

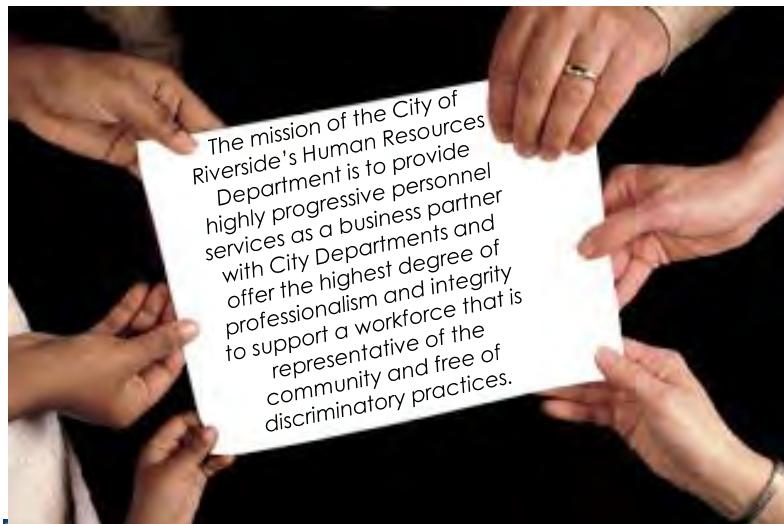
“The Heart of the City”

Human Resources Department

City Council
September 6, 2016

RiversideCa.gov

Human Resources Department



Mission Statement

2

RiversideCa.gov



Recent Accomplishments

1. Implemented a new electronic Personnel Requisition (P-1) process
2. Streamlined onboarding process
3. Cross-training of staff in multiple functions
4. Launched the Customer Service Training Initiative
5. Rolled out the new Performance Appraisal process



3

RiversideCa.gov

Recent Accomplishments - Continued

6. Received 2015 Fit-Friendly Achievement Award and Worksite Innovation Award from the American Heart Association
7. Improved the workers' compensation claims process through new technology
8. Provide critical support in negotiations of new long-term agreements incorporating the **Partnership Compensation Model**



4

RiversideCa.gov

Recruitment & Selection

1. Conducted 238 recruitments and successfully hired 292 new employees in 2015
2. Received over 28,000 applications with over 3,000 candidates going through exams and/or interviews

Managers
system
comfort
leading
head
power
Leaders
responsibility
ownership
vision
efficiency
effective
followers
pan
culture
direction
passion
excitement



5

RiversideCa.gov

Benefits/Wellness

1. Incorporated a Roth option within the City's 457 Deferred Compensation Plan allowing contributions on an after-tax basis
2. Implemented the State-mandated paid sick leave for temporary employees



RiversideCa.gov

6

Benefits/Wellness



3. Held 20 workshops covering various wellness topics
4. Launched the 5th Annual Citywide Get Fit Challenge with 322 participants resulting in a total 1,163 lbs. lost
5. Partnered with the Mayor's Office and Public Works for the "Bike to Work" program in May 2016 with 20 participants and 1,766 miles logged

7



RiversideCa.gov

Employee & Labor Relations



1. Held multiple Sexual Harassment Prevention Training sessions including Anti-Bullying Information
2. Handled 228 cases and 39 grievances in 2015



8



RiversideCa.gov

Classification & Compensation

1. Completed 25 classification studies during the budget process for FY 16/18 and 11 classification studies outside of the budget cycle
2. Reviewed and modified 60 job descriptions in 2015 and 2016

9



RiversideCa.gov

Technology Innovation

1. Implemented a new workers' compensation system
2. Automated the paper requisition workflow into a streamlined online process
3. Converted the Medical Provider Network list to a new provider search tool website
4. Managed installation and upgrades of new hardware and software applications



10



RiversideCa.gov

Safety

1. Streamlined the Ergonomic Evaluation Process through fillable form
2. Transitioned to an online platform for Safety Training registrations



11

RiversideCa.gov

Training and Development

1. Successfully held the 4th Annual Set the PACE Riverside Program
2. Partnered with the Police Department in registering employees for Phase 1 of the Active Shooter Training



12

RiversideCa.gov

Workers' Compensation

1. Completed and passed the State's routine audit with no penalties
2. Received and processed 268 new claims
3. Successfully closed 235 claims



13

RiversideCa.gov

Your HR Department At Work



14

RiversideCa.gov

Faces of HR



15

RiversideCa.gov



Thank You

16

RiversideCa.gov

