

# Human Resources Board Annual Report

City Council  
December 17, 2019

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## ESTABLISHMENT OF THE HR BOARD

**The Human Resources Board was established by the City Charter to:**

- Recommend to the City Council, after a public hearing, the adoption, amendment, or repeal of personnel rules and regulations;
- Act in an advisory capacity to the City Council on matters concerning personnel administration;
- Hear grievances and appeals submitted by any person in the classified service and make findings and recommendations (advisory only) to the City Council; and
- Make recommendations to the City Manager concerning conditions of employment.



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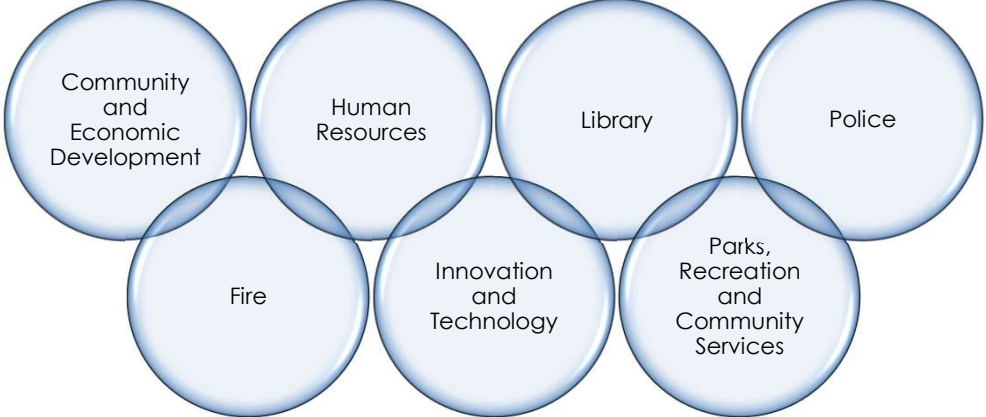
# CURRENT BOARD MEMBERS

Maureen Mitchell, Chair Ward 3 (Citywide)	Deanna Brown, Vice-Chair Ward 1	David Snow, Ward 2	Sonya Dew, Ward 3 (Citywide)
Ha Nghia, Ward 3	Kerry Pendergast, Ward 4	Wendy Strack, Ward 5	Karen Brown, Ward 6



# HR BOARD ACCOMPLISHMENTS

The Human Resources Board heard updates highlighting achievements/challenges from the following departments:



## HR BOARD ACCOMPLISHMENTS

Facilitated multiple Public Hearings to solicit input on five Personnel Policies and Procedures:

- Employee Assistance Program (V-15)
- Accommodations for Nursing Mothers (V-18)
- Secondary Employment or Business Activity (I-7)
- Requesting and Recruiting Personnel (I-1)
- Types of Positions, Appointments, and Status Dates (I-3)



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## HR BOARD FUTURE GOALS

In the next 12 months, the Human Resources Board will focus its efforts on the following:

- Maintain an active role in the revision of the Personnel Policies and Procedures Manual to ensure compliance with laws and regulations
- Continue to be available to all unrepresented employees to hear grievances as defined by the City Charter
- Receive and review departmental presentations from all City departments to stay abreast of issues touching on and concerning employee and personnel matters
- Participate in the Annual Conflict of Interest and Brown Act Training
- Review the Code of Ethics and Conduct Ordinance and provide recommendations
- Review and revise the Standing Rules of the Human Resources Board



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## CONCLUSION

The Human Resources Board will continue to carry out its roles and responsibilities by focusing on the following:

- Provide support and recommendations to the Human Resources Department on matters concerning personnel administration that are within the Board's purview
- Continue to act as an unbiased body for the public to openly discuss matters relating to personnel administration
- Partner with the Human Resources Department to increase organizational effectiveness



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## RECOMMENDATION

That the City Council receive a report on the activities of the Human Resources Board for Fiscal Year 2018/19.



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