



Human Resources Board Annual Report

City Council
January 24, 2017

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ESTABLISHMENT OF HR BOARD

The Human Resources (HR) Board was established by City Charter to:

- a. Recommend to the City Council, after a public hearing, the adoption, amendment or repeal of personnel rules and regulations
- b. Act in an advisory capacity to the City Council on matters concerning personnel administration



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CURRENT HR BOARD MEMBERS

- Sonya Dew, *Chair*, Citywide Ward 3
- Alysia Webb, *Vice Chair*, Ward 7
- Deanna Brown, Ward 1
- Lance Sayavong, Ward 2
- Vacant, Ward 3
- Sherry Mellott, Ward 4
- Jennifer Humphreys, Ward 5
- Elvira DeCuir, Ward 6
- Lana Haddad, Citywide Ward 2



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HR DEPARTMENT ACHIEVEMENTS

The HR Board heard updates highlighting achievements from various divisions within the Human Resources Department, including:

1. Administration
2. Employee and Labor Relations
3. Recruitment and Selection
4. Training and Development
5. Wellness



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HR BOARD ACCOMPLISHMENTS

The HR Board reviewed the following information:

1. EEO Statistics
2. Employee Handbook
3. Labor and Employee Relations Statistics
4. New Performance Appraisal Form
5. Onboarding Process
6. Recruitment and Selection Mapping Process



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HR BOARD ACCOMPLISHMENTS

7. Discussed and revised the Standing Rules of the Human Resources Board
8. Developed an Ad-Hoc Committee to create Meeting Rules for the Human Resources Board
9. Received training from the City Attorney's Office regarding hearing procedures for personnel grievances
10. Developed and adopted Hearing Rules and Procedures for matters concerning personnel appeals



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EEO STATISTICS

1. The HR Board remains vigilant in providing a forum for departments to address diversity and employment statistics
2. The HR Board reviewed the following:
 - a. City-wide EEO statistics three year comparison for all new hires and promotions
 - b. Reviewed EEO summary report for all active city employees



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HR BOARD FUTURE CHALLENGES

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

1. Maintain an active role in the revision of the Personnel Policies and Procedure Manual
2. Continue to be available to unrepresented employees to hear grievances as defined by the City Charter
3. Continue to monitor staffing and workforce demographics
4. Receive departmental presentations from all City departments to stay abreast of all aspects of the City



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CONCLUSION

The HR Board will continue to carry out its obligations by focusing on the following:

1. Make recommendations to the City Council and City Manager regarding personnel administration
2. Continue to be a venue to openly discuss matters relating to personnel administration
3. Partner with the Human Resources Department to provide support and recommendations to ensure best practices are being applied



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Thank you



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