



City Council Staff Report

DATE: ~~March 12, 2012~~ *Cont. to 4.11.12* Consent

SUBJECT: APPROVE THE NON-EXCLUSIVE USE OF LOCAL TEMPORARY STAFFING SERVICES

FROM: David H. Ready, City Manager

BY: Human Resources

SUMMARY

Provide ability to use local staffing services to assist with the City's temporary staff needs when necessary for unforeseen urgent workload demands and leave of absence coverage, providing a flexible and cost-effective resource to supplement our in-house staffing efforts.

RECOMMENDATION:

Authorize the City Manager to utilize various local staffing agencies for non-exclusive temporary staff assignments, and execute any required documents, subject to approval by the City Attorney.

STAFF ANALYSIS:

The ability to use local staffing services to assist with the City's temporary staff needs due to unforeseen urgent workload demands and leave of absences will provide a flexible and cost-effective resource to supplement our in-house staffing efforts.

Currently, the city recruits for temporary employees in-house, by the Human Resources Department and due to numerous procedures, the average length of time it takes for the City to recruit for a temporary assignment is four (4) to six (6) weeks, which is counterproductive to the urgency of the need. Filling this need through local staffing agencies can take as little as two (2) days, saving time and resources for the affected department.

Due to the fact that we do not know in advance what positions will be needed, it would be prudent, as well as timely and cost effective, to utilize various local agencies depending on the need, skill set, and availability of qualified applicants through the staffing services. Having a non-exclusive ability would provide the greatest flexibility to the City. The City will be able to choose from local firms that specialize in providing temporary staff with the specific skill set we are seeking.

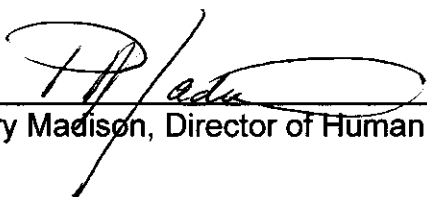
The judicious use of local staffing services will be in concert with our internal resources and practices, which currently includes:

- Utilizing current staff as available to cover limited hour needs.
- Utilizing current qualified candidates from re-employment (layoff) lists.
- Utilizing qualified former employees.

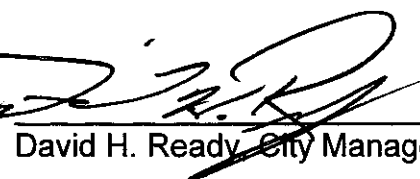
Thus providing greater options and flexibility to meet the needs of the City and its citizens.

FISCAL IMPACT

While total temporary staffing costs are not entirely predictable, costs for temporary workers are budgeted in various departments that utilize temporary workers. The rate paid by the city will vary depending on position and the skill set required by the specific department. Department costs will not exceed budgeted amounts.



Perry Madison, Director of Human Resources



David H. Ready, City Manager