

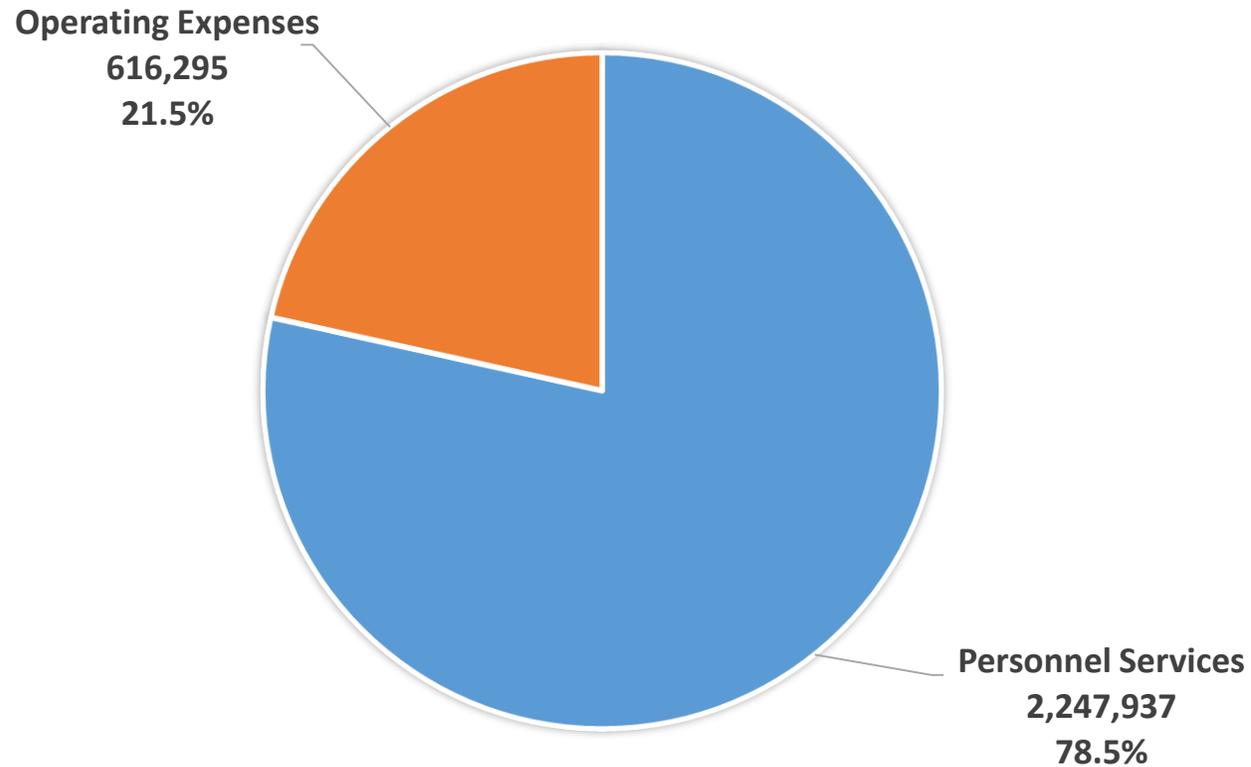


Human Resources Department

Human Resources Department Budget

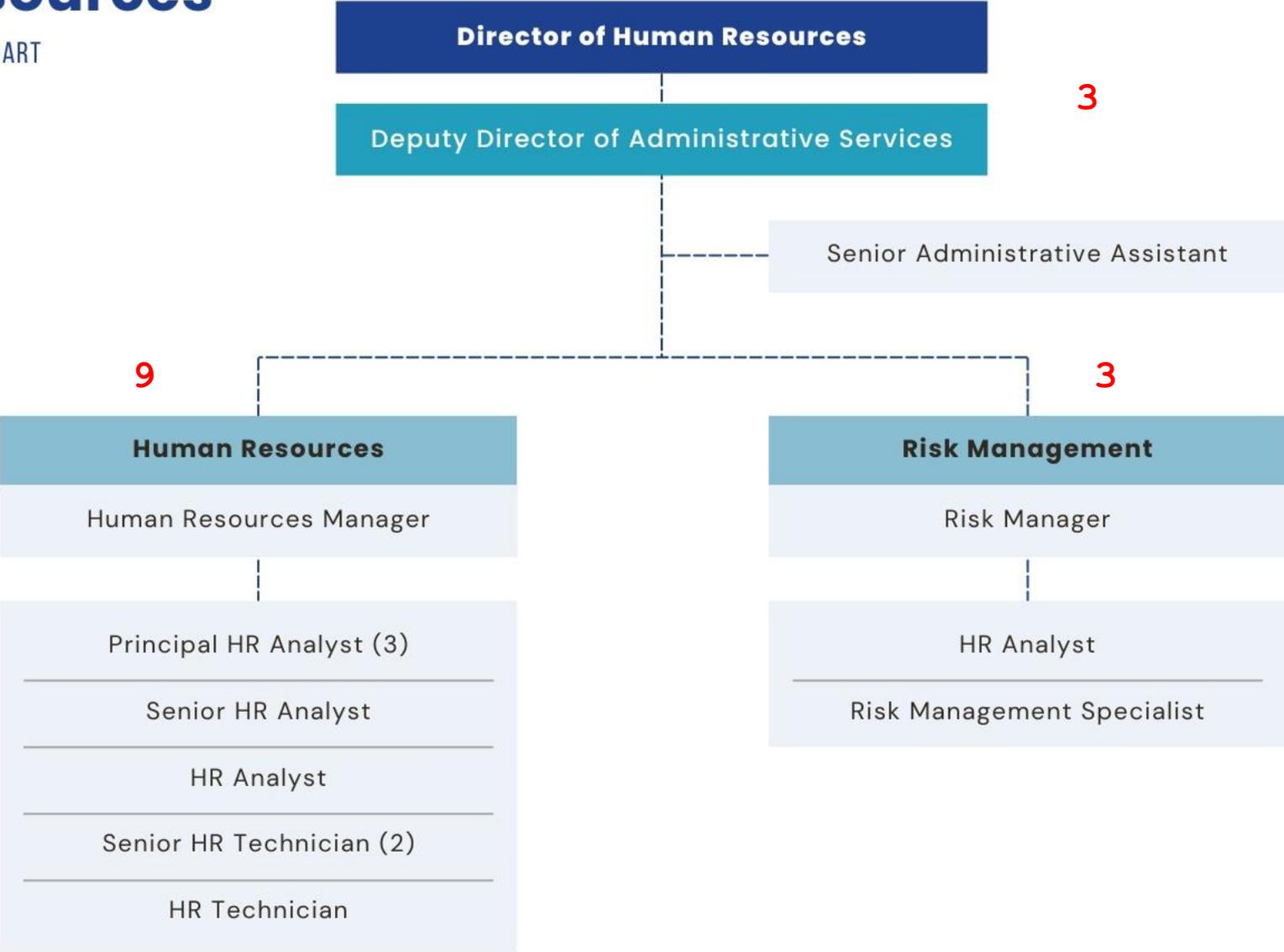
FY 2024/25 Adopted

General Fund - \$2,864,232



Human Resources

FY 2024-25 ORGANIZATIONAL CHART



**Total 15
FTE**

Human Resources Divisions & Services

Deliver essential internal services to all departments including recruitment and retention, employee and labor relations, health and retirement benefits administration, disability leave and return-to-work management, and classification and compensation.

Oversee comprehensive risk management program designed to minimize exposure to liability and related costs.

Administration	Human Resources	Risk Management
<ul style="list-style-type: none">• Develops and maintains