



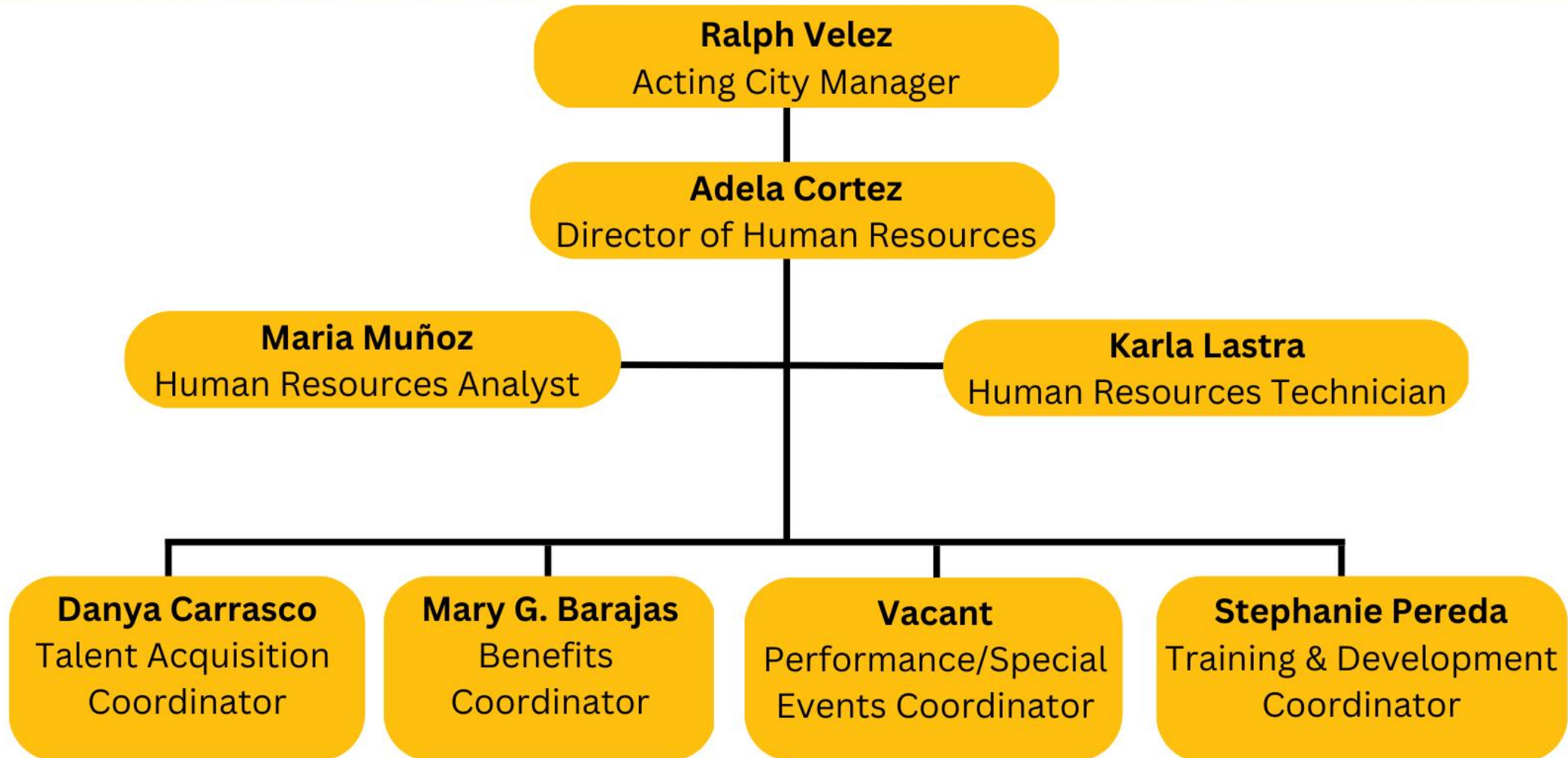
HUMAN RESOURCES
DEPARTMENT
CITY OF SAN LUIS, AZ



Human Resources
Department
BUDGET RETREAT
FY 2023-2024



Organizational CHART



Our Best Team



Adela Cortez
Director of Human Resources



Maria Munoz
Human Resources
Analyst



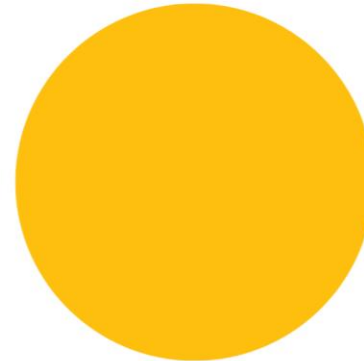
Karla Lastra
Human Resources
Technician



Danya Carrasco
Talent Acquisition
HR Coordinator



Mary Barajas
Benefits
HR Coordinator



Vacant
Performance Mgmt.
Special Events HR Coordinator



Stephanie Pereda
Training & Development
HR Coordinator



Vision & Mission

Vision

- Value, encourage, and support each other and our diverse workforce;
- Continually improve our individual and organizational effectiveness;
- Anticipate and meet the changing needs of the workforce;
- Champion career and professional growth;
- Enhance services through innovation and creativity; and
- Demonstrate and maintain a healthy work environment, both physically and mentally.

