

Agenda Date: June 21, 2012  
Agenda Placement: Admin.  
Estimated Time: N/A  
Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Dave Van Mullem, Air Pollution Control Officer

CONTACT: Cynthia Vestal, 961-8800

SUBJECT: Test Rental and Use Agreement with Cooperative Personnel Services

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### RECOMMENDATION:

Approve and authorize the Chair to execute a test rental and use agreement with Cooperative Personnel Services for the purpose of reviewing potential candidate selection devices for upcoming recruitments for an amount not to exceed \$10,000.

### DISCUSSION:

Due to high employment application rates, in June 2010 your Board entered into a 1-year agreement with Cooperative Personnel Services (CPS) to utilize their standardized tests during recruitments. This agreement has since expired and we are asking your Board to enter into a new 2-year agreement.

### BACKGROUND:

In recent past, the selection device used was time intensive, requiring up to two full days of both administrative and technical staff members' time. Over the previous 1-year contract with CPS, testing material was used for four (4) recruitments at a total cost of \$3,895. The testing material and service provided was found to be extremely beneficial, cost effective and dramatically reduced the amount of staff hours previously used.

Standardized testing has been shown to be both efficient and legally defensible when used as a selection device for screening job applicants. CPS is a self-supporting public agency that provides a full range of human resource services to public and nonprofit agencies. In order to review the appropriateness of these tests, CPS requires clients and potential clients to sign a Test

Rental and Use Agreement. By signing the agreement, the APCD would be agreeing to certain terms and conditions such as ownership rights, confidentiality of test content, security measures, and indemnity provisions for breach of the agreement provisions. County Counsel, Risk Management and the Auditor-Controller's office have reviewed the agreement and have approved it as to form. A copy of the agreement is attached for your review and signature.

**FISCAL IMPACT:**

There is no fiscal impact to enter into this agreement; fees are assessed only as materials and services are utilized. The average cost for testing material and services is approximately \$974 per recruitment.