



Departmental Update and Employee Recognition Presentation

Human Resources Department

Human Resources Board
October 1, 2018

MISSION STATEMENT

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.



WHAT WE DO...

- Policy Development & Implementation
- On-board Workforce
- Reporting/Regulatory Compliance
- Compensation/Benefits Management



- Minimize the adverse impact of work related injuries
- Talent & Performance Management
- Enhance Employee Engagement
- Succession Planning

2.1 STRATEGIC GOALS

The Human Resources Department is a group of professionals serving approximately 2,500 full-time and part-time/seasonal employees



DEPARTMENTAL UPDATES

Training & Development

Created a talent pipeline to prepare City employees for the future

- 500+ non-supervisory employees trained on harassment
- 75 Citywide training hours provided
- Implemented the Emerging Leaders Academy
- Revamped the Riverside Workforce Intern Programs



DEPARTMENTAL UPDATES

Safety

Successfully passed the CHP and Federal Transit Administration Audit with zero findings

- 38 Ergonomic evaluations completed
- 107 Citywide safety training hours provided
- 117 vehicular accidents reviewed via VIRB
- 10 department audits;
 - 128 findings within City Hall;
 - 38 findings in General Services Fleet



DEPARTMENTAL UPDATES

Employee & Labor Relations

Provide instant consultation services to departments on all matters related to personnel

- Hosted 4 Joint Labor Management Committee (JLMC) informal labor discussions
- 181 Discipline cases closed
- 20 Grievances closed
- 27 Complaints closed



DEPARTMENTAL UPDATES

Workers' Compensation

Effective July 1, 2017 Human Resources and City Attorney's Office began insourcing Legal Council Services

- 279 Workers' Compensation cases opened
- 340 Workers' Compensation cases closed
- 94 Workers' Compensation cases settled



DEPARTMENTAL UPDATES

Benefits

- Switched to a new health insurance provider (BlueShield)
- Free Flu Shots
- Free Health Screenings
- Annual Get Fit Challenge
- Maintain Don't Gain
- Bike to Work
- Annual Wellness Fair



DEPARTMENTAL UPDATES

Recruitment & Selection Classification & Compensation

On Average “Time to Hire” is 92 business days

- 26,000 Employment Applications Received
- 336,700 Job Posting Clicks
- 245 Promotions
- 337 Hires/Rehires
- 31 Reclassifications



PROJECTS FOR FY 2018/19

- Implementation of the JJ Keller Database – track safety compliance training and reporting
- Develop a Committee to identify the Root Cause for all OSHA 300 recordable injuries
- Continue to revise all Human Resources Policy & Procedures
- Initiate the SEIU/Refuse classification and compensation study

PROJECTS FOR FY 2018/19

- Release a Citywide Employee Engagement Survey
- Partner with the Office of Homeless Solutions on the Riverside at Work program
- 2nd Annual Bring Your Child to Work Day (Aug. 2018)
- Inter-Agency Career Day (Aug. 2018)
- Expansion of Benefit Options for Staff

HUMAN RESOURCES DEPARTMENT EMPLOYEE OF THE YEAR

Susan Tustin

Sr. Claims Administrator

Susan is an experienced professional and has over 25 years of Workers' Compensation experience. Susan handles over 200 WC open claims. Susan is highly deserving of this award and we are proud to have her represent the department as the 2017 Employee of the Year...

