



COUNTY OF HUMBOLDT

AGENDA ITEM NO.

C-13

For the meeting of: October 3, 2017

Date: September 6, 2017

To: Board of Supervisors

From: Lisa DeMatteo, Director of Human Resources *LD*

Subject: Test Use Agreements for Written Examinations

RECOMMENDATION:

That the Board of Supervisors authorize the Director of Human Resources to execute test use agreements with Cooperative Personnel Services.

SOURCE OF FUNDING: Various County Funds including the General Fund

DISCUSSION:

Written examinations from the California Board of Corrections and Cooperative Personnel Services are used in pre-employment testing for a variety of County classes including, but not limited to, Correctional Deputy I, Juvenile Corrections Officer I, Probation Officer I, Office Assistant I, Fiscal Assistant I and Administrative Analyst I. The examinations are standardized, defensible and rented from Cooperative Personnel Services in Sacramento. A test use agreement which provides for security of test materials is required in order to rent the tests.

Prior to fiscal year 2010-11 costs for test rental of classes used throughout the County were paid by Human Resources from our Services and Supplies line items. The rental costs of tests which resulted in employment eligibility lists used by only one department were charged directly to that department. The tests are administered by Human Resources and the security is maintained according to our contract with Cooperative Personnel Services.

Prepared by Dorothy Johnson

CAO Approval *E. Eberhart*

REVIEW:

Auditor _____ County Counsel *Ch* Personnel *LD* Risk Manager _____ Other _____

TYPE OF ITEM:

☒ Consent
☐ Departmental
☐ Public Hearing
☐ Other _____

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Fennell* Seconded by Supervisor *Wilson*

Ayes *Bass, Bohn, Fennell, Wilson, Sundberg*

Nays _____

Abstain _____

Absent _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *October 3, 2017*

By: *Kathy Hayes*
Kathy Hayes, Clerk of the Board

This agenda item is requesting authorization for the Director of Human Resources to renew Test Use Agreements without taking each renewal to the Board for approval. The agreements are renewable annually and the agreement currently in place has the former Director of Human Resources as the principal contact/signer. This item will update Cooperative Personnel Services' records to recognize the current Director of Human Resources as the principal contact/signer. The timing of this request is due to the recent hiring of the Director of Human Resources.

FINANCIAL IMPACT:

Annual costs for test rental is dependent on the number of tests rented but are expected to approximate \$12,475 for fiscal year 2017-18. Costs would be paid from the various departments some of which are general fund.

The recommendations included in this agenda item support the Board's strategic framework by managing county resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT: None

ATTACHMENTS: CPS Human Resource Services 2017-18 Test Use Agreement Terms and Conditions for Corrections Standards Authority Examination

<p style="text-align: center;">CPS HR CONSULTING 2017-2018 TEST USE AGREEMENT TERMS AND CONDITIONS FOR THE BOARD OF STATE AND COMMUNITY CORRECTIONS EXAMINATIONS</p>
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Section I – Purpose of Agreement

This agreement defines CPS HR Consulting (CPS HR) test use policies and procedures for the Board of State and Community Corrections (BSCC) Examinations. It also explains CPS HR/BSCC test security standards designed to protect the mutual interests of all Examining Agencies that use the test materials, as well as the interests of persons who take such tests. In order that no person may gain special advantage by having improper access to the material, CPS HR requires as a condition for making these test materials available for rental that all users sign this agreement and fulfill its terms.

The term of this agreement shall be from **July 1, 2017 through June 30, 2018**.

Section II – CPS HR Policies and Procedures for Ordering BSCC Examinations

- **Scheduling of Examinations**

The Examining Agency desiring exam preparation services shall notify CPS HR not less than **10 working days** in advance to allow time for scheduling, preparation, and shipping.

- **Notification to CPS HR of Number of Candidates**

Not less than **10 working days** prior to the examination date, the Examining Agency shall notify CPS HR of the total number of candidates in each classification to be tested.

