

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



ITEM  
3.36  
(ID # 6015)

**MEETING DATE:**  
Tuesday, February 6, 2018

**FROM :** HUMAN RESOURCES:

**SUBJECT:** HUMAN RESOURCES: Temporary Assignment Program Internal Service Fund  
Rate for Fiscal Year 2018/2019, All District. [\$4,176,010 - 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 2018/19 Temporary Assistance Program Internal Service Fund rates as attached.
2. Approve the Assistant County Executive Officer/Human Resources Director's recommendation for fiscal year 2018/19 Temporary Assistance Program Internal Service Fund working capital reserve plan.

**ACTION:** Policy

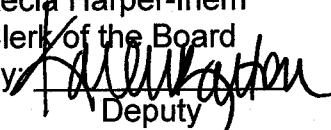
  
Michael Stock, Assistant County Executive Officer/ Director of Human Resources 1/29/2018

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: February 6, 2018  
xc: HR

Kecia Harper-Ihem  
Clerk of the Board  
By:   
Deputy

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**BACKGROUND:**

**Summary**

The Temporary Assignment Program (TAP), which includes the Medical Assignment Program

<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	\$ 4,176,010	\$ 4,176,010	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Departmental Budgets 100%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Years:</b> 18/19	

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

**BACKGROUND:**

**Summary (continued)**

(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 evenly across all 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 for.

**TAP Rates**

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Position descriptions	Active Filled	Rates for cancellations		
		40%	75%	100%
		Phase 1	Phase 2	Phase 3
Per diem / medical positions (MAP)	\$ 3,060	\$ 1,224	\$ 2,295	\$ 3,060
Other than per diem / medical positions (TAP)	1,920	768	1,440	1,920
Registrar of Voters (ROV)	500	200	375	500
National Date Festival (FAIR)	300	120	225	300
Student Interns (Interns)	400	160	300	400

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 **\$22 per pay check**. Although this change in allocating costs to departments has resulted in a substantial reduction to the recruitment rates, annual costs of hiring and maintaining a temporary employee should remain relatively the same as in prior years when considering the combined costs of recruitment and the monthly fee.

**Human Resources Services rate for temporary employees**

	Billing Period FY2018/19	Recommended Charge Per Paycheck
HR Services per temp employee	Monthly	\$22

**TAP Outsourcing rate and TAP Transition fee**

	Total Charge FY2016/17	Total Charge FY2017/18	Recommended Total Charge FY2018/19
TAP Outsourcing	\$370.85	\$375.85	\$375.85
TAP Transition	\$146.73	\$146.73	\$146.73

At the end of FY 2013/14, TAP signed contracts with a number of outside staffing agencies to assist in the event TAP could not fill an order fast enough or could not locate a qualified candidate. 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

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rates vary across the different agencies with whom the County has contracted, ranging from 25-45%, depending on a variety of factors. The proposed 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.

In FY 2018/19, demand for placement of temporary and per diem staff is estimated to remain relatively steady to 2016/17 levels used to develop the new methodology 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.

**Working Capital Reserve Plan:** In FY 2016/17, a new rate methodology was implemented for which no history of performance was established. During FY 2017/18, all remaining TAP reserves are projected to be fully exhausted. Therefore, a modification to the rate has been designed to better meet the operating needs of the program. The rate methodology proposed for FY 2018/19 is expected to provide a more sustainable funding source for the future of the program. Therefore, the fund will likely have a working capital reserve deficit at the end of FY 18/19.

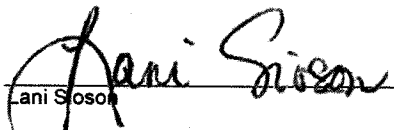
**Impact on Residents and Businesses**

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.

  
Lani Sosol 1/30/2018