



City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE:** Oct. 24, 2006
FROM: HUMAN RESOURCES BOARD **ITEM NO:**
WARD: All
SUBJECT: 2006 HUMAN RESOURCES BOARD ANNUAL UPDATE TO THE CITY COUNCIL

ISSUE:

The Human Resources Board is requested to present an annual update to the City Council concerning the Board's activities from September 2005 through September 2006.

RECOMMENDATIONS:

That the City Council:

1. Receive and file the Human Resources Board annual update.

BACKGROUND:

The Human Resources Board is established by City Charter to recommend to the City Council, after a public hearing, the adoption, amendment, or repeal of personnel rules and regulations and; to act in an advisory capacity to the City Council on matters concerning personnel administration.

FISCAL IMPACT:

None

ALTERNATIVES:

None

Prepared by: Rhonda D. Strout, Human Resources Director
Certified as to availability of funds: Paul C. Sundeen, Assistant City Manager/CFO/Treasurer
Approved by: Thomas M. DeSantis, Assistant City Manager
for Bradley J. Hudson, City Manager
Approved as to form: Gregory P. Priamos, City Attorney

Attachments: 2006 Human Resources Board Annual Report

October 24, 2006

Honorable Mayor and
Members of the City Council
City of Riverside
3900 Main Street
Riverside, Ca 92522

Honorable Mayor and City Council:

The Human Resources Board carried out its dual charge as representatives of the citizens of the City of Riverside, first to recommend to the City Council actions specific to personnel rules and regulations and, second to act in an advisory capacity to the City Council on matters concerning personnel administration (as per Riverside City Charter, Article VII, Section 807). This report covers the period of September 1, 2005, to October 3, 2006.

I would like to recognize current and prior members who have volunteered their time and efforts in serving on the Human Resources Board during this time frame, and whose contributions and commitment to the community have helped make the Board's accomplishments possible.

<u>Name</u>	<u>Ward</u>
Linda Ammeraal	5
Ellie Bennett	1
Deanna Brown	1
Janet Canty	2
Virginia Foraker	1
Laura Goalen	1
Bob Gordon	3
Erin House	6
Prudence LaBeach, Past Chair	4
Gloria Lopez, Past Chair	4
Woodie Rucker-Hughes	7
Rosetta Runnels	2
Derrill Sturgeon	5
Ofelia Valdez-Yeager	1

Lastly, Anderson Copeland, who passed away in February 2006, and was a long-standing member and friend. Mr. Copeland's years of dedicated service and commitment as a citizen to the City of Riverside symbolize the true value of volunteerism.

The Human Resources Board is in compliance with Measure GG, with all Wards represented with the exception of Ward 4.

The Human Resources Board has met on a monthly basis to hear various reports presented by the Human Resources Department as well as department heads, including the Police Chief, City Clerk and Community Development Director. Further, the Board has reviewed over-all City-wide demographics. As of October 3, 2006, the City of Riverside's citizen population is reported at 294,059 and the City's workforce at 2,672 employees. City employment has grown in the last two years by 14.82% (345 employees). The data demonstrates that there has been an over-all increase in the hiring of females by 18.11% and an over-all increase in the hiring of individuals in protected categories by 3.53%. The Human Resources Board commends the Human Resources Department and City departments for their outreach and hiring efforts to ensure a diverse workforce.

The Human Resources Board has taken on a number of activities, which have resulted in the following accomplishments and outcomes:

1. Served in an advisory capacity related to review of City Personnel Policies and Procedures including review of forty-six (46) policies. These policies were presented at a public hearing on June 19, 2006, and subsequently presented to City Council for adoption on July 25, 2006. The last comprehensive review of the personnel rules was conducted in May, 1992. This process was expedited during the last six (6) months by Human Resources Department staff, and is viewed as the Board's most significant accomplishment.
2. Received training from the City Attorney in Brown Act meeting rules in order to ensure that meetings scheduled and conducted by the Board are legally compliant.
3. Initiated a request for communication with the City Manager's Office and received special communication updates from the Assistant City Manager at two meetings to address specific concerns.
4. Directed the Human Resources Director to provide an update on the City's Recruitment Program, which included increased outreach, new marketing strategies, technology enhancements, and increased partnership with City departments to ensure a fair and equitable process, resulting in hiring of a highly competent and diverse workforce. The Human Resources Board acknowledged the efforts of the Human Resources Department staff in this regard.
5. Directed the Human Resources Director to provide an update on "How Communication is Disseminated to City Employees" from the Human Resources Department with regard to recruitments/promotional opportunities, classification/compensation, employee and labor relations, training opportunities, benefit information, and employee records management. The Board was satisfied with the report, and made no further changes or recommendations.

6. Requested the City Attorney to prepare draft By-laws for the Human Resources Board in conjunction with their role as defined in the City Charter and Ordinance.

It is noted that the Employee-Employer Relations Resolution provides that a confidential, non-represented employee may appeal directly to the Human Resources Board as the last step in their grievance process. No such cases were brought before the Board during the reported time period.

The Human Resources Board has identified the following principal tasks in their advisory role as their focus for the upcoming year:

1. Continue to receive regular reports from City Departments on their mission, projected recruitments, staffing and workforce demographics as compared to their previous year's report.
2. Make regular recommendations to the City Council with regard to personnel administration as defined in the City Charter.
3. Continue to review new and revised personnel policies and procedures as presented by staff.
4. Partner with the Human Resources Director and her staff to enhance communication and to increase the department's organizational effectiveness.

The Human Resources Board would like to make the following recommendation to City Council:

That upon resignation from a voluntary role on a City Board or Commission, that a letter be immediately generated from the City Council to acknowledge the service and contributions of the volunteer.

In closing, the Human Resources Board acknowledges that there were controversial issues during the course of the last year. The Board further recognizes that there are different opinions with regard to hiring practices and remains open to seeking communication and clarification with City staff and in providing review and guidance in these matters.

Respectfully submitted,

Erin House, Chair
Human Resources Board