COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES

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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

February 17, 2005

To: Each Supervisor

From: Michael J. Henry
Director of Personnel

David E. Janssen
Chief Administrative Officer

Subject: **TEMPORARY GENERALIST CONTRACT PERSONNEL**

On December 9, 2003, on motion of Supervisor Knabe, your Board instructed the Director of Personnel, the Chief Administrative Officer and respective departments to look at a County management solution for bringing the temporary contract staffing program under one management.

In February 2004, we provided each Supervisor initial information regarding utilization by County departments of temporary generalist (office support) contract personnel. At that time, we indicated we would develop and distribute a User Survey to departments as an initial step toward the development of Countywide master agreements, in lieu of individual department contracts. All departments have now responded to the User Survey and our analysis indicates that it does not appear advantageous to proceed with Countywide master agreements at this time.

BACKGROUND

On February 26, 2004, we advised each Supervisor that:

-- Our initial review of temporary contract personnel utilization indicated that most County departments use temporary contract personnel in clerical, secretarial, word processing, and other office support positions.

-- Temporary generalist contract personnel are subject to the provisions of Government Code Section 31000.4, and have a limitation of 90 working days (720 hours) per assignment.

-- A majority of departments that utilize temporary generalist contract personnel develop and process their own temporary personnel contracts for Board approval or utilize temporary personnel contracts administered by the Board's Executive Office.

-- We would develop and distribute a User Survey to all departments as an initial step toward development of Countywide master agreements, to be administered by the Department of Human Resources.

ANALYSIS OF SURVEY RESULTS

Departments have completed User Surveys regarding utilization of temporary generalist contract personnel. Our analysis of the completed User Surveys and additional information indicates that:

-- Based on the most recent quarterly reports available, all departments are in compliance with legal requirements regarding the limitation of 90 business day assignments, pursuant to Government Code Section 31000.4.

-- All contracts for temporary generalist contract personnel are competitively bid by departments and therefore, departments have access to the lowest rates available at that time. Typically, departments select several contractors' bids, some of whose rates are higher than the lowest bid, to ensure they have access to temporary contract personnel for all required positions, geographic areas, and timing availability needs. Departments may use other than the lowest rate contracts as needs dictate; however, they must still remain within their departmental budgets, as approved by the Board of Supervisors.

-- Departments cannot utilize temporary generalist contract personnel to circumvent any hiring freeze of County personnel because they must remain within their departmental budgets and any additional expenditure limits imposed by the CAO.

-- All departments have indicated they are satisfied with the current process of selecting vendors and the services they receive under their current contracting arrangements.

-- Countywide utilization of temporary generalist contract personnel declined from 838 in the April-June, 2004 quarter to 505 in the July-September, 2004 quarter. To a large extent, the decline is cyclical in nature.

-- Position descriptions, skill requirements, and duties of temporary generalist contract personnel vary from department to department, which is reflective of departments' highly diverse missions, responsibilities, and personnel needs. There appears to be no business reason to attempt to standardize such descriptions, skill requirements, and duties of temporary generalist contract personnel among departments. In addition, all departments indicated they have never been required to pay for higher level contract personnel because contractors were unable to provide the contract personnel, as requested.

-- If Countywide master agreements were implemented by a central agency, (e.g., DHR), additional overhead would be added to the user departments' costs.

We will monitor utilization of temporary generalist contract personnel by County departments and compliance with legal requirements regarding length of assignments and keep each Supervisor advised if any issues arise.

If you have any questions, please contact either of us or your staff may call Richard Boswell, Senior Human Resources Manager, at (213) 974-2451.

MJH:DEJ
REB:ck

c: Executive Officer, Board of Supervisors
Department Heads
Administrative Deputies
Personnel Officers

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