



CITY COUNCIL - DIVISION INTRODUCTION

Human Resources

MARCH 9, 2021



- Purpose of Human Resources Division
- Meet the Team
- Organization Chart
- Budget Information
- Human Resource Programs and 2022 Priorities



Purpose – Why Human Resources?

- All Human Resource programs are internal-facing, Shared Governance in Priority Based Budgeting terms.
- Our purpose is to support the people, or the “human resource” needs of the City.
- Our programs support employees from recruitment to retirement, and everything in between.
- How we design and deliver our programs has tremendous impact on the culture of the organization.



Meet the Human Resources Team



Jessica



Alan



Jennifer



Anika



Michael



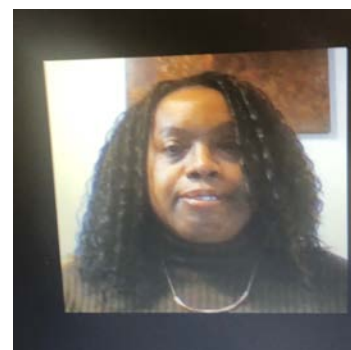
Cindy



Jen C.



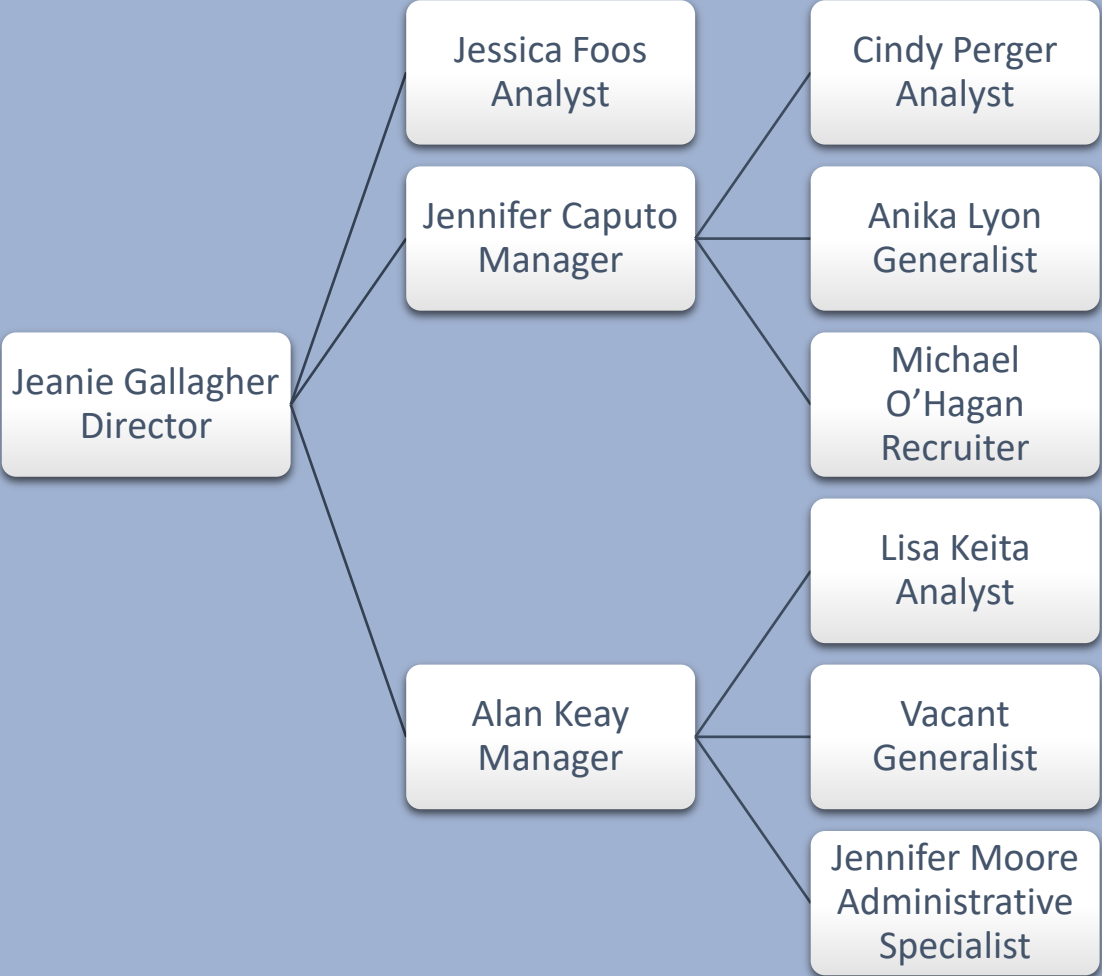
Jeanie



Lisa

VACANT
GENERALIST

Human Resource Organization Chart





Budget Information FY 2021

- Labor
 - Human Resources is staffed with 10 full time positions
 - The current year labor budget is \$882,396
- Non-Labor
 - Base Budget \$41,287
 - One Time and Carry Forward \$208,817
 - Total Non-Labor: \$250,104
- Total Budget: \$1,132,500



Programs and FY 22 Priorities

Human Resource Information Technology

- Enhance services, access to information, efficiency without adding labor
- Neo Gov product suite
- On Base – electronic personnel files
- Electronic workflow (On Base)
- Human Resource/Payroll enterprise system



Programs and FY 22 Priorities

Classification and Compensation

- Compensation study
- Benchmark surveys
- Administer compensation programs and policies

- Compensation study implementation
- Policy revisions
- Job description revisions



Programs and FY 22 Priorities

Employee Training and Development

- City-wide for all employees
- Compliance and professional development
- Tuition Assistance

- LEARN
- Support career enrichment and advancement
- Leadership Development (Leader Academy)



Programs and FY 22 Priorities

Performance Management

- PERFORM
- Employee communication and development
- Ongoing dialogue regarding expectations and results
- Upholds City mission, values and performance objectives

- Focus on goals
- Check-ins
- Journaling



Programs and FY 22 Priorities

Compliance, Employee Relations, Policy Administration

- Compliance reporting such as Affordable Care Act, Equal Employment Opportunity, Unemployment
- Policy/ordinance management
- Coaching and support
- Establish a cultural framework

- Employee Handbook rewrite
- Exit Interview process



Programs and FY 22 Priorities

Recruitment

- Insight and the Online Hiring Center (OHC)
- Screening and testing
- Background screening
- Onboarding

- Video interviews
- Electronic fingerprints
- Maximize Insight and OHC utilization



Programs and FY 22 Priorities

Benefits

- Northern Arizona Public Employees Benefits Trust
- Online Benefits Center
- Wellness program
- Leave of absence administration

- Leaves management technology
- Open enrollment
- Benefit education and appreciation



Thank you