



DEPARTMENT UPDATE

General Services Department

Human Resources Board

November 2, 2015

RiversideCa.gov

Mission

To provide timely, quality, and efficient support services consisting of Real Property, Fleet Management, Capital Projects and Building Services to all City departments and Airport Services to all internal and external customers.



2

RiversideCa.gov

GENERAL SERVICES – BY FUNCTION



Admin



Airport



Building
Services



Capital
Projects



Fleet



Property
Services



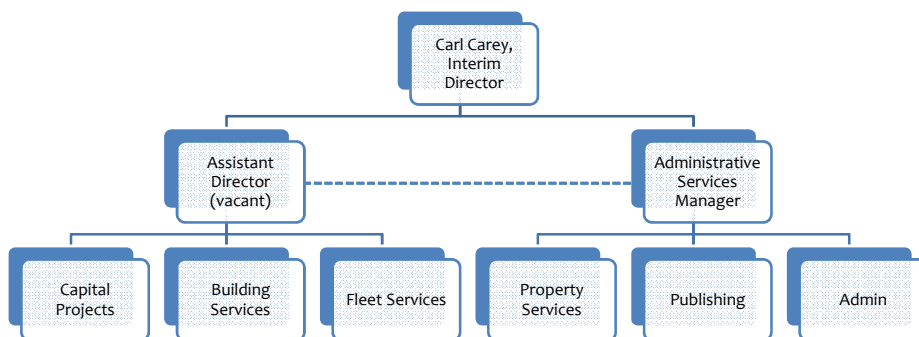
Publishing



3

RiversideCa.gov

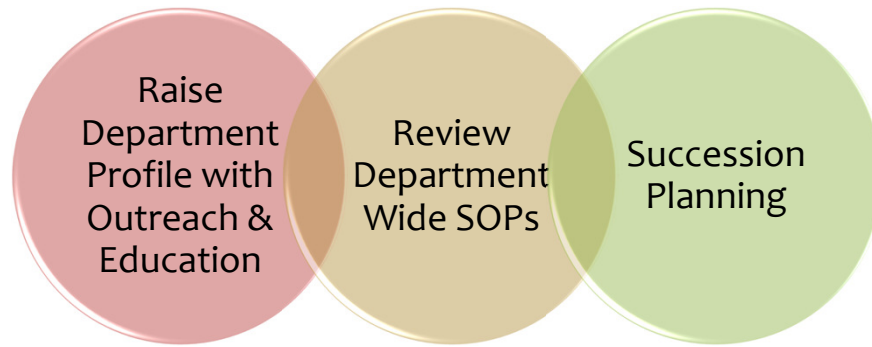
Organizational Chart



4

RiversideCa.gov

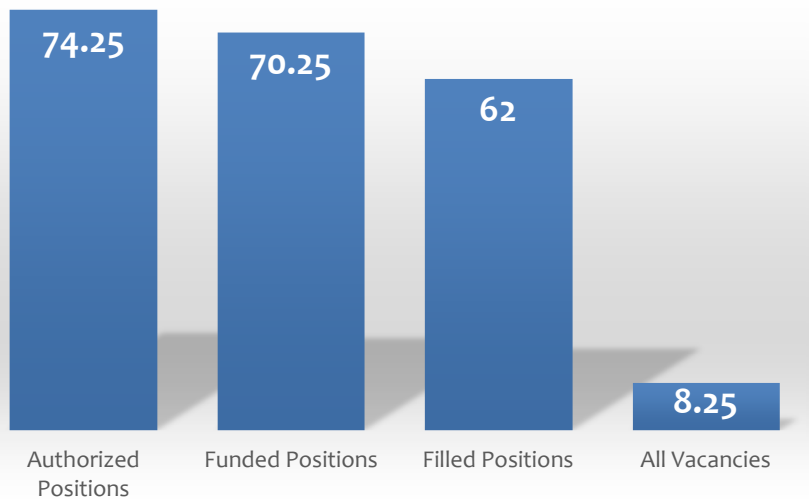
Strategic Initiatives



5

RiversideCa.gov

Current Workforce



6

RiversideCa.gov

Workforce

General Unit(SEIU)

- 53.25 Approved FTEs
- 51.25 Funded FTEs
- 3.25 Funded Vacancies

Management

- 21 Approved FTEs
- 19 Funded FTEs
- 0 Funded Vacancies



7

RiversideCa.gov

Current Workforce Ethnic Diversity

	Females		Males		Total #	Total %
White	7	11%	24	39%	31	50%
Hispanic	1	2%	20	32%	21	34%
Black	1	2%	3	5%	4	6%
Indian	0	0%	0	0%	0	0%
Asian	1	2%	2	3%	3	5%
Other	0	0%	3	5%	3	5%
Total	10	17%	52	84%	62	100%



8

RiversideCa.gov

Sick Leave Usage

Historical Data	Non Represented		Represented (SEIU)		TOTALS	
	Total	FMLA	Total	FMLA	Sick	FMLA
2014	987.65	223.50	2152.04	366.97	3139.69	590.47
2013	943.45	94.70	2915.59	360.90	3859.04	455.60
2012	1170.55	297.00	2497.80	159.76	3668.35	456.76
2010	901.25	0*	2849.96	505.91*	3751.21	505.91*



9

RiversideCa.gov

Current and Projected Employment Opportunities

- 8.25 vacancies
- 6 recent hires
- 2 recruitments underway
- Difficult positions to fill
- Incentive pay
- Reclassification requests to create career development ladder



