



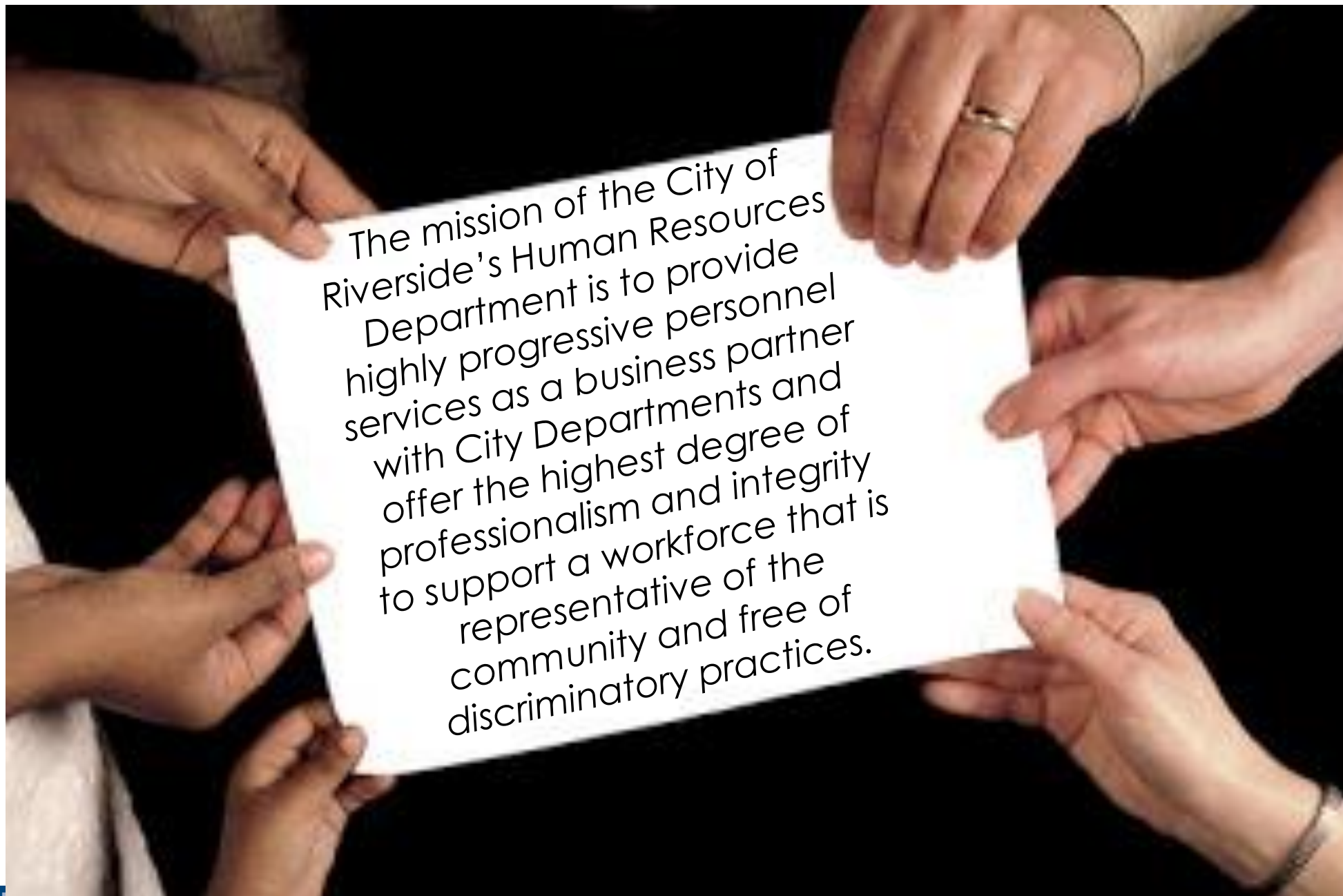
# Human Resources Department “The Heart of the City”

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Human Resources Board  
September 12, 2016

# Human Resources Department

## Mission Statement



# Recent Accomplishments

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



# Recent Accomplishments - Continued

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



# Recruitment & Selection

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



# Benefits/Wellness

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



# Benefits/Wellness



- Held 20 workshops covering various wellness topics
- Launched the 5<sup>th</sup> Annual Citywide Get Fit Challenge with 322 participants resulting in a total 1,163 lbs. lost
- 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

# Employee & Labor Relations



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





# Classification & Compensation

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

# Technology Innovation

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





# Safety

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



# Training and Development



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

# Workers' Compensation



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



# Your HR Department At Work





# Faces of HR



# Thank You

