

## DEPARTMENTAL UPDATE AND EMPLOYEE RECOGNITION PRESENTATION

### Human Resources Department

City Council  
August 20, 2019

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## 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.



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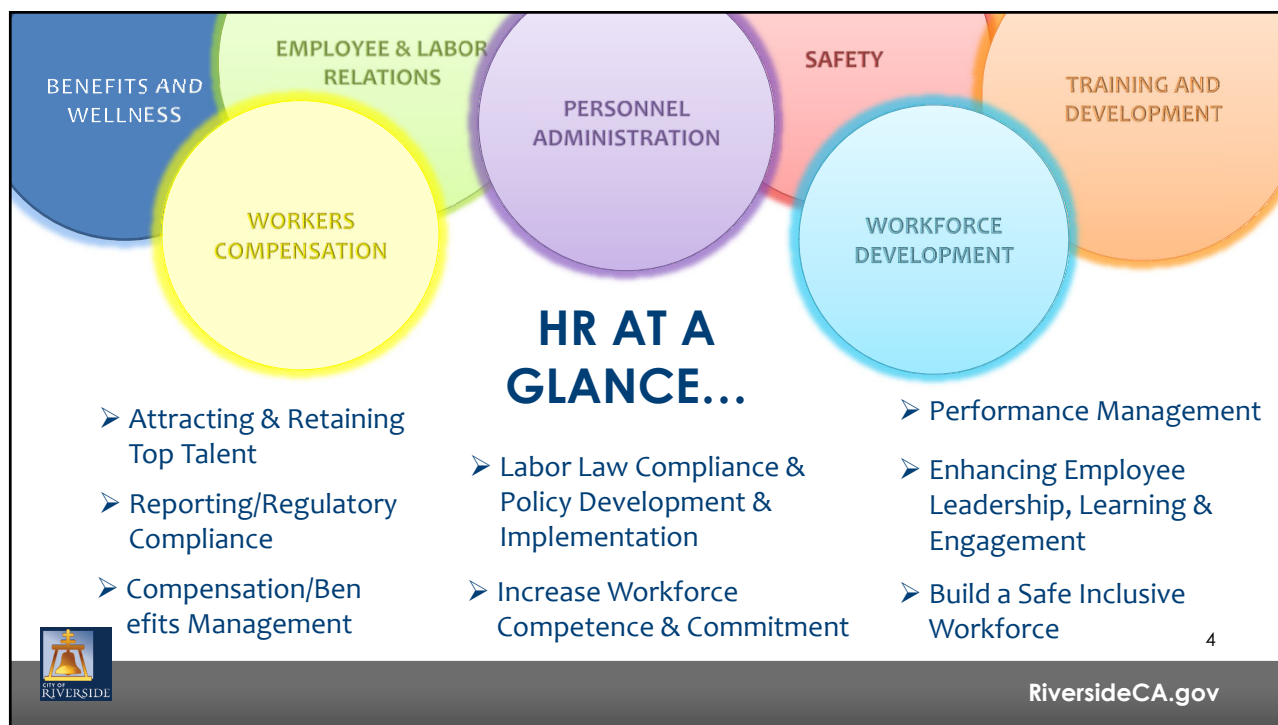
## HR 2.1 STRATEGIC GOALS

1. Create an effective framework for talent management that incorporates key Human Resources policies, programs and processes;
2. Design and implement initiatives to enhance and maintain high job satisfaction among City employees;
3. Enhance employee recruitment and selection;
4. Design and develop an innovative and collaborative training program; and
5. In collaboration with all City departments, develop an effective citywide succession plan.



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## DEPARTMENTAL UPDATES

### Benefits

Free Flu  
Shots/Health  
Screenings

Get Fit  
Challenge

Maintain  
Don't Gain

Annual  
Wellness Fair

Stairwell  
Challenge

New Legal  
Services Plan

Financial  
Wellness  
Series

Health Trails  
Wellness  
Program

Health  
Assessment  
Campaign



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## DEPARTMENTAL UPDATES

### Employee & Labor Relations

215 Disciplinary  
Actions Closed  
(56 resulted in no  
disciplinary action)

13 ADA Cases Closed

230 Leave Cases  
Processed

43 Complaints  
Investigated

35 Grievances  
Resolved

12 Policy/MOU  
Interpretations



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## DEPARTMENTAL UPDATES

### Recruitment & Selection Classification & Compensation

Developed a Recruitment Process Survey for all new hires and supervisors to gauge satisfaction with the new hire process

362 Hires/Rehires  
240 Promotions  
26 Reclassifications

Hosted first annual Inter-Agency Career Fair in partnership with local municipalities

Successfully filled 5 high level recruitments (CFO/Treasurer, CIO, RPU General Manager, Deputy PW Director, Assistant Library Director)

Launched first phase of the SEIU General/Refuse Classification and Compensation Study





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## DEPARTMENTAL UPDATES

### Safety

Provided 105 citywide safety training hours

Reviewed 86 vehicle incidents at VIRB

Conducted 15 department audits resulting in 280 findings


Developed a Hazardous Waste Management database


Revised and re-established CERS Program citywide

Conducted 18 Ergonomic Evaluations

Developed an online Incident Injury Form and database

Successfully passed the CHP audit with zero findings





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## DEPARTMENTAL UPDATES

### Training & Workforce Development



160 Supervisory employees trained  
on harassment prevention

Launch of the City's Emerging Leaders Academy and Riverside at Work

Launch of Intern Power Hour (a career development monthly meeting  
for City of Riverside Interns) and have held 8 sessions

Established internship pipeline with UCR's School of Business

Merged Training and Development and  
Workforce Development Divisions

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## DEPARTMENTAL UPDATES

### Workers' Compensation

174 Workers'  
Compensation Cases  
Opened

204 Workers'  
Compensation Cases  
Closed

52 Workers'  
Compensation Cases  
Settled

3 Workers'  
Compensation  
Policies and  
Procedures Updated



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## PROJECTS FOR FY 2019/20

1. Continue to revise all Human Resources Policies & Procedures;
2. Complete the SEIU/Refuse classification and compensation study;
3. Update the Medical Provider Network (MPN) for Workers' Compensation;
4. Continue to successfully place Riverside at Work (RAW) Program participants;



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## PROJECTS FOR FY 2019/20 (CONT.)


5. Continue the ELA Cohort 2 for future leaders;
6. Streamline new hire paperwork, processes and training by launching On-Boarding module via NeoGov;
7. Launch of the new volunteer platform creating a paperless and mobile friendly access point for volunteers in the City (July 2019); and
8. Launch MSDS and enter all 2,000 Safety Data Sheets.



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## HR ACHIEVEMENTS



**Named the 2018 Workforce Champion by the Riverside County Workforce Development Board**


**Named 2019 Top Employer by Inland Empire Magazine**





**Successfully transitioned 3 RAW Program participants to regular employment**

**Achieved 100% citywide compliance for sexual harassment prevention training**




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## HUMAN RESOURCES DEPARTMENT EMPLOYEE OF THE YEAR

**Catina Swift**

**Principal Human Resources Analyst**



Catina is an exceptional professional who has moved the needle on improving the level of service that HR provides to the City. Catina's passion for learning and for transforming the City's learning culture is evident in everything she does. Catina has made tremendous improvements in the Training and Development Division and is thoughtful and methodical in how she approaches process improvement and change. Through Catina's efforts, the City achieved 100% compliance for sexual harassment training for the year. Catina is always engaged, supportive and highly deserving of this award. We are proud to have her represent the department as the 2018 Employee of the Year.



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