



Board Report

File #: A 21-171, Version: 1

- a. Approve and authorize the Contracts/Purchasing Officer to execute a non-standard agreement with Development Dimensions International, Inc. (DDI) for the purchase of licenses for Targeted Selection: Access online system and Success Profiles Navigator software for the term June 1, 2021 through May 31, 2024, in an amount not to exceed \$71,000.00; and
- b. Authorize the Contracts/Purchasing Officer to sign up to three (3) amendments to this agreement where the Amendments do not significantly change the scope of work or cause an increase in the agreement rates of more than ten percent (10%).

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer to execute a non-standard agreement with Development Dimensions International, Inc. (DDI) for the purchase of licenses for Targeted Selection: Access online system and Success Profiles Navigator software for the term June 1, 2021 through May 31, 2024, in an amount not to exceed \$71,000.00; and
- b. Authorize the Contracts/Purchasing Officer to sign up to three (3) amendments to this agreement where the Amendments do not significantly change the scope of work or cause an increase in the agreement rates of more than ten percent (10%).

SUMMARY/DISCUSSION:

In the continuing effort to enhance the quality and efficiency of the County's recruitment and selection processes and classification and compensation systems, the Human Resources Department (HRD) is developing improvements in its hiring practices by introducing competency-based recruitments. HRD has identified Development Dimensions International, Inc. (DDI) online Targeted Selection: Access (TS: Access) competency based interviewing system as a tool for improving consistency and standardization in the recruitment and selection processes. TS: Access will provide the following:

- Streamline the tasks associated with interviewing and provide the support and resources HRD needs to implement best practices in examination and selection processes.
- Competency and behavioral fit interview questions that allow HRD professionals and hiring managers to quickly create job and organization specific interview guides for individual classifications/positions.
- Interview guides can be stored and reused as templates to maintain consistency and efficiency. These guides are specifically designed to reduce/eliminate unconscious bias in the oral examination and/or interview process by providing tools for hiring managers on conducting interviews based on competencies.

In addition, DDI's Success Profiles Navigator (SPN) software was selected as a tool for the County's classification system in alignment with HRD's initiative for a competency-based recruitment process. The SPN software will assist the County in administering competency selection methodology to assign competencies for classifications/positions by providing an extensive library of technical knowledge, skills and abilities.

Therefore, it is recommended the Board of Supervisors approve and authorize the Contracts/Purchasing Officer to execute a non-standard agreement with Development Dimensions International, Inc. to purchase licenses for

Targeted Selection: Access online system and Success Profiles Navigator software.

OTHER AGENCY INVOLVEMENT:

The offices of the County Counsel and Auditor-Controller have reviewed and approved the Agreement as to form and legality and fiscal provisions, respectively.

FINANCING:

Costs associated with this Agreement will be covered by the Human Resources Department and Natividad budget appropriations.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The proposed recommended actions address the Board of Supervisors Administration Strategic Initiative. The actions demonstrate the County's commitment to meeting the Board's initiatives in recruiting, retaining, and attracting a diverse, talented workforce that supports the mission of Monterey County.

Mark a check to the related Board of Supervisors Strategic Initiatives

- ☐ Economic Development
- ☒ Administration
- ☐ Health & Human Services
- ☐ Infrastructure
- ☐ Public Safety

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Approved by: Irma Ramirez-Bough, Director of Human Resources, x5043

Attachments:

Agreement between County and Development Dimensions International, Inc.