Human Resources Department Action Plan Update for FY2016 Performance Assessment and Financial Audit

Office of Organizational Performance & Accountability

City Council

April 10, 2018

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BACKGROUND

1. July 2016 - a Performance Assessment and Financial Expenditure Audit for the Human Resources Department by Matrix Consulting Group was presented to the City Council.
2. September 2016 - the Human Resources Department presented to the City Council and Action Plan for 52 recommendations. Council approved the Action Plan and directed staff to return in six months with a status update.
3. March 2017 - the Governmental Affairs Committee reviewed and approved for Council the Human Resources Department's Action Plan update, and directed staff to return in twelve months with a current update to the Action Plan.
4. March 7, 2018 - the Governmental Affairs Committee received an Action Plan update and unanimously forwarded it to the City Council for approval.

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DISCUSSION

1. To date, 30 of the 52 recommendations from Matrix Consulting Group have been completed.
2. Implementation of a **Performance Management System** in March/April 2018 and the **Learning Management System** in December 2018 will complete the action plans for recommendations related to performance evaluations and training - recommendations 3.2, 4.1 and 16.1.
3. Implementation of the **Talent Management System** in December 2018 will complete recommendation 8 as it relates to succession planning.

DISCUSSION

1. In response to recommendations 30.1, 30.2, 30.3, 31 and 32, the **FMLA policy** is being revised in phases through 2018 and 2019, to coincide with current IFAS upgrades and enhancements.
2. To complete recommendation 34, an **employee survey** will be conducted in the summer of 2018.
3. As noted in the updated HR Action Plan, several recommendations cannot be completed until resources are identified; employees recruited for budgeted vacant HR positions.

RECOMMENDATION

That the City Council receive, review, provide input on, and approve the Human Resources Department Action Plan update for the FY2016 Performance Assessment and Financial Expenditure Audit.