- **Use of Test Materials for Approved Classification**

BSCC examination materials are to be used solely for approved entry-level Adult Corrections Officer, Juvenile Corrections Officer, and Probation Officer classifications. BSCC will not be held responsible for their use for unauthorized classifications. A list of approved agencies and their respective classification titles will be provided by BSCC to CPS HR for reference.

- **Transmittal of Test Materials**

CPS HR shall provide the Examining Agency with sufficient examination booklets, instructions, and answer sheets for administering the examination and such other material, as CPS HR may deem necessary.

- **Administration of Test and Return of Test Materials**

The Examining Agency shall administer the examination in accordance with instructions provided by CPS HR/BSCC and immediately following the examination will return all used and unused examination booklets, instructions, answer sheets, and any other materials furnished by CPS HR.

- **Re-Use of Test Materials**

Examining agency requesting test material use for a specific date and candidate count will **NOT** be allowed to reuse the tests for another date or candidate group.

- **Scoring of Tests**

CPS HR will process the scoring within (3) working days or receipt of CPS HR scannable answer sheets. Score results are sent out by Email on the 3rd working day.

- **Test Paper and Answer Key Inspection Under CPS HR/BSCC Policy**

Examining Agency may review a keyed copy of the BSCC examinations only at CPS HR Consulting offices located at 241 Lathrop Way, Sacramento, CA. **Candidates will not be permitted to review copies of these tests at any time.**

- **Examination Charges**

In consideration of the performance by CPS HR for testing services specifically described in this Agreement, the Examining Agency agrees to pay CPS HR in accordance with the **Examining Agency Cost Schedule (Attachment B)** in effect at the time usage arrangements were made.

- **Canceled or Postponed Examinations**

Examining Agency may be billed for work done on a canceled or postponed examination up to the time CPS HR is notified of such action.

- **Examining Agency Responsibilities**

The Examining Agency shall perform all parts of the examination process which have not specifically been requested of and agreed to by CPS HR under the selection guidelines of the Equal Employment Opportunity Commission and the Fair Employment Housing Act, the Examining Agency as test user is responsible for the results of the applicant selection process and must be prepared to demonstrate that the process is valid and meets other testing standards if it adversely affects groups protected by State of California and Federal fair employment laws.

Section III – Security of Test Materials

All test materials supplied by CPS HR under this agreement shall be and remain the property of BSCC. They shall be held and stored in a manner that will prevent unauthorized persons from having access to them.

Unauthorized person is defined as anyone who has not read the Test Use Agreement Terms and Conditions, has not been trained on the proper use of exam materials and has not signed and submitted Attachment A. The Examining Agency agrees to be responsible for the security of test materials and agrees to reimburse CPS HR/BSCC for a portion or all of the replacement costs, as determined by CPS HR/BSCC, for test materials that are lost or whose value for testing purposes, in the opinion of CPS HR/BSCC, may have been destroyed while said test materials were subject to the custody of the Examining Agency. Question booklets shall not be duplicated nor test questions be copied by the Examining Agency under any circumstance.

If any test material obtained from CPS HR/BSCC should become involved in legal proceedings by a court or other body vested with legal authority, CPS HR/BSCC will take appropriate measures to safeguard the confidentiality of the test material including answer sheets such as motion for protective order.

Section IV – Termination of Agreement

CPS HR/BSCC retains the right to terminate this agreement and withhold or recall its test materials if it believes the terms and conditions of this agreement are being or have been violated. In the event this agreement is terminated, CPS HR will be paid such amount as is due for services performed and any expenses incurred, pursuant to Attachment B, up to and including the date of termination.

Section V – Attachments

This Agreement is subject to the provisions contained in "Attachment A – Parties to the Agreement", "Attachment B – The Board of State and Community Corrections Examinations Examining Agency Cost Breakdown," and Attachment C – Billing Information" which are made a part of this Agreement."

