



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Dianne Dinsmore, Human Resources Director  
Date: July 11, 2017

Subject: APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with TALX Corporation in an amount not to exceed \$93,000.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with TALX Corporation, including indemnification language changes, in an amount not to exceed \$93,000 to implement an automated Form I-9 management solution system and to provide a one-time paper/electronic Form I-9 conversion, audit and remediation project, for the period of June 1, 2017 through June 30, 2020.

**FISCAL IMPACT:**

The cost of this contract is within the Human Resources Department budget. (100% General Fund)

**BACKGROUND:**

TALX Corporation's Management Solution Service/Compliance Center Platform will integrate with the County's new Taleo Onboarding System and will allow completion of the U.S. Citizenship and Immigration Services Form I-9 electronically utilizing the federal E-Verify program to verify the work authorization status of a candidate. Following receipt of an official offer of employment letter from the County, the candidate will receive an email notification through the Taleo Onboarding System prompting them to complete

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **07/11/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
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: July 11, 2017

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

Contact: Dianne Donsmore -  
(925) 335-1766

By: June McHuen, Deputy

Section I of the Form I-9. Once the candidate

#### BACKGROUND: (CONT'D)

has completed, electronically signed and submitted Section I of the I-9, the Management Solution Center will automatically check the work authorization through the E-Verify program to ensure compliance and authorization to work in the United States. The results of the verification will be transmitted back to the County through the Taleo Onboarding System instructing the authorized County representative to electronically complete and submit Section II of the I-9.

The one-time paper/electronic Form I-9 conversion, audit and remediation project will convert all of the County's paper Form I-9's currently housed by the Human Resources Department to electronic images which will be audited to check for compliance and will report any necessary remediation issues.

The Management Solution Center will also perform automated retention, purge tracking and re-verification all on Form I-9's stored in the database and provide the County with a monthly compliance report.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will be unable to automate the process of verifying a candidate's work authorization prior to the start of employment and we will not be able to audit and remediate the 11,500 Form I-9's currently on file with the County.