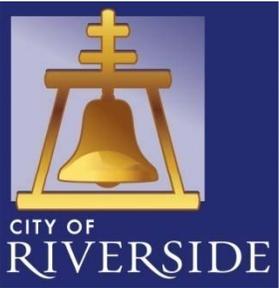


# **Human Resources Board**

***Report to  
City Council***

**May 25, 2010**

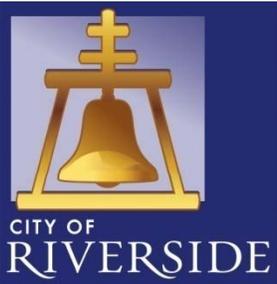


# Establishment of HR Board

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The HR Board was established by City Charter to:

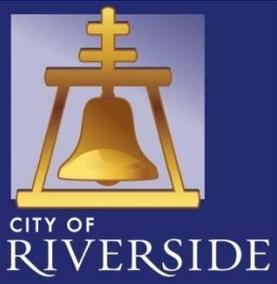
- Recommend to the City Council, after a public hearing, the adoption, amendment, or repeal of personnel rules and regulations
- Act in an advisory capacity to the City Council on matters concerning personnel administration



# Current HR Board Members

- Ellie Bennett, *Chair*, Ward 1
- Arthur Butler, *Vice Chair*, Ward 2
- Rosetta Runnels, Ward 1
- Bob Gordon, Ward 3
- Robin Treen, Ward 4
- Jackalyn Rawlings, Ward 5
- Erin House, Ward 6
- Norman Powell, Ward 7
- Woodie Rucker-Hughes, Ward 7



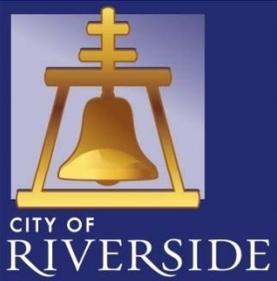


# HR Department Activities

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The HR Board reviewed the following information:

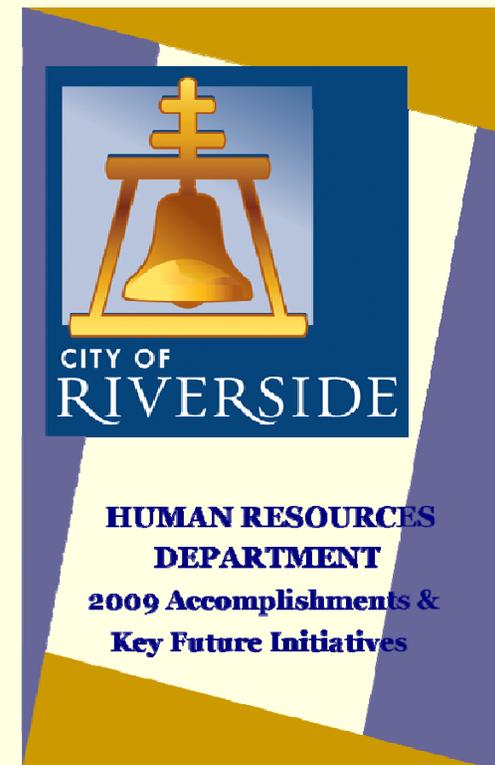
- Employee Relations Statistics
- Employee Separation Statistics
- Lay-offs
- Citywide Vacancies
- Usage of under-fills
- Twelve Personnel Policies and Procedures (new and revised)

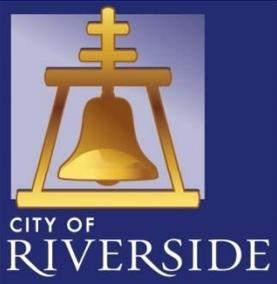


# HR Department Achievements

The HR Board heard updates highlighting Human Resources Department achievements:

- City-wide Wellness Initiative & Event
- Numerous Technology Enhancements for Internal Process Improvement
- Summer Work Experience Program (SWEPP) - Economic Stimulus
- Veteran's Preference Policy and Partnership with US Army
- Various New Courses for Employee Training and Development



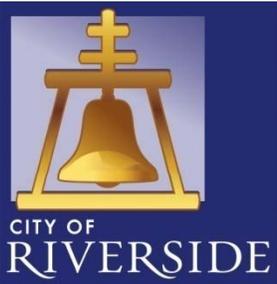


# HR Department Achievements

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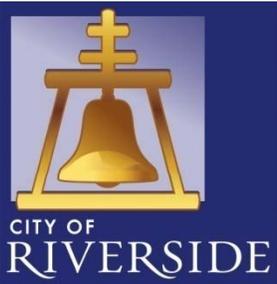
- New Retirement Planning Sessions for Employees
- Various Successful Compliance Related Audits
- Placement of over 600 Volunteers contributing 59,000 hours in 2009
- Centralization of Pre-Employment Activities

The HR Board also received progress updates on the 2006 “HR Strategic Work Plan” of which 74% has been completed in three years.



