

City of Dillingham Action Memorandum

Agenda of: October 07, 2021

Action Memorandum No. 2021-10

Subject:

Authorize the City Manager to sign a two-year contract with NEOGOV to use their on-line on-boarding platform.

City Manager:  Recommend Approval

Signature: _____

Fiscal Note: Yes No

Funds Available: Yes No

Other Attachments:

Summary Statement:

One of the services that NEOGOV provides is HR software that automates the hiring process. NEOGOV works with state and local governments throughout the United States, the City of Dillingham is currently advertising for open positions with their job posting website governmentjobs.com.

Since March 2020 the City of Dillingham has had 67 new hires, including temporary, part time and regular full time and part time employees. The COVID pandemic has made the logistics of in-person orientation/on-boarding difficult and can cause a delay in receiving paperwork and in starting the work day.

Utilizing NEOGOV's recruit module we will standardize and accelerate the hiring process. New hires will receive, via email, their new hire hiring paperwork and forms (W4, I9, personnel action form, offer letter, insurance enrollment, union enrollment, etc.), before their first day of work. This will streamline the orientation/on-boarding process, that can take one and a half to two hours or more. This will facilitate a more productive first day of work for a new employee, that would focus on learning and doing their new job instead of hours of paperwork; they would hit the ground running.

The City has an opportunity to invest \$8,113.00 over the next two years. The first year is 1/2 off and will include training and set up.

Action Memorandum No. 2021-10

Summary Statement continued:

PASSED and APPROVED by a duly constituted quorum of the Dillingham City Council
on October 7, 2021

Mayor

ATTEST:

[SEAL]

City Clerk

| Route to | Department Head | Date |
|----------|------------------|------|
| | Finance Director | |
| | | |
| | | |
| X | City Clerk | |