



# COUNTY OF SANTA CRUZ

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## PERSONNEL DEPARTMENT

701 OCEAN STREET, SUITE 310, SANTA CRUZ, CA 95060-4073  
(831) 454-2600 FAX: (831) 454-2411 TDD: (831) 454-2123  
DANIA TORRES WONG, DIRECTOR

October 4, 2001

Agenda: October 23, 2001

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### **ACCEPT AND FILE REPORT ON PROGRESS OF ON-LINE EMPLOYMENT APPLICATION SYSTEM**

Dear Members of the Board:

On June 20, 2001 during the Personnel Department's budget hearing, your Board directed the Personnel Director to report back during the month of October on the progress of the on-line application system. Once fully implemented this system would interface with the County's current automated applicant tracking system, allow the public to apply on-line for County positions, and receive notices about their recruitment status electronically.

Substantial progress has been made with OnePlanetWeb, the contract vendor of this software product over the past three months. The contract was negotiated during the month of July and approved at your Board's August 7 meeting. The Personnel and Information Services Departments have been working closely with OnePlanetWeb on software customization and programming enhancements.

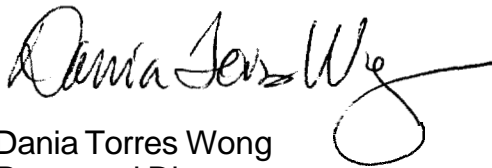
OnePlanetWeb's on-line County application is in place and is currently being tested by Personnel. The back-end programming which includes forms for reports, statistics, search, security and batch e-mailing and e-mail tracking are nearly in completion. There are some internal programming details that need to be resolved, a final customization survey that needs to be completed by Personnel, and training of personnel staff by OnePlanetWeb on October 24 and 25, 2001 on the operational functions of the on-line system has been scheduled.

BOARD OF SUPERVISORS  
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ON-LINE APPLICATION SYSTEM

At this point, implementation of the on-line employment application system is on schedule. Once the training has been completed and additional data has been transferred from our current TRAC system to the on-line system, the expected date of operation should be early November 2001. Currently, applicants are able to complete an application on-line and transmit it to us electronically. This interim measure will be supplemented by the other services discussed in this report.

It is RECOMMENDED for that your Board accept and file this report on the progress of the on-line employment application system.

Very truly yours,



Dania Torres Wong  
Personnel Director

RECOMMENDED:



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SUSAN A. MAURIELLO  
County Administrative Officer