

TO: Personnel Committee
FROM: Rochelle Blindauer, Human Resource Director
RE: Human Resource Office Update
DATE: September 8, 2014

The Human Resource Office has worked on the following projects and initiatives since our last meeting:

Recruiting

- Re-Advertising: Community Development Director
- Interviews for Community Development Director
- Hired Wastewater Treatment Facility Operator
- Hired Clerk Typist II – Police
- Final steps on hiring a Mechanic
- Final steps on hiring two (2) School Crossing Guards
- Interviews on Rahr West Security Guard position
- Started NeoGov implementation

Employee Relations

- Preparing for Fire bargaining
- Preparing for Police bargaining
- “Bootcamp for Bargaining” webinar
- Looking into re-vamping the Star Program

Organization Development & Training

- Knowledge Transfer Forms being completed, in 3rd and final phase
- Regular meetings with department leaders to identify training needs, performance issues, and succession planning
- People Development Committee meeting and action items

Compensation & Benefits

- Compensation appeal follow up meetings
- Compensation plan implementation recommendations
- Strategic Planning with M3 for 2015 benefit plan design
- Wellness activities continue, organizing educational session on Sept 25th
- Pay or Pay webinar on ACA regulations

Safety & Risk Management

- Communicated Quarterly Safety Award with nomination process to employees
- Safety committee meeting and discussion

Administration

- 2015 Budget completed
- HR Generalist job description and restructure proposal

Separations

- Seasonal staff