Mission

Human Resources Department attracts, develops and retains a high performing, inclusive and diverse workforce and foster a healthy, safe, well-equipped and productive work environment for employees, their families, departments, community partners and the public in order to maximize individual potential, expand organizational capacity and position the City of San Luis as an employer of choice.

Values

Values

- **Integrity:** We honor our commitments and conduct business in a manner that promotes fairness, respect, honesty, and trust.
- **Teamwork:** We encourage the diversity of thoughts, experiences, and backgrounds and celebrate participation and partnership in all of our endeavors.
- **Change and Innovation:** We are open to possibilities and foster creativity and risk-taking to support the continuous improvement of our organization.
- **Advocacy:** We proudly advocate for, and honor employee needs and interests whenever possible.
- **Quality Results:** We believe everyone deserves excellent customer service and results you can trust.





Accomplishments



Talent Acquisition

78
Jobs
Posted

2678
Applications

65
Interviews
246
Candidates

57
New
Hires

4
School
Internships

30
Volunteers

- Hire Quest Temp Agency
 - 19 total hires
- Career Fairs
 - Implemented COSL's own Career Day

Talent Management



- Performance Management
 - Enhanced process - Secured 219 Evaluations
- Assignment Changes
 - Temporary Assignments: 21
 - Promotions: 19
- Terminations
 - 42 (2 Retirements, 35 Voluntary Resignations, & 1 Discharge, 4 Resignation in Lieu of Termination)
- Compliance
 - Continued Updates of the Department Policy Manual
 - Enhanced Employee Relations Process – 30 Disciplinary Actions Administered
 - Vehicle Policy
 - Covid Protocol

Other Accomplishments



Organizational Structure

- **Restructure of Water & Wastewater Divisions**
- **Initiated Position Management Process**

Training & Development

- **Implemented Career Development Plan process**
- **Supervisor Training**
- **Safety Training**
- **Development of Succession Plan**
- **Implemented Apprenticeship Program**

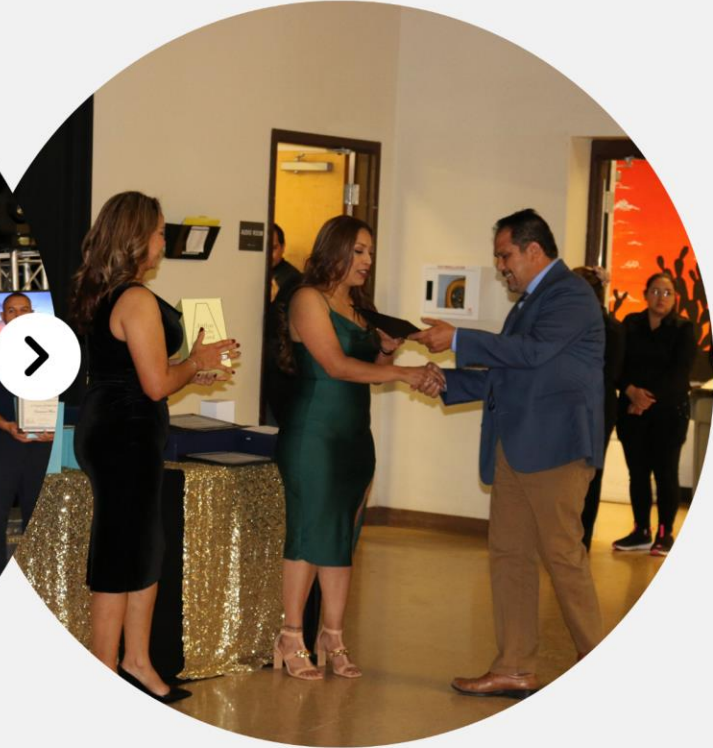
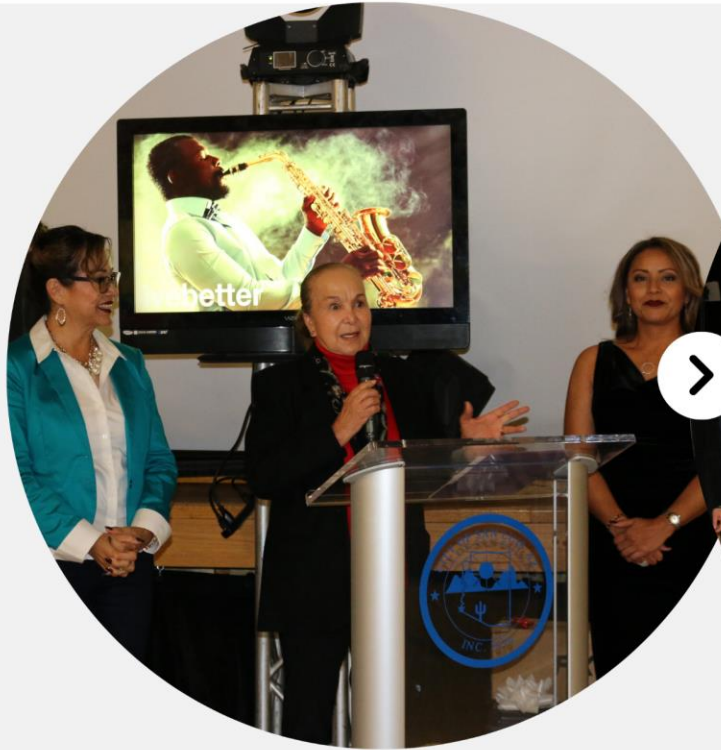
Classification & Compensation

