is based on a per-employee rate. The contract includes access to the following California Department of Human Resources online services:

- **Online Selection Services:** Set up data files; establish exam history; establish bottom line data; provide on-going consultation, training and guidance of the online system; provide guidance regarding compliance with the laws and rules governing the exam/certification process; confer with departments to ensure the online system produces the desired results within the laws and rules; confer with departments about online exam/certification processing needs; assist departments in error resolution; recommend to departments when to utilize special Form 631 for spot exam processing, provide liaison with Information Technology for explanation of system output, special input services and printing functionality; assist departments with use and maintenance of printing functionality for exam/certification reports and send communiqués via the Online Selection System’s dashboard messaging feature, schedule and participate in Regional Online Selection System User Meetings.
- **Online Data Processing Access:** Access to the Statewide Online Certification and Examination System
- **Workforce Analysis:** Provides Equal Employment Opportunity Utilization Reports that include State workforce representation, relevant labor force, employee intake and promotional appointments.

CONCLUSION

Staff recommends that the Commission enter into an interagency agreement for a period of one year with the California Department of Human Resources for personnel data processing services.

The motion is on page 1 of this staff report.