



**Contra
Costa
County**

To: Board of Supervisors
From: Todd Billeci, County Probation Officer
Date: December 20, 2016

Subject: Probation Contract with Kronos Incorporated

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Probation Officer, or designee, to execute a contract with Kronos Incorporated, in an amount not to exceed \$209,892, for the purchase of a subscription to the Kronos Workforce scheduling and timekeeper software for Probation staff shift scheduling and time keeping for the period of December 20, 2016 through December 19, 2019.

FISCAL IMPACT:

\$209,892, 100% General Fund.

BACKGROUND:

Probation is requesting the subscription to the Kronos Workforce Telestaff and Timekeeper software as a service for Juvenile Hall (JH) and the Orin Allen Youth Rehabilitation Facility (OAYRF) to improve scheduling efficiency. Each of the facilities is staffed by peace officers, clerical, and support staff. The peace officers and support staff are called in to the facilities in the event that someone is not able to report to work. Currently the scheduling and covering of shifts for JH and the OAYRF is accomplished manually by Institutional Supervisors using a system of clipboards and handwritten notes. The Telestaff

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/20/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I
Supervisor
Candace Andersen, District II
Supervisor
Mary N. Piepho, District III
Supervisor
Karen Mitchoff, District IV
Supervisor

ABSENT: Federal D. Glover, District V
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 20, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Danielle Fokkema
925-313-4195

cc:

software will be configured to call staff when

BACKGROUND: (CONT'D)

open shifts are available, improving efficiency and overtime utilization. Purchase of the Telestaff and Timekeeper systems to effectively handle the scheduling of shifts and filling of vacancies will free management staff to handle more critical issues in the institutions. The Timekeeper software can generate a report for payroll that will also improve accuracy in determining regular and overtime pay compared to the current handwritten reports.

Probation will have approximately 250 licensed users. The software and services are being purchased through the U.S. Communities Government Purchasing Alliance that the County participates in. The County is agreeing to the terms and conditions contained in the contract between Kronos and Harford County Public Schools, Maryland (Lead Agency Contract #14-JLR-003). Contracting through the U.S. Communities alliance allows Probation to save over \$4,600 a year. The software is hosted by Kronos, which means the software and timekeeping data are stored on Kronos' servers or its third-party hosts' servers. The contract provides that data will be backed up daily and adheres to industry standards (SSAE 16, SOC 1, and SOC 2) with respect to data security.

CONSEQUENCE OF NEGATIVE ACTION:

The Institutional Supervisor II's will have less time to spend on more critical issues such as the implementation of Probations Core Correctional Practices.

CHILDREN'S IMPACT STATEMENT:

N/A