



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Ann Elliott, Human Resources Director  
Date: April 20, 2021

Subject: Contract with Talx Corp for I9 compliance

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**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 \$180,000 for the period of June 1, 2020 through May 31, 2022.

**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 integrates with the NeoGov Applicant Tracking System and allows completion of the U.S. Citizenship and Immigration Services Form I-9 to be done electronically utilizing the Federal E-Verify program to verify the work authorization status of a candidate.

Through the software integration process between Talx and NeoGov, an email notification is sent to candidates prompting candidates to complete Section 1 of the Form I-9. Once Section 1 of the Form I-9 has been completed, electronically signed, and submitted, a

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/20/2021** ☒ 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: April 20, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Ann Elliott  
925-655-2176

cc:

confirmation email with a link to our self-scheduling software AppointmentsPlus is sent to candidates to schedule

#### BACKGROUND: (CONT'D)

convenient appointment times to come in and complete Section II of the Form I-9, allowing an authorized representative to physically inspect the identification used in Section I to verify employment status. Once all sections of the Form I-9 are complete, 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 Management Solution Center also performs automated retention, purge tracking and re-verification of all Form I-9's stored in the database and provide the County with a monthly compliance report.

Due to staffing changes as a result of an unexpected retirement during the COVID shelter in place order the Administrative Services Officer position in Human Resources was vacant and the recruitment was delayed. During this time the contract with Talx Corporation expired. As a result it is necessary to retroactively establish a new contract for services provided since June 1, 2020.

#### CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will be unable to offer an automated process of verifying a candidate's work authorization prior to the start of employment.