



**CITY COUNCIL AGENDA ITEM NO. E.6**  
**08/22/2023**

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**SUBJECT:** An agreement with Governmentjobs.com, Inc. dba NEOGOV to provide Onboard and CoreHR software.

**DEPARTMENT:** Human Resources

**STAFF:** Sukari Beshears, Director of Human Resources/Risk Manager

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### **TITLE/RECOMMENDATION**

Adopt a Resolution authorizing the City Manager to enter into an agreement with Governmentjobs.com, Inc. dba NEOGOV to provide Onboard and CoreHR software. This will integrate employee life cycle information, streamline work processes, and create workflow efficiencies within one system.

### **FISCAL IMPACT**

The agreement is funded by the General Fund and includes a three-year term with a total cost of \$141,589.70. The FY 2023/24 cost of the agreement is \$57,099.50 and is included in the FY 2023/24 General Fund Operating Budget. The remaining cost of the agreement will be included in future Operating Budgets.

### **BACKGROUND**

On June 27, 2023, Council approved the budget for the software purchase during the Mid-Term Operating Budget process. The second step of Council's approval process is to authorize the City Manager to enter into an agreement to add the software for Onboard and Core HR. This aligns with staff's vision of process improvement and it creates efficiencies for HR staff and end users.

NEOGOVS is an automated employee life cycle platform designed specifically for government agencies. NEOGOVS allows ease of reviewing, tracking, and reporting information in real-time. The City currently uses the Applicant Tracking Software (ATS) and the public sector job board. Staff is in the process of implementing the Perform software, a performance and talent management software to streamline the performance evaluation process, identify skill gaps for improvement, and increase overall communication between the employee and supervisor.



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Onboard will reduce staff time required to input new hire information. New employee data will be migrated from the ATS and reduce repetitive administrative tasks. Onboard will expedite the onboarding process for new employees. The functionality and layout of Onboard is similar to the ATS that new employees used during the recruitment process, which increases the ease of comfort for end-users completing information online. Human Resources staff can assign and review the documents in real-time.

CoreHR (Benefits) will streamline the benefit enrollment and review process. This portal allows employees to view and update their personal data and benefits elections. This reduces time-consuming requests, automates workflows, streamlines HR processes, and minimizes repetitive administrative tasks. Ultimately, it increases transparency between HR and employees and creates efficiencies.

**CITY COUNCIL STRATEGIC INITIATIVE**

Not Applicable.

**PREVIOUS ACTION**

Previous Action by the City Council is included on Attachment 1.

**DATE OF NOTICE**

Not Applicable.

**ENVIRONMENTAL DETERMINATION**

Not Applicable.

**ATTACHMENT(S)**

1. Previous Action
2. Resolution
3. Exhibit A – NEOGOV Agreement