

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION
Date: April 3, 2014**

SUBJECT: Online Job Application/Hiring Software

SUBMITTING DEPARTMENT: Human Resources

PREPARED BY: Karen Smith, Human Resources Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENT: NEOGOV Features and Benefits

SUMMARY BACKGROUND: It is proposed that the Town Council approve the purchase of an online job application and hiring software system from NEOGOV, the only software company whose on-demand workforce management solution was designed specifically for the public-sectors' unique recruitment processes. Staff has considered three software company proposals with evaluation criteria focused on 1) improving the applicants' and hiring managers' experience, 2) reducing turn-around time in filling job vacancies, 3) automation of recruitment workflow, 4) integration with our current website, payroll and electronic record keeping systems, and 5) ad hoc and EEO reporting tools. Staff believes NEOGOV has made the best proposal for the Town's needs. Features of NEOGOV's product and benefits are attached.

Staff has been able to negotiate an amount of \$19,516 for implementation and first year licensing fees. This represents a 25% licensing discount and receipt of the digital employment management component at no cost, a \$10,000 savings. Annual license fees thereafter are fixed at \$10,022 regardless of increases in hiring volume or Town staffing levels. Implementation will be in three phases to begin by 06/30/14 with completion targeted by January 2015.

OPTION ANALYSIS: None, for discussion only

ACTION OPTION: None, for discussion only

RECOMMENDATION: None, for discussion only

FISCAL ANALYSIS: \$19,516 will be paid for out of contingency and other sources, primarily salary savings.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____