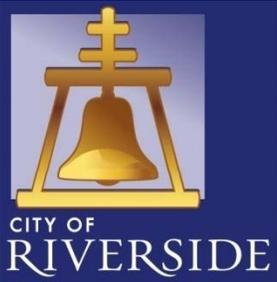
# HR Board Accomplishments

- The HR Board requested and heard general presentations from ten (10) City departments:
  - Development Department
  - City Manager's Office
  - Mayor's Office
  - Information Technology
  - Museum
  - Airport
  - General Services
  - Parks, Recreation and Community Services Department
  - City Clerk's Office
  - Riverside Public Library
- The Board heard a special presentation from the Police Department regarding recruitment and retention of sworn female officers.



# HR Board Accomplishments

- HR Board revised the “*Department Presentation Guidelines*” used to report EEO and other Human Resources related activities including:
  - Workers’ Compensation statistics
  - Leave usage (represented vs. non-represented)
  - Discipline statistics
  - Rate of internal promotion
  - Rate of separation
  - Cultural diversity
  - Grievances



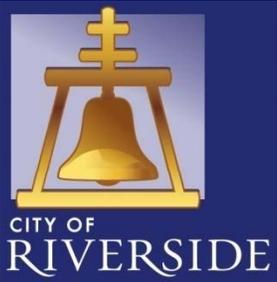
# EEO Statistics

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The HR Board remains vigilant in providing a forum for departments and the public to address diversity and employment statistics.

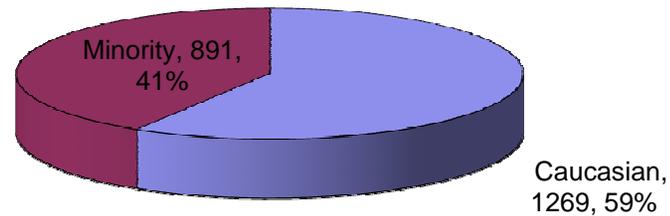
The HR Board regularly reviews the following:

- City-wide EEO Statistics
- Management EEO Statistics

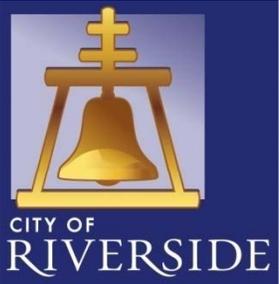


# Citywide EEO Statistics

Citywide All Employees as of Sept 09

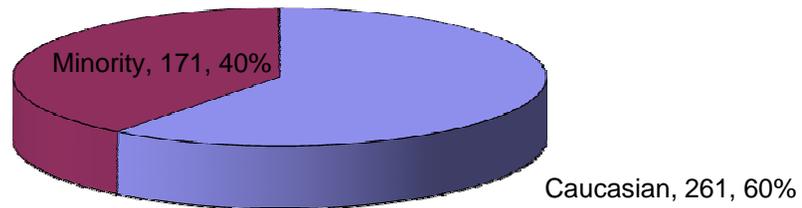


Profile of Citywide workforce as of September 2009 was 41% minority.

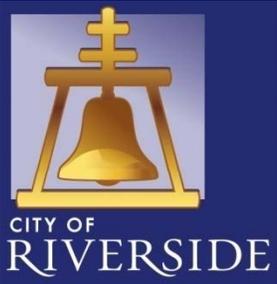


# Management EEO Statistics

All Management as of Sept 09

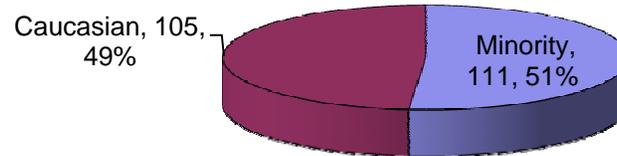


Profile of management workforce as of September 2009 was 40% minority.

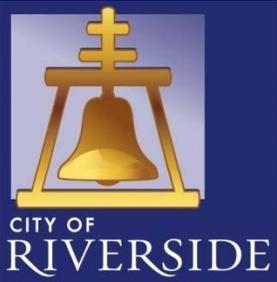


# Citywide EEO Changes

Citywide Workforce Changes (2008-2009)



The Citywide minority workforce increased from 40% in September 2008 to 41% in September 2009. Of all additions to the City's workforce between 2008 and 2009, 51% were of a minority status.

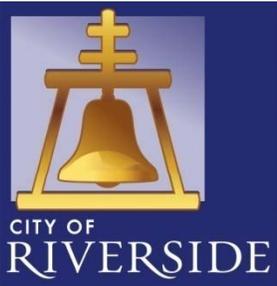


# HR Board - Future Challenges

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In the next twelve months, the HR Board will focus its efforts on the following:

- Continue to monitor staffing and workforce demographics as compared to previous years
- Continue to ensure a diversified applicant pool from which to select the most qualified candidates
- Continue to be available to non-represented management employees to hear grievances as defined by Charter
- Re-examine the HR Board's role and responsibilities to recommend to the Council redefinition of the Board's functions



## In Closing...

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The HR Board will continue to carry out its obligations by focusing on the following:

- Make regular recommendations to the City Council and City Manager regarding personnel administration
- Partner with Human Resources to provide support and recommendations to increase organizational effectiveness
- Continue to be a venue to the public to openly discuss matters relating to personnel administration