ATTACHMENT A

PARTIES TO THE AGREEMENT

The parties to this 2017-2018 Test Use Agreement Terms and Conditions for BSCC examinations are CPS HR and the Examining Agency named below.

A. PRINCIPAL SIGNER

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions.

Humboldt County Human Resources

Agency Name

825 5th Street, Room 100, Eureka, CA 95501

Shipping Address

City

State

Zip Code

Same

Mailing Address

City

State

Zip Code

Lisa DeMatteo

(707) 476-2349

(707) 445-7285

Printed Name of Principal Signer

Telephone Number

Fax Number



Dir. of HR

9/14/17

ldematteo1@co.humboldt.ca.us

Signature

Title

Date

Email Address

B. ALTERNATE SIGNERS

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions.

Kelly Barns

(707) 476-2349

(707) 445-7285

Printed Name of First Alternate

Telephone Number

Fax Number



Asst. Dir. of HR

9/14/17

kbarns@co.humboldt.ca.us

Signature

Title

Date

Email Address

Printed Name of Second Alternate

Telephone Number

Fax Number

Signature

Title

Date

Email Address

NOTE: IF YOU NEED MORE THAN THREE SIGNATURE LINES PLEASE COPY THIS FORM.

ATTACHMENT A

PARTIES TO THE AGREEMENT

The parties to this 2017-2018 Test Use Agreement Terms and Conditions for BSCC examinations are CPS HR and the Examining Agency named below.

A. PRINCIPAL SIGNER

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions.

Humboldt County Human Resources

Agency Name

825 5th Street, Room 100, Eureka, CA 95501

Shipping Address

City

State

Zip Code

Same

Mailing Address

City

State

Zip Code

Lisa DeMatteo

(707) 476-2349

(707) 445-7285

Printed Name of Principal Signer

Telephone Number

Fax Number



Dir. of HR

9/14/17

ldematteo1@co.humboldt.ca.us

Signature

Title

Date

Email Address

B. ALTERNATE SIGNERS

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions.

Becke Perry

(707) 476-2349

(707) 445-7285

Printed Name of First Alternate

Telephone Number

Fax Number



HR Analyst

9-14-17

bpererry@co.humboldt.ca.us

Signature

Title

Date

Email Address

David Gauthier

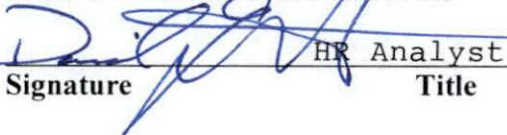
(707) 476-2349

(707) 445-7285

Printed Name of Second Alternate

Telephone Number

Fax Number



HR Analyst

9/14/17

dgauthier@co.humboldt.ca.us

Signature

Title

Date

Email Address

NOTE: IF YOU NEED MORE THAN THREE SIGNATURE LINES PLEASE COPY THIS FORM.

ATTACHMENT B

**THE BOARD OF STATE AND COMMUNITY CORRECTIONS
EXAMINING AGENCY COST BREAKDOWN
EFFECTIVE JULY 1, 2017– JUNE 30, 2018**

COSTS

\$110.38 BASE Charge

AND

\$6.19 Per Candidate SCHEDULED

AND

\$2.16 Per Candidate TESTED for scoring and score report

ADDITIONAL SERVICES AVAILABLE

ANSWER SHEET VERIFICATION \$35.00 per Candidate

SCORING CONVERTED TO EXCEL FILE \$40.00

ATTACHMENT C

BILLING INFORMATION

Humboldt County Human Resources

Agency Name

825 5th Street, Room 100

Address

Eureka

CA

95501

City

State/Province

Zip Code

Lisa DeMatteo

Attention to

Director of Human Resources

Title

(707)476-2349

(707)445-7285

ldematteo1@co.humboldt.ca.us

Telephone Number

Fax Number

Email

Please notify CPS HR of Billing Information Changes at:

CPS HR CONSULTING

241 Lathrop Way
Sacramento, CA 95815
Or call (916) 471-3517
bscc@cpshr.us