



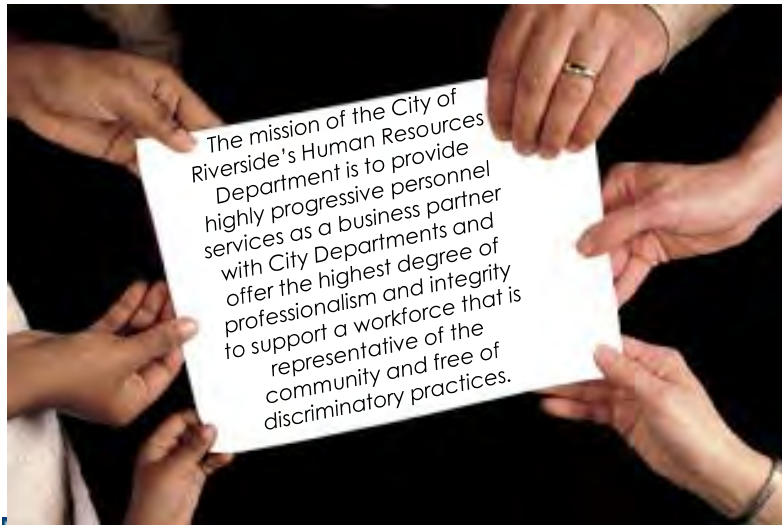
## "The Heart of the City"

### Human Resources Department

City Council  
September 6, 2016

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## Human Resources Department



### Mission Statement

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## 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



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## 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**



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## 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



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## 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



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## Benefits/Wellness



3. Held 20 workshops covering various wellness topics
4. Launched the 5<sup>th</sup> 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



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## Employee & Labor Relations



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



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## 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



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## 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



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## Safety

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




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## Training and Development

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



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## 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



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## Your HR Department At Work



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## Faces of HR



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Thank You



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