

Agenda Date: June 17, 2010  
Agenda Placement: Admin.  
Estimated Time: N/A  
Continued Item: No

## Board Agenda Item

TO: Air Pollution Control District Board

FROM: Terry Dressler, Air Pollution Control Officer

CONTACT: Sharyl K. Preskitt, 961-8828

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:

### DISCUSSION:

Because of several recent retirements and the high unemployment rate within our geographic area, we are investigating more efficient methods of screening applicants and establishing employment lists. Over the past year, we have conducted several recruitments for entry level positions which have yielded over 50 applications each. The selection device currently in use is time intensive, requiring up to two full days of both administrative and technical staff members' time. One method under review is standardized testing. Standardized testing has been shown to be both efficient and legally defensible when used as a selection device for screening job applicants.

We have identified Cooperative Personnel Services (CPS) as a potential source for renting such tests. 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 has reviewed the agreement and has 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.