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COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

December 18, 2012

Erie County Legislature
92 Franklin Street-4th Floor
Buffalo, New York 14202

IMMEDIATE CONSIDERATION REQUESTED

Re: Authorization to Amend Contract for Civil Service Exam Processing

Dear Honorable Members:

Attached please find a resolution authorizing Erie County to amend its existing contract with NEOGOV for the purposes of providing Erie County with a Civil Service exam processing system.

Should your Honorable Body require further information, please contact Commissioner of Personnel John Greenan. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/bb
Enclosure

cc: John Greenan, Commissioner of Personnel

MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Personnel
Re: Authorization to Amend Contract for Civil Service Exam Processing
Date: December 17, 2012

SUMMARY

The County Executive is seeking authorization to amend its contract with NEOGOV for the purposes of providing additional custom programming of Erie County Department of Personnel's Civil Service exam processing system.

FISCAL IMPLICATIONS

An additional $11,800 is necessary to complete configuration and customization of the NEOGOV system. The necessary funds currently exist within the Personnel Department's Adopted 2012 Budget. It is important to note that there is a fee associated with candidate applications of which a portion provides a sufficient revenue source for funding of the systems associated annual costs.

REASONS FOR RECOMMENDATION

Currently the Erie County Department of Personnel is working with an exam system created in-house over 25 years ago for which the technology is no longer able to be supported.

BACKGROUND INFORMATION

The Civil Service Exam System processes approximately 8,500 applications annually. These applications require extensive tracking which must accurately reflect the status of the applicant throughout the process of data in-put, qualification review, scheduling, admission notification, scoring, result notification, list establishment and maintenance as required in Civil Service Law. Given the state and support of the current system it is imperative that not only Erie County be proactive in maintaining an appropriate level of information maintenance but also utilize a new system to expand the capabilities and efficiency of Civil Service administration in Erie County. The new system would provide for an ability to process applications electronically and communicate with applicants in a much more responsive and cost effective manner. The current system allows only for paper submission of applications. Because of customized reporting requirements that are necessary from the system, an additional fee is being charged to Erie County.

CONSEQUENCES OF NEGATIVE ACTION

Should Erie County decide not to pursue a new examinations system, the potential for a system failure/error will increase. If the current system were to fail, it could seriously adversely affect the hiring process as required by New York State Civil Service Law and result in monetary and legal consequences potentially arising from incorrect hires as well as time and resource implications surrounding the need to reconstruct data manually.

STEPS FOLLOWING APPROVAL

NEOGOV's contract will be amended accordingly and the company will conduct the necessary system configuration.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PERSONNEL

Re: Authorization to Amend Contract for Civil Service Exam Processing

WHEREAS, Erie County Personnel's current Civil Service Exam System is no longer being technologically supported; and

WHEREAS, it is imperative that Erie County maintain civil service exam records in accordance with New York State Civil Service Law and Records Retention Law; and

WHEREAS, NEOGOV is a company which provides supported, secure and maintained services capable of hosting a Civil Service Exam System and which is already under contract with the County; and

WHEREAS, NEOGOV's service capabilities would allow for the expansion of Erie County's exam process to encompass electronic application submission, processing and communications; and

WHEREAS, specialized customization is necessary to complete the installation of the system and this customization was not anticipated in the initial contact.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to amend the County's current contract with NEOGOV in an amount not to exceed $11,800 for the purposes of custom programming of the NEOGOV system, with said payment to be made from available 2012 funds in the Department of Personnel, Fund Center 16110, Account 516020; and be it further

RESOLVED, that certified copies of this resolution be sent to the Office of the County Executive, the Department of Personnel, the Director of Purchasing, the Division of Budget and Management and the Office of the Comptroller.