



DEPARTMENTAL UPDATE AND EMPLOYEE RECOGNITION PRESENTATION

Human Resources Department

Human Resources Board
September 9, 2019

MISSION STATEMENT

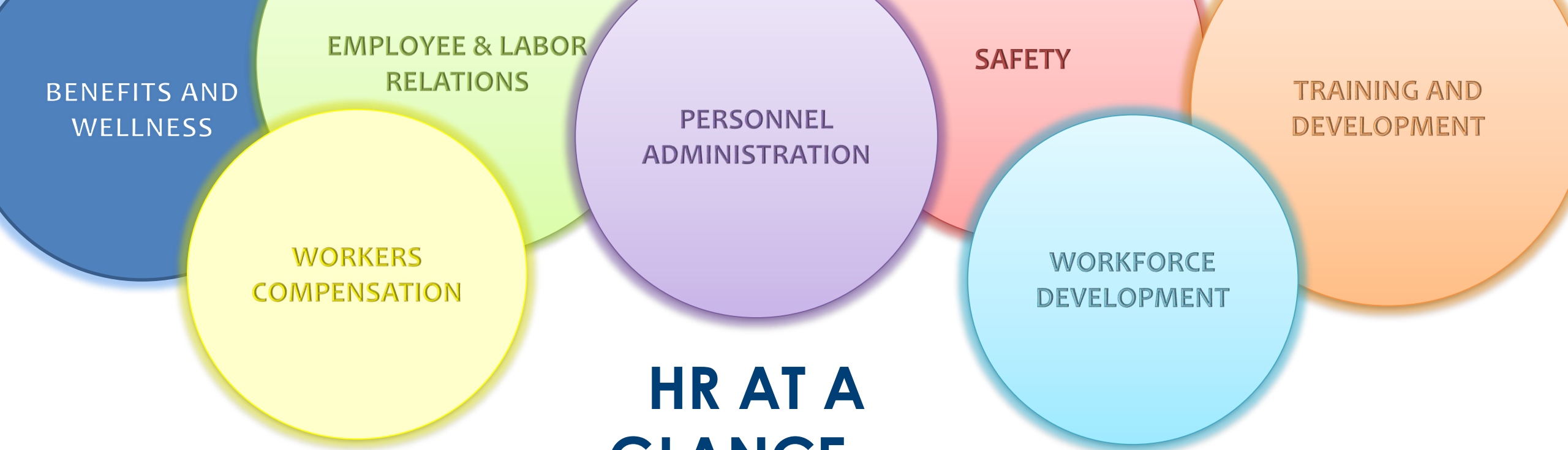
The Human Resources Department is committed to being a professional strategic business partner that values innovation, integrity, confidentiality and diversity; while continuing to provide a variety of resources to past, present and future employees.



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.





- Attracting & Retaining Top Talent
- Reporting/Regulatory Compliance
- Compensation/Benefits Management
- Labor Law Compliance & Policy Development & Implementation
- Increase Workforce Competence & Commitment
- Performance Management
- Enhancing Employee Leadership, Learning & Engagement
- Build a Safe Inclusive Workforce

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



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



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



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





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 held 8 sessions

Established internship pipeline
with UCR's School of Business

Merged Training and Development
and Workforce Development Divisions



DEPARTMENTAL UPDATES

Workers' Compensation

174 Workers'
Compensation Cases
Opened

204 Workers'
Compensation Cases
Closed

52 Workers'
Compensation Cases
Settled

3 Workers'
Compensation Policy
and Procedures
Updated



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 RAW Program participants;

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.

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



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...

