

CALIFORNIA COASTAL COMMISSION

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W28b

June 25, 2013

TO: Commissioners and Other Interested Parties

FROM: Charles Lester, Executive Director
Susan Hansch, Chief Deputy Director
Melanie Wong, Chief, Human Resources
Pamela Wu, Chief, Fiscal & Business Services
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 28b, July 10-11, 2013 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 \$10,000 to provide personnel data processing services for a period of one year beginning July 1, 2013.

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 \$10,000 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

This interagency agreement provides access to the California Department of Human Resource's On-Line Selection Exam and Certification Systems (Systems) for the purpose of conducting civil service examinations, creating and maintaining civil service eligible lists, and generating and maintaining certification lists. The cost for the services included in this interagency agreement is based on a per-employee rate. The contract includes, but is not limited to, the following services:

- **Exam and Cert Systems Team Services:** Set up data files to advertise and administer examinations, establish and maintain eligible lists, generate and maintain certification lists, generate contact letters, update eligibility records, report against examination and certification data; provide on-going consultation, training and guidance regarding use of the Systems; provide guidance regarding compliance with the laws and rules governing the examination and certification processes; provide liason services with CalHR's Information Technology; schedule and facilitate regular Regional Systems User Group Meetings.
- **Training Services:** Access to training classes and other services offered by CalHR including Examination Systems Training and Certification Systems Training.
- **Information Technology Division Services:** CalHR's Information Technology Division supports the Systems and provides maintenance support, upgrades, technical consultation and guidance, and Workforce Analysis – Equal Employment Opportunity and Information Services.

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.