

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.42
(ID # 11452)**

MEETING DATE:
Tuesday, January 28, 2020

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Temporary Assignment Program Internal Service Fund
Rate for Fiscal Year 2020/21, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Assistant County Executive Officer/Human Resources Director's recommendation for Fiscal year 2020/21 Temporary Assistance Program Internal Service Fund rates as included in the Cost Allocation Plan attached.

ACTION:Policy

Brenda Diederichs
Brenda Diederichs, Assistant CEO / Human Resources Director 12/30/2019

MINUTES OF THE BOARD OF SUPERVISORS

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Departmental Budgets 100%			Budget Adjustment: No	
			For Fiscal Years: 20/21	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The Temporary Assignment Program (TAP), which includes the Medical Assignment Program (MAP), has been providing temporary staffing upon request to County departments since 1998 and medical per diem staffing since 2004 at significant savings compared to the use of outside staffing agencies and nurse registries.

Five cost categories were developed including medical assistance per diem, non-medical temporary, Registrar of Voters election assistance, National Date Festival ticket takers and custodial support, and Student Interns. Recruitment and onboarding costs are aligned with a specific category, while other administrative and operating costs are allocated across job orders to arrive at the standard rate per category proposed.

One rate per category of recruitment does not adequately represent the service performed since many job orders are cancelled at different phases of the recruitment process. Therefore, the rates are further distinguished by four placement categories based on the level of completion. The categories include active filled (employee placed in assignment) and three categories for cancelled job orders (phase 1, phase 2, and phase 3 where the process is up to 40%, 75%, and 100% complete). Each rate is per position recruited.

TAP Rates

	Active Filled	Rates for cancellations		
		40% Phase 1	75% Phase 2	100% Phase 3
Position descriptions				
Per diem / medical positions (MAP)	\$ 3,415	\$ 1,366	\$ 2,561	\$ 3,415
Other than per diem / medical positions (TAP)	2,565	1,026	1,924	2,565
Registrar of Voters (ROV)	800	320	600	800
National Date Festival (FAIR)	300	120	225	300
Student Interns (Interns)	426	170	320	426

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Costs charged to TAP for the Human Resource Rate do not pertain to the recruitment of temporary employees, but rather services available to all active temporary employees of the County. Because this cost represents services equally available to all active temporary and per diem employees of the County, this amount will be charged each month based on active temporary and per diem payroll at a rate of \$24 per pay check. Without the per pay check rates, the recruitment rate would be substantially higher than the rate shown here.

Human Resources Services rate and Deficit Recovery fee per pay check

	Billing Period FY2019/20	Recommended Charge Per Paycheck
HR Services fee	Per payroll cycle	\$24

TAP Outsourcing rate and TAP Transition fee

	Total Charge FY2018/19	Total Charge FY2019/20	Recommended Total Charge FY2020/21
TAP Outsourcing	\$370.85	\$375.85	\$495.88
TAP Transition	\$146.73	\$146.73	\$287.36

Outside agencies are not subject to the cost recovery standards set forth by 2 CFR 225, so their rates reflect the private industry model of a flat percentage of wages earned. The rates vary across the different agencies with whom the County has contracted, ranging from 30-48%, depending on a variety of factors. The proposed TAP cost recovery method does not allow for a direct comparison with industry, but it is estimated that the cost of in-house recruitments for TAP services equated to an approximate 10.2% private industry rate in FY 18/19, which translates to a significant savings to departments utilizing their services.

In FY 2020/21, hiring activity is expected to hold steady to the actual 2018/19 hiring levels due primarily to demand from the Riverside University Health System (RUHS), the Department of Public Social Services (DPSS), and special events such as elections and the Date Festival. The result will be lower rates due to a slight increase in volume. Rates are directly impacted by the volume of actual hiring activity.

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Impact on Residents and Businesses

There is no impact on residents and businesses as these are rates for services provided only to internal County departments.

SUPPLEMENTAL:

Additional Fiscal Information

Costs were reduced from prior year which resulted in the decrease of the recruitment rate for three of the five rates. The overall budget increase was due primarily to an increased use of external recruiters for difficult to recruit positions. The costs of outside recruiters are considered pass-through expenses in that each recruitment is charged directly to the hiring department making the request for the temporary worker. Human Resources continues to investigate more opportunities to further reduce the costs of temporary recruitment.

Attachments:

Attachment A: TAP Cost Allocation Plan 2020-2021

 _____ Rene Casillas, Internal Audits Chief	1/6/2020	 _____ Paul A. Angulo, County Auditor-Controller	1/8/2020
 _____ Inés de los Santos			