

PERSONNEL ACTIVITY DESCRIPTION**(City Manager)****DESCRIPTION:**

The Personnel Administration activity is responsible for managing a centralized personnel system including, but not limited to, maintaining official employee personnel files and records; creating, implementing and maintaining the City's classification and compensation programs; conducting all aspects of recruitment and pre-employment testing; administration of employee benefits, including Workers' Compensation; identifying and providing citywide training; and compliance with State and Federal mandates. The Labor Relations function of this activity includes administering the labor relations activities as mandated by State law, municipal code and current memorandums of understanding (MOU). This involves collective bargaining negotiations, disciplinary actions, grievance arbitration, and ongoing interpretation and application of policies, procedures, and applicable MOUs.

ACCOMPLISHMENTS:

1. 22 Recruitments conducted.
2. 328 Applications received and processed.
3. 19 Vacancies filled.
4. 41 Pre-employment physicals processed.
5. 11 Driver license physicals processed.
6. 29 Workers' Compensation injuries processed.
7. 20 Racial Equity Workshops designed, coordinated & facilitated for 130 employees.
8. 3 General citywide trainings arranged, conducted and/or hosted.
9. Coordinated and facilitated the annual Employee Recognition Ceremony to recognize milestone service years of employees.
10. Streamlined City/HSU Internship Program.
11. Along with City Clerk, assisted with all Commission & Committee Recruitments.
13. Continued collaboration with neighbor cities, to conduct more pooled Dispatcher recruitment and testing.
14. Citywide assessment and update to classifications requiring Commercial Drivers License; and resulting meet and confer and job description changes.

GOALS:

1. Update the City's Personnel Rules & Procedures.
2. Continue to stay abreast of changing Federal and State regulations and mandates through such things as REMIF conferences, League of California Cities list serve, Liebert, Cassidy, Whitmore employment law legal consortium; and locally through monthly Personnel Manager meetings with the cities of Eureka and Fortuna, and the County of Humboldt.
3. Continue to update and streamline a variety of processes and/or forms (ie: personnel action form, employee performance evaluations, regulatory changes to employment application, part-time hiring and volunteer placement procedures).
4. Continue to review, update, and create various mandated and/or necessary policies (i.e. Harassment/Discrimination, Workplace Violence, Employer Employee Relations Ordinance)
5. Continue to work with supervisors and employees to identify city-wide training needs and provide on-site or offer local resources to meet such needs.
6. Successfully negotiate successor MOUs for the represented employee groups.
7. Complete update of City's Injury and Illness Prevention Plan (IIPP), including development of necessary policies and programs.
8. Perform ongoing personnel records administration.
9. Perform ongoing administration of fringe benefit plans and programs.
10. Provide more outreach and information to employees to become more informed of their benefits and encourage fuller utilization of the various options available.
11. Facilitate contract agreement with medical review board (Occu-med) for updating city job profiles.
12. Coordinate and assist with various citywide safety trainings, including create and/or update city facilities evacuation maps for each facility; fire extinguisher training refresher; and fire drill training.
13. Update volunteer hiring packets and procedures.
14. Develop an online fill-a-form employment application or obtain a program that provides applicant to complete and submit electronically.
18. Develop City racial equity staff team and identify ongoing training programs.
19. Successfully transfer to a new Workers Compensation

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BUDGET OVERVIEW

APPROPRIATIONS	Actual 2015-16	Actual 2016-17	Estimated 2017-18	Budget 2018-19
Personnel	209,414	225,626	231,716	244,737
Materials and Services	75,582	54,790	49,141	59,859
Debt Service/Lease Payments	-0-	-0-	-0-	-0-
Capital Outlay	-0-	-0-	-0-	-0-
Grant Programs	-0-	-0-	-0-	-0-
Gross Budget	284,996	280,416	280,857	304,596
Charges to Other Departments	(109,530)	(113,360)	(120,770)	(130,980)
Net Budget	<u>175,466</u>	<u>167,056</u>	<u>160,087</u>	<u>173,616</u>

FUNDING SOURCES *(see descriptions in Revenue Section)*

OPERATING:				
General Fund (101)	175,466	167,056	160,087	173,616
PROJECTS/CAPITAL OUTLAY:				
General Fund (101)	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>
	<u>175,466</u>	<u>167,056</u>	<u>160,087</u>	<u>173,616</u>

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PERSONNEL

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-10-15-50100	REGULAR SALARIES	135,342	135,342	135,342
101-10-15-50300	PART-TIME AND TEMPORARY SALARIES	-0-	-0-	-0-
101-10-15-50990	EMPLOYEE BENEFITS	112,965	109,395	109,395
TOTALS		\$248,307	\$244,737	\$244,737

POSITION TITLES

City Manager	0.20	0.20	0.20
Assistant City Manager	0.35	0.35	0.35
Personnel Specialist	0.90	0.90	0.90
Administrative Assistant	0.10	0.10	0.10
Total Full-time Equivalents	1.55	1.55	1.55

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Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-10-15-51200	COMMUNICATIONS	432	432	432
101-10-15-51300	ADVERTISING	8,000	8,000	8,000
101-10-15-51400	TRAINING & CONFERENCES	3,400	3,400	3,400
101-10-15-51430	TRAINING - EMPLOYEE GROUPS	4,000	4,000	4,000
101-10-15-51600	MEMBERSHIPS	1,150	1,150	1,150
	PROFESSIONAL SERVICES			
101-10-15-51702	Medical Examinations	14,700	14,700	14,700
101-10-15-51703	Psychology Examinations	3,425	3,425	3,425
101-10-15-51704	Background Checks			
101-10-15-51705	Other Examinations	4,000	4,000	4,000
101-10-15-51770	Other Professional Services	11,248	11,248	11,248
	SERVICES PROVIDED BY OTHER AGENCIES			
101-10-15-52524	Fingerprinting Services	2,000	2,000	2,000
101-10-15-53100	POSTAGE	1,150	1,150	1,150
101-10-15-53200	PHOTOCOPY	600	600	600
101-10-15-53300	OFFICE SUPPLIES	-0-	-0-	-0-
101-10-15-54200	OTHER DEPARTMENT SUPPLIES	1,000	1,000	1,000
101-10-15-55800	IT SERVICES & MAINTENANCE	4,754	4,754	4,754
	TOTALS	\$59,859	\$59,859	\$59,859

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CHARGES TO OTHER DEPARTMENTS

Account Number	DESCRIPTION	2018/19		
		Department Proposed	Manager Proposed	Council Approved
101-00-00-46990	GENERAL ADMINISTRATION	(132,440)	(130,980)	(130,980)
TOTALS		(\$132,440)	(\$130,980)	(\$130,980)