Conejo Recreation & Park District

GENERAL MANAGER
Jim Friedl

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DATE: November 19, 2026

TO: Board of Directors

FROM: Jim Friedl, General Manager

SUBJECT: Implementation of Human Resources Software

RECOMMENDATION

Approve up to $100,000 annually for the BambooHR human resources management system.

DISCUSSION

Staff recommends that the Board approve up to $100,000 for the full implementation and organizational utilization of BambooHR as the District's primary human resources management system. The system will modernize the District's HR operations by bringing applicant tracking, employee onboarding, electronic Personnel Action Forms, and employee records management into one centralized platform.

Over the last year, staff evaluated multiple human resources management systems to streamline functions throughout the employee lifecycle, from application through all phases of employment. Of the providers considered, BambooHR, offered the greatest flexibility and customization to meet the District's operational needs. The system allows staff to customize forms and workflows and provides employee survey, satisfaction, and expanded training capabilities. BambooHR's cost is also all-inclusive, while other providers require additional fees for individual components.

In April of this year, staff began using BambooHR on a trial basis to establish a consistent process for recruitment, onboarding, personnel changes, and employee recordkeeping. The District has used the system for onboarding of new accounting and grounds positions and is currently using it for the Recreation Supervisor recruitment at the Goebel Center and the open Conejo Senior Volunteer Program Director position.

The District has also used E-Verify through BambooHR as part of the employee onboarding process. E-Verify is an electronic system that allows employers to confirm a new employee's eligibility to work in the United States. Its use during onboarding streamlines the employment verification process while supporting secure handling of personal information.

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Traditional HR processes involve multiple forms, documents, manual tracking, and separate filing systems. These processes require physical storage space, create additional administrative work, and can make it difficult to locate records and track required paperwork and training. Maintaining sensitive personal information in paper files also requires careful management of physical storage and access.

Full implementation of BambooHR will allow staff to manage many of these responsibilities electronically within one centralized system, while also providing employees with access to their information. Moving toward a paperless HR system is expected to provide the District with the following benefits:

- **Improved Efficiency:** Streamlines administrative processes and reduces repetitive manual tasks and paper handling.
- **Centralized Information:** Provides one primary location for applicant and employee information, reducing reliance on separate files and tracking systems.
- **Consistency and Accountability:** Establishes standardized processes for recruitment, onboarding, and personnel changes and supports tracking of required paperwork and training.
- **Improved Recordkeeping:** Supports organized electronic documentation, more efficient record retrieval, and reduced physical storage needs.
- **Security of Personal Information:** Supports controlled access to sensitive employee records and reduces reliance on paper files containing personal information.
- **Employee Engagement and Development:** Provides tools for employee surveys, satisfaction feedback, and expanded training opportunities.
- **Enhanced Employee Experience:** Creates a more professional and convenient process for applicants, new hires, and employees throughout their employment.

Staff will continue to develop and customize the system's forms, workflows, and tracking capabilities to meet the District's needs.

A presentation highlighting BambooHR's functionality and the improvements it will provide to the District's HR processes will be provided at the Board meeting.

The cost of the program is based on a month-to-month subscription and employee headcount, which will result in variation based on actual staffing, especially in summer months. Based on staff's modeling, the estimated cost in a typical year is approximately $75,000. Staff recommends Board approval of up to $100,000 annually to provide flexibility for staffing fluctuations and future needs.

No budget amendment is required for implementation, as the cost can be absorbed within the current budget.

STRATEGIC PLAN COMPLIANCE

Meets Strategic Plan Element

5.2: Review and formalize recruiting, hiring, interviewing, and selection procedures
6.3: Maintain a records management system
6.8: Implement and update District's Information Technology Plan.

Respectfully submitted,

Shelly Howell
Human Resources Manager

Melissa Smith, Director
Management Services