

Agenda Date: August 21, 2014
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: Bob Van Beveren, Administrative Manager (961-8863)

SUBJECT: Test Rental and Use Agreement with Cooperative Personnel Services

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:

In recent past, the selection device used for recruitments was time intensive, requiring up to two full days of both administrative and technical staff members' time. In 2010 the District sought out more efficient methods of screening applicants and establishing employment lists. That review highlighted standardized testing as being both efficient and legally defensible when used as a selection device for screening job applicants. With the approval of your Board, in June 2010 the District entered into an agreement with Cooperative Personnel Services (CPS) to utilize their standardized tests during recruitments.

CPS is a self-supporting public agency that provides a full range of human resource services to public and nonprofit agencies. The testing material and service provided by CPS helps lower District liability and has been found to be extremely beneficial, cost effective and dramatically reduces the amount of staff hours previously used.

In order to review the appropriateness of these tests, CPS requires clients and potential clients to sign a Test Rental and Use Agreement. Our current agreement expired June 2014. To allow for continued access to CPS selection devices, we are asking your Board to authorize the Chair to

execute another 2-year rental agreement. By signing the agreement, the District 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. Since June 2010, CPS testing material has been used for nine (9) recruitments at an average cost of \$921 per recruitment.

ATTACHMENT:

Test Rental and Use Agreement