

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



ITEM  
3.45  
(ID # 8841)

MEETING DATE:

Tuesday, January 29, 2019

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Temporary Assignment Program Internal Service Fund  
Rate for Fiscal Year 2019/20, All Districts. [\$4,415,224 - Department Budgets  
100%]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Assistant County Executive Officer/Human Resources Director's recommendation for Fiscal year 2019/20 Temporary Assistance Program Internal Service Fund rates as attached.

ACTION: Policy

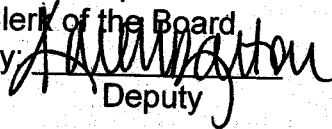
  
Brenda Diekerichs, Assistant CEO / Human Resources Director 1/17/2019

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MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Hewitt, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt  
Nays: None  
Absent: None  
Date: January 29, 2019  
xc: HR

Kecia Harper  
Clerk of the Board  
By:   
Deputy

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<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 0	\$ 4,415,224	\$ 4,415,224	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Departmental Budgets 100%			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Years: 19/20</b>	

**C.E.O. RECOMMENDATION:**

**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**

<b>Position descriptions</b>	<b>Active Filled</b>	<b>Rates for cancellations</b>		
		<b>40%</b>	<b>75%</b>	<b>100%</b>
		<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>
<b>Per diem / medical positions (MAP)</b>	\$ 3,680	\$ 1,472	\$ 2,760	\$ 3,680
<b>Other than per diem / medical positions (TAP)</b>	2,650	1,060	1,988	2,650
<b>Registrar of Voters (ROV)</b>	830	332	623	830
<b>National Date Festival (FAIR)</b>	320	128	240	320
<b>Student Interns (Interns)</b>	460	184	345	460

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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 \$25 per pay check. The Deficit Recovery Fee is also not related to current recruiting activity, but rather is a representation of the deficiency of the prior years' rate, therefore, it will also be charged on a per payroll basis at a rate of \$1.37 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**

	<b>Billing Period FY2019/20</b>	<b>Recommended Charge Per Paycheck</b>
<b>HR Services and Deficit Recovery fee</b>	<b>Per payroll cycle</b>	<b>\$26.37</b>

**TAP Outsourcing rate and TAP Transition fee**

	<b>Total Charge FY2017/18</b>	<b>Total Charge FY2018/19</b>	<b>Recommended Total Charge FY2019/20</b>
<b>TAP Outsourcing</b>	<b>\$370.85</b>	<b>\$375.85</b>	<b>\$375.85</b>
<b>TAP Transition</b>	<b>\$146.73</b>	<b>\$146.73</b>	<b>\$146.73</b>

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 25-45%, 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 consistently equate to below a 15% private industry rate, which translates to a significant savings to departments utilizing their services.

The rate methodology introduced in FY 2016/17 was based on projected hiring activity that was not realized in FY 2016/17 or FY 2017/18, causing a deficit in both years. In FY 2019/20, hiring activity is expected to hold steady to the actual 2017/18 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 higher rates due to a lower 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**

Reducing the recruitment rate to separately charge the costs of providing human resources services to temporary employees should be regarded as the first implementation of a new rate methodology. The change was implemented in response to requests to reduce recruiting costs. These rates rely solely on the demand of County departments and it is uncertain what impact a new methodology will have on the choices departments will make regarding their use of TAP services.

  
Alex Gann 1/23/2019