10

RiversideCa.gov

Recruitment Outreach



11

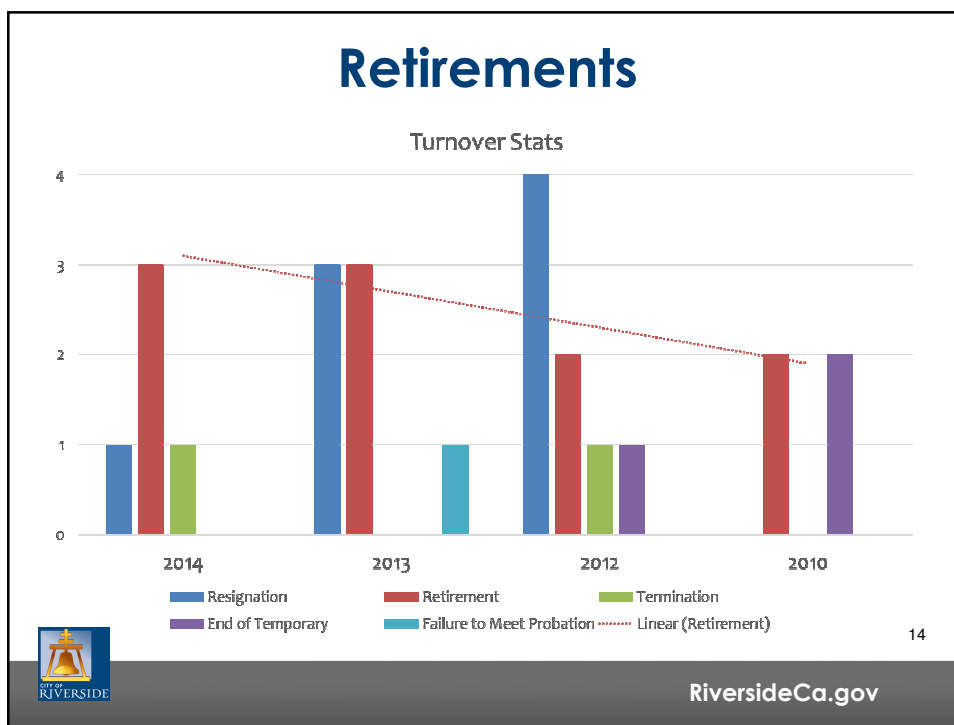
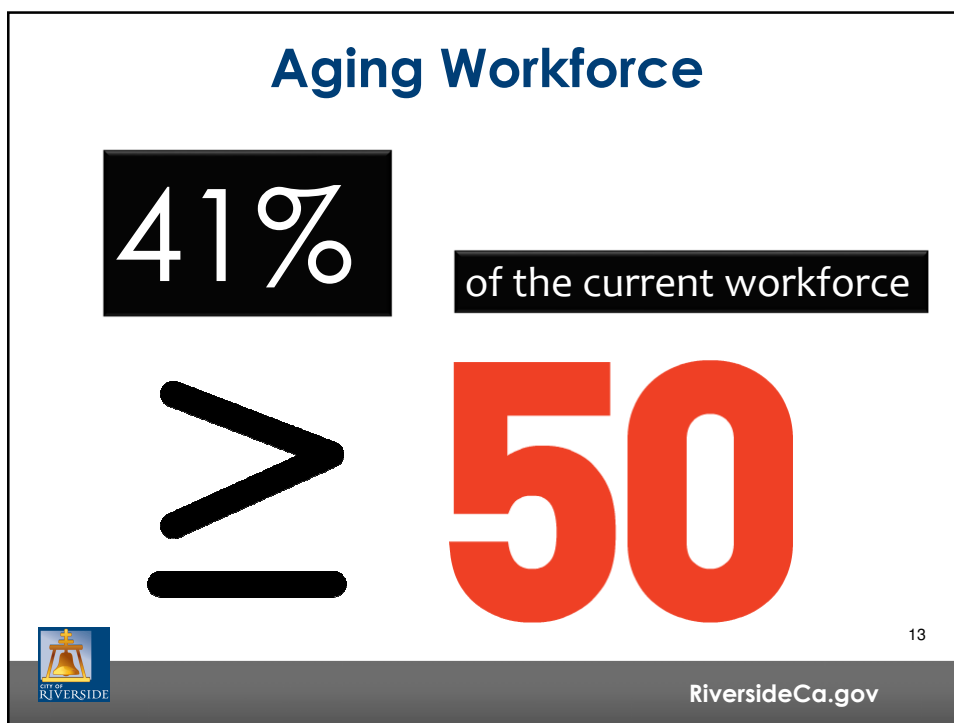
RiversideCa.gov

Issues/Challenges



12

RiversideCa.gov



Programs & Solutions



15

RiversideCa.gov

Training & Development



Succession Planning

- Recruiting strategies
- Cross-training



Staff Certifications

- Automotive Service Excellence
- Cal CASp



Other Professional Development Support

- Trade organization participation
- Set the Pace Program



16

RiversideCa.gov

Improving Communication

- City Council recognition in November
- Regular meetings/lunches
- New employee recognition & safety programs
- Exploring attendance improvement programs/morale boosting
- Standard Operating Procedures
- Leadership development programs



17

RiversideCa.gov

Improving Communication



18

RiversideCa.gov

Accomplishments



19

RiversideCa.gov

Thank You



RiversideCa.gov

20