Human Resources Department

What We Do

- Recruitment
  - Approximately 50 recruitments per year, including outreach, administration, testing and onboarding
  - Process approximately 2000 applications per year
  - Selection process governed by Charter and Civil Service
- Benefits
  - Administer and implement contracts for health, dental, life insurance, disability, employee assistance plan, 457 plan, for nearly 500 active employees in 11 different bargaining units with differing benefit structures
  - Administration and calculation of retirement benefits for over 300 retirees on 3 different plans
- Training
  - Administer mandated trainings – sexual harassment, DOT (drug testing), etc.
  - Organization and facilitation of a variety of training modules for employees from entry level to executive management
- Employment Services
  - Maintain employee records and personnel files, payroll system maintenance, position control, administer and tracking of all special pays, leaves, step increases, raises, etc. (most manually calculated on spreadsheets by HR staff)

City of Alameda

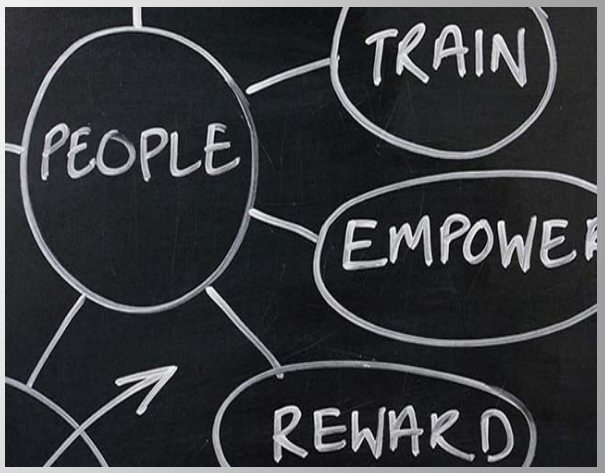
What We Do

- Classification and Compensation
  - Draft and update job descriptions for approximately 350 classifications, maintain uniform salary schedules, consult with and receive direction from Civil Service Board
  - Ensure market competitiveness for attraction and retention of qualified staff through the continuous review of classification and compensation data with appropriate external benchmarks
- Compliance
  - Ensure compliance of federal and state employment laws by directives, advice and training. Ex: Overtime laws (FLSA), ACA (Affordable Care Act), Sexual Harassment, FMLA, Fair Employment and Housing Act, ADA, Pregnancy and other leaves, Federal EEO laws, etc.
- Employee Relations and Labor Relations
  - Maintain and enforce work rules, give advice on employee performance issues and disciplinary matters, including terminations and separations, grievance handling, reductions in workforce, reorganizations, union correspondence, meet and confers, and respond to employee complaints.
  - Negotiate, administer and interpret MOUs with our 11 bargaining units/employee groups
- Staff Support
  - Hold public meetings, keep minutes, and records, write reports, make presentations, implement decisions for the Civil Service Board and Pension Boards

City of Alameda

New Initiatives

- Enhanced Technology - Moving HR into the 21st Century using NEOGOV which is the market and technology leader in on-demand human resources software for the public sector. NEOGOV software automates the entire hiring, onboarding, and performance evaluation process
- On-line Training – Secure enhanced, flexible and mobile training opportunities via on-line programs and/or partnerships
- Investigations – solving a need to provide a steady funding source
- Labor Negotiations - MCEA, ACEA, IBEW, PANS, EUPA MOUs expire 12/26/2015
- APOA, APMA, AFCA and IAFF (all sworn) MOUs expire 6/24/17



City of Alameda

Past Staffing Cuts Coupled With Increased Demand

Staff Cuts:

- **2001-2004 – 11 staff members**
- **2010 – Cut to 7**
- **2014 – Current staffing – 8**

Increases in Responsibilities:

- Increase in payroll work as pay structures became more complicated and varied due to changes in safety and other MOUs creating myriad special pays, special leaves and qualifying parameters.
- Dramatic expansion of compliance and monitoring: Implementation and administration of Citywide performance reviews, mandatory trainings in sexual harassment and bullying, Affordable Care Act, HIPAA, Ban the Box, Expansion of ADA and California Disability laws creating new responsibilities for tracking leaves and Interactive process, mandatory sick leave for part-timers, pension reform creating two-tiered PERS system and separate tracking, new and meticulous tracking of FLSA overtime since 2006 lawsuit, disability retirements, Sunshine Act (new requests for information on employees and salary disclosures). Required wellness program implementation.
- Expansion of sworn retirement plans – now tracking employees in three different retirement systems.
- New bargaining units: EUPA, AMPU - creating yet additional layers of administration and bargaining.

Human Resources

DIVISION	FY 14-15 Projection	FY 15-16	FY 16-17
Revenues			
Fees for Services	$482,000	$335,000	$334,000
General Fund	$858,000	$1,260,000	$1,263,000
TOTAL REVENUE	**$1,340,000**	**$1,595,000**	**$1,597,000**
Expenditures			
Personnel Services	1,160,000	1,335,000	1,387,000
Services and Supplies	128,000	204,000	154,000
Cost Allocation	52,000	56,000	56,000
TOTAL EXPENDITURES	**$1,340,000**	**$1,595,000**	**$1,597,000**

CITY OF Alameda

So, what do you do when an employee issue comes to you?

Questions?

City of Alameda