



DEPARTMENTAL UPDATE AND EMPLOYEE RECOGNITION PRESENTATION

Human Resources Department

City Council
September 26, 2017

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The Human Resources Department is committed to being a professional strategic business partner that values innovation, integrity, confidentiality and diversity; while continuing to provide a variety of resources to past, present and future employees.



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WHAT WE DO...

Innovation

Integrity

Confidentiality

Diversity

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OUR STRATEGIC GOALS

DECREASE DAYS TO HIRE

ASSIST DEPARTMENTS IN CALCULATING THEIR ATTRITION RATES

MAINTAIN ELIGIBLE LISTS FOR COMMONLY USED CLASSES

REVISE HR POLICIES AND PROCEDURES

CONDUCT EMPLOYEE ENGAGEMENT SURVEYS

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OUR DEPARTMENTAL UPDATES FOR FY 2016/17

RECRUITMENT CLASSIFICATION/COMPENSATION



DECREASE IN "TIME TO HIRE" BY 22% FROM 2016 AVERAGE



436,362 Job Posting Clicks



298 New Hires 28 Rehires



201 Promotions

39 Reclassifications



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OUR DEPARTMENTAL UPDATES FOR FY 2016/17

ADMINISTRATION



Implementation of the new Performance Appraisal Process Citywide

In collaboration with Finance Department, implementation of a new Position Control System which will lead to better tracking of positions and more accurate budget forecasting of personnel costs



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OUR DEPARTMENTAL UPDATES FOR FY 2016/17

SAFETY



Review of employee involved vehicular accidents by an interdepartmental committee

74 Accidents Reviewed - 51 deemed preventable, 23 non-preventable

Now conducting Internal Safety Audits which will proactively identify safety concerns

Reinstatement of the Citywide Safety Committee



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OUR DEPARTMENTAL UPDATES FOR FY 2016/17

EMPLOYEE RELATIONS



ALL ER CASES ARE RESOLVED WITHIN 90 DAYS OF THE INITIAL INTAKE

Providing real-time consultation to departments on personnel questions and concerns

172 Employee Relations cases closed

41 Grievances closed

0 – 90+ Day cases



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OUR DEPARTMENTAL UPDATES FOR FY 2016/17

WORKERS COMP



BEGINNING JULY 1, 2017, HR WITH CITY ATTORNEY'S OFFICE WILL BEGIN INSOURCING LEGAL COUNSEL SERVICES.

327 Work Compensation cases opened

422 Work Compensation cases closed



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OUR DEPARTMENTAL UPDATES FOR FY 2016/17

BENEFITS



***COMPLETION OF THE CITYWIDE DEPENDANT VERIFICATION
AUDIT RESULTED IN \$3,041.74 SAVINGS PER MONTH***

***SWITCH FROM DUAL TO A SINGLE PROVIDER FOR DEFERRED COMP
SERVICES SAVING PLAN PARTICIPANTS 50% IN PLAN FEES***

Annual Get Fit Challenge
Maintain Don't Gain
Bike to Work
Annual Wellness Fair

Free Health Screenings
Free Flu Shots
Stairwell Program



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PROJECTS FOR FY 2017/18

- In collaboration with RPU – Rollout of phase 1 of a 100% Cloud based Talent Management System
- Implementation of an OSHA compliant Citywide SDS Database – paperless, accessible by mobile device or computer 24/7
- Re-launch of the Municipal Intern Program and Volunteer Program



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HUMAN RESOURCES DEPARTMENT EMPLOYEE OF THE YEAR

COLENE TORRES
HUMAN RESOURCES ANALYST

A member of the HR Senior Team, Colene has been an integral part of initiatives that are moving the department forward. An experienced HR professional, she provides the highest level of customer service to the City of Riverside. We are proud to have her represent the department as the 2016 Employee of the Year...



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