COUNTY OF LOS ANGELES
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The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS TO SUPPORT THE INFORMATION TECHNOLOGY PROJECT PROPOSED BY THE DEPARTMENT OF HUMAN RESOURCES (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the use of $148,000 from the Information Technology Fund (ITF) to support the Department of Human Resources' (DHR) Online Application Enhancement – Employment Application System Integration for Enterprise Resources (EASIER).

PURPOSE OF RECOMMENDED ACTION

In their June 14, 2004 meeting, the ITF Executive Committee voted to recommend support of the project and award of a grant from the ITF. Your Board's approval of the recommended action will provide funds in the amount of $148,000 to support this project. Currently, the Department of Human Resources in conjunction with the Internal Services Department (ISD) implemented the Employment Application System Integration for Enterprise Resources (EASIER), an online employment application system, which was developed under an ITF grant of $98,000. The proposed system enhancements will enable departmental Exam Analysts to review and process applications on line; provide training to support expanding use to all County departments; and provide for the expansion of EASIER which will ultimately result in improved customer service and increase the applicant pool of hard-to-recruit positions.

Implementation of Strategic Plan Goals

The DHR Online Application Enhancement (EASIER) is consistent to the County Strategic Plan in supporting Goal 1 – Service Excellence, Goal 2 – Workforce Excellence, and Goal 3 -- Organizational Effectiveness.

JUSTIFICATION

In June 14, 2004, the ITF Executive Committee voted to recommend Board approval of the DHR's ITF proposal for the enhancement of the Online Application System.

The DHR is seeking to enhance and implement EASIER countywide. This ITF grant will enhance processing efficiency of employment applications and the applicant processing activities, improve online customer service, reduce paper flow, and provide training to County Human Resource staff.

FISCAL IMPACT/FINANCING

Following approval by your Board, $148,000 will be awarded to the DHR from the ITF to support this project. Maintenance enhancements and ongoing support will be administered by DHR. A Countywide Steering Committee will be coordinated by DHR. System enhancements will be identified and prioritized by the Committee. ISD will develop cost estimates of specified enhancements and DHR will allocate cost accordingly.

There are no other fiscal impacts.

FACTS AND PROVISIONS/LEGAL REQUIREMENT

There are no other legal requirements.

IMPACT OF CURRENT SERVICES

Currently 33 exams have been piloted. The system has been enhanced to provide several features to allow an applicant to complete a County job application online, store personal job application information and enable the applicant to edit and reuse this information for future online application submission. It also provides the applicant with immediate receipt of e-mail. EASIER will allow County departmental exam analysts to electronically review, approve, or reject online job applications and automatic download of the online employment application information into an applicant tracking/processing system, such as TRAC®, or other third party vendor examination processing systems.

Approval of this project will enable DHR to deploy EASIER to 36 County departments and agencies to allow interested individuals the ability to complete and submit a County job application via the Internet. Departmental exam analysts may utilize the system to review and process applications online. In addition, expansion of EASIER will ultimately provide improved customer service and expand the applicant pool of hard-to-recruit positions.

CONCLUSION

The ITF Executive Committee recommends your Board's approval of the recommended actions.

Respectfully submitted,

JON W. FULLINWIDER
Chief Information Officer

JWF:JEW
JSL

c: Violet Varona-Lukens, Executive Officer, Board of Supervisors
David E. Janssen, Chief Administrative Officer
Michael J. Henry, Director, Department of Human Resources
Dave Lambertson, Interim Director, Internal Services Department
Marion Figueroa, Department of Human Resources
Cindy Lee, CAO Budget Analyst
ITF Project

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