

HUMAN RESOURCES



WHAT WE DO

We provide comprehensive strategies, programs, services and consultation to meet the needs of and support the City's exceptional people resources. This is done through a focus on attracting, developing and retaining a diverse, engaged, innovative and skilled workforce to build a great city.

SERVICES WE PROVIDE

- Benefits administration
- Payroll administration
- Work Comp administration (workplace injuries)
- FMLA/ADA administration
- Training - employee & managerial (re: compliance, etc.); new employee training/onboarding
- Hiring for open positions
- Policy & procedures updates (handbook)
- Job description updates
- EAP Referrals

ACCOMPLISHMENTS

- Performance evaluation process updates
- Performance evaluation refresher training
- Implemented a pay matrix
- Compensation study
- FSA Conversion (Pay flex to TASC)
- Transition to functional department with a Director
- Reviewed 750 full-time & part-time applications
- Moved from paper records to HRIS
- Outsourced Payroll - Evolution/Payroll Maxx
- Converted health coverage to a 3-tier system (cost savings)

Human Resources

Key Initiatives

1 **Enhancing Human Resources City-Wide Communication and Visibility.**

START DATE: 2019

STRATEGIC PRIORITY



WHY IS THIS IMPORTANT?

Human Resources is often the first point of contact employees have to the City. Employees need to know who to go to with employer and personal issues. Employees need to have an understanding of what is going on in the organization. A better informed employee provides Human Resources with the means to devote more time and energy towards enhancing opportunities for the organization as a whole.

SUCCESS LOOKS LIKE

Transitioning the Human Resources Department from a functional to more independent department provides a clearer Human Resources vision for the City. Employee are confident who within the department can best to assist them. Technology is leveraged to provide better communicate information to the employees about events, policy and procedures, training and development opportunities, and organizational announcements.

BUDGET REQUIREMENTS

Funding is included in the FY19 & FY20 Biennial Budget

PROJECT LEAD

Human Resources

PROJECT COLLABORATORS

City Administration, Department Staff, I.T. Committee, External Consultants

2 **Provide training and employee development opportunities.**

START DATE: 2019

STRATEGIC PRIORITY



WHY IS THIS IMPORTANT?

Training aides with the retention of employee and the development of future leaders in the organization. A better educated employee feels more empowered and is kept engaged.

SUCCESS LOOKS LIKE

Implementation of a new on-boarding program for employees which goes beyond the current employee orientation. Create informative quarterly leadership team training assist to in development of mangers/ supervisors with succession planning in mind.

BUDGET REQUIREMENTS

Funding is included in the FY19 & FY20 Biennial Budget

PROJECT LEAD

Human Resources

PROJECT COLLABORATORS

Managing Directors, Directors, Leadership Team Committee, External Subject Matter Experts

Human Resources

Key Initiatives

3 Recruit and Retain quality employees Citywide.

START DATE: 2019

STRATEGIC PRIORITY



WHY IS THIS IMPORTANT?

The City of La Vista strives to provide public services to residents where residents can expect accountability and integrity from city employees. This initiative strengthens the city's organizational capacity to promote a talented and energized workforce who remain with the city.

SUCCESS LOOKS LIKE

The city is made up of a diverse, stable and quality workforce who best serve the needs of the city. This is accomplished by employee surveys, assessment tools, self-service tools, marketing and advertising.

BUDGET REQUIREMENTS

Funding is included in the FY19 & FY20 Biennial Budget

PROJECT LEAD

Human Resources, All Department Managers

PROJECT COLLABORATORS

Performance Management Committee, Communications, Civil Service, External Stakeholders, Benefits Committee

4 Create a competitive total wage and benefit package.

START DATE: 2020

STRATEGIC PRIORITY



WHY IS THIS IMPORTANT?

Competitive total wage and benefit packages attract, retain, and motivate employees to do their best work, and wage and benefit packages should be modified on a regular basis to keep employees engaged and to meet employees' changing personal and professional needs during their career cycles.

SUCCESS LOOKS LIKE

The successful completion of a compensation study to ensure a competitive wage and benefit package.

BUDGET REQUIREMENTS

Funding is included in the FY20 Biennial Budget

PROJECT LEAD

Human Resources, Managing Directors, Finance

PROJECT COLLABORATORS

Benefits Committee, Wellness Committee, External Stakeholders, Pension Committee, FOP

Human Resources

Key Initiatives

5 **Develop and implement ways to measure Human Resources' performance.**

START DATE: 2020

STRATEGIC PRIORITY



WHY IS THIS IMPORTANT?

To provide better and improved services, Human Resources requires a means by which to assess the needs for resources whether that be staff, technology, or education and training.

SUCCESS LOOKS LIKE

Employment needs are met as evidenced by internal surveys, external surveys (such as HR360 or IMPA-HR 2020), and focus group feedback.

BUDGET REQUIREMENTS

Funding is included in the FY20 Biennial Budget

PROJECT LEAD

Human Resources, Managing Directors

PROJECT COLLABORATORS

External Stakeholders, Performance Evaluation Committee, Performance Measures Committee, I.T. Committee, all Staff

6 **Revise and implement Human Resources policies and procedures.**

START DATE: 2020

STRATEGIC PRIORITY



WHY IS THIS IMPORTANT?

HR policies and procedures serve as a resource for dealing with various situations that occur in the workplace. They encourage managers to treat employees fairly and consistently. They also provide the framework to manage staff on hiring, terminations, performance evaluations, and disciplinary actions.

SUCCESS LOOKS LIKE

An updated and usable Employee Handbook, which outlines the personnel policies, practices, and procedures in effect at the City. The Employee Handbook will provide fair and consistent working conditions, treat all employees with dignity and respect, provide a safe working environment for all employees, and provide career growth and job satisfaction.

BUDGET REQUIREMENTS

Funding is included in the FY20 Biennial Budget

PROJECT LEAD

Human Resources

PROJECT COLLABORATORS

Managing Directors, City Staff, City Attorney

Human Resources



HUMAN RESOURCES EXPENDITURE SUMMARY

	FY18 Budget	FY19 Budget	FY20 Budget
*Personnel	447,435	424,983	449,251
Commodities	715	1,675	1,200
Contractual Services	498,738	544,160	545,821
Other Charges	30,856	39,450	27,450
Total Expenditures	977,744	1,010,268	1,023,722
Employees	2.0	2.0	2.0

*Included in the Personnel expenditures is the City's Health Self-Insurance for \$226,262.