



*City of Arts & Innovation*

# Human Resources Board

**TO: HUMAN RESOURCES BOARD**

**DATE: JANUARY 5, 2026**

**FROM: HUMAN RESOURCES DEPARTMENT**

**SUBJECT: REVIEW THE RESULTS OF THE APPROVED 2025 HUMAN RESOURCES BOARD (HRB) WORKPLAN, DEVELOP THE 2026 WORKPLAN, AND COORDINATE WITH HRB CHAIR OR DESIGNEE TO SELECT A PRESENTATION DATE FOR THE GOVERNMENTAL PROCESSES COMMITTEE (GPC).**

## **ISSUE:**

Review the results of the approved 2025 Human Resources Board Workplan, develop the 2026 Workplan, and coordinate with the HRB chair or designee to select a presentation date for the Governmental Processes Committee.

## **RECOMMENDATION:**

That the Human Resources Board:

1. Review the 2025 Workplan outcomes;
2. Develop the 2026 Workplan; and
3. Select a presentation date for the Governmental Processes Committee

## **BACKGROUND:**

To align with the City Charter and 2025 Strategic Plan, the City Manager's Office requires each board and commission to submit an Annual Workplan for review and approval. On June 4, 2025, the Governmental Processes Committee approved the HRB's 2025 Workplan.

## **DISCUSSION**

The Human Resources Board was created to act in an advisory capacity to the Mayor and City Council on matters related to personnel administration such as employment opportunities, equal employment opportunities, and policies and procedures impacting Human Resources among other issues. This is achieved by reviewing and providing input on proposed HR policies and procedures, to ensure fairness and making recommendations that support transparency, equity, and compliance with applicable laws and regulations.

Section 807 of the Riverside City Charter identifies the Human Resources Board shall have the power and duty to:

- a. Recommend to the City Council, after a public hearing thereon, the adoption, amendment or repeal of personnel rules and regulations.
- b. Act in an advisory capacity to the City Council on matters concerning personnel administration.

**The 2025 Workplan objectives, goals and results for the Human Resources Board include:**

1. **Act in advisory capacity to the City Council, actively evaluate proposed policies and procedures, rules and regulations related to human resources management. Apply current knowledge, critical thinking, and analysis to make timely recommendations which reflect the Envision Riverside 2025 strategic plan's focus on community trust, equity, fiscal responsibility, innovation, sustainability and resiliency.**  
The target was to review proposed Human Resources policies and procedures, rules, and regulations and provide formal recommendations to the City Council within established timeframes, ensuring alignment with the Envision Riverside 2025 strategic priorities.
2. **The Human Resources Board makes sound recommendations which reflect best practices regarding conditions of employment and human resources management, including opportunities for process improvement. By doing so the Board actively furthers the City's goal of creating and maintaining a high performing government.**  
The objective was to provide thoughtful oversight and credible advisory guidance that strengthens policy integrity, promotes transparency, and ensures alignment with the City's goals for a high-performing government.
3. **The Human Resources Board hears grievances and appeals submitted by any person in classified service (unrepresented). The Board objectively reviews and analyzes evidence presented and uses it to make timely fair and impartial findings and advisory recommendations.**  
The objective was to ensure that grievances are evaluated through a fair, transparent, and impartial process that protects employee rights, supports consistent application of policies and procedures, and promotes trust.

To support the HRB in achieving the objectives outlined by the City Council, a workplan has been developed to guide its activities. The 2026 Workplan may either remain consistent with the 2025 plan or be modified based on the Board's preference.

The Chair of the HRB is scheduled to present a draft 2026 Workplan to the Governmental Processes Committee on either February 4, 2026, or March 4, 2026, at 9:00am. The presentation will take place at the Art Pick Council Chambers.

### **FISCAL IMPACT:**

There is no fiscal impact associated with this report.

Prepared by: Michelle Stevens, Secretary for the Human Resources Board

Attachments: 2025 HRB Workplan  
HRB Workplan Update Worksheet