

To: Administration and Finance Committee

Date: 01/30/2024

From: Dawud Brewer, Director of Human Resources

Reviewed by: *WC.*

SUBJECT: Proposed Change to Applicant Background Check Process

Background:

As part of its recruitment and onboarding process, candidates selected for employment at County Connection must successfully complete a background check, drug screening, and additional requirements specific to their job classification. Currently, County Connection utilizes an outside vendor to perform a candidate's background check as part of the pre-employment process. This cost can vary between \$200-\$600 per person.

Penal Code section 11105(b)(11) authorizes a city, state, county, special district, and joint powers authorities to request criminal record information from the Department of Justice (DOJ) to assist in fulfilling employment, certification, or licensing duties. This is completed through a system for electronic submission of applicant fingerprints and subsequent automated background check and response, commonly known as Live Scan and is used by a variety of other public entities statewide.

Comparably to our current process, the DOJ background check fees total approximately \$80 per person which would be a significant savings and allow for expeditious statewide records check rather than the manual process being employed by our current vendor.

The DOJ has established a confirmation program to process background responses. As such, individuals are designated by agencies to serve as Custodian of Records for hiring decisions, and for the security of related DOJ records. The Custodian(s) of Records must complete the livescan process and be confirmed by the DOJ. The Director of Human Resources and Manager of Human Resources have been designated as the Authority's Custodian of Records.

Finally, as a Joint Powers Authority (JPA) and as part of the application process to the DOJ, the County Connection Board of Directors must submit a signed resolution outlining the request to obtain state and federal level summary information pursuant to Penal Code section 11105(b)(11). The resolution must also outline that the federal level summary criminal history information will not be disseminated to a private entity.

Financial Implications:

In 2022, the Authority spent approximately \$13,520 and it is currently budgeted for \$15,000 in FY 2024 for hiring costs. With the implementation of the DOJ background process, the exact savings are unknown, but it is anticipated that the Authority may see a savings of approximately \$6,000-\$8,000 per year from its current process.

Recommendation:

Staff recommends approval of the Application for Authorization Pursuant to Penal Code Section 11105(b)(11), including a signed resolution outlining the request to obtain state and federal level summary information.

Action Requested:

Staff requests that the A&F Committee forward a recommendation to the Board of Directors to approve the Application for Authorization Pursuant to Penal Code Section 11105(b)(11), including a signed resolution outlining the request to obtain state and federal level summary information.