- **Studies of Positions Salary, Benefits, Holidays**
- **Salary Increases: COLA and Minimum Wage**

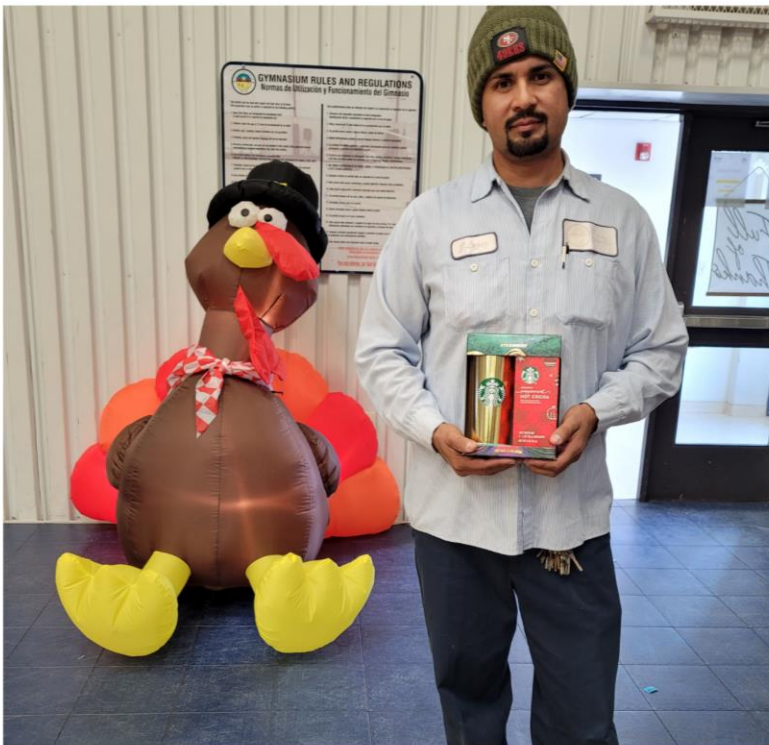
Benefits Administration

- **Benefits & Wellness**
 - Wellness Fair April 26, 2023 & Open Enrollment: 04/26/23 – 05/10/23
 - Various Vaccination Clinics
 - Change of TPA & Stop Loss Vendors
 - Benefits Processing: 60 New Enrollments, 33 FMLA, 3 STD, 4 ADA
- **Engagement & Recognition**
 - Annual Recognition Event & Annual Employee Picnic
 - Other Events: Thanksgiving Luncheon, Ice Cream Social, Contests, etc.

ERAP 2022 Event



Other Special Programs Event



Goals & Objectives



Objectives

- **Organizational Structure**
 - Transfer Risk Management to HR
 - New Location for HR Operations
- **Talent Acquisition**
 - Strategies for Attraction and Retention
 - Revamp the Onboarding Process.
- **Promote Pay Equity**
 - Complete Classification and Compensation Study
- **Promote professional development**
 - Needs assessment to match T&D with EE and ER goals
 - Implement Learning Management Systems
 - Continue development of succession plan and apprenticeship program
 - Develop in-house training

Goals & Objectives

Objectives



- **Continued Process Improvement**
 - Continue revisions of the Department Policy Manual
 - Increase awareness of employment laws and agency's policies and regulations
 - Complete the position management process
 - Implement additional functionality on Neogov, Recruit and Perform
- **Embrace Innovation and Change**
 - Enhance branding of agency and marketing of positions
 - Complete Development of Evaluation & Recruitment Software applications
 - Re-Design Human Resources Website
- **Promote Wellness and Work-Life Balance**
- **Promote collaboration and teamwork**
- **Improve workplace relations**

HUMAN RESOURCES **MANAGER** POSITION

For continued enhancement of services provided to the City of San Luis departments and the general public.





Thanks For Watching

Questions,
Comments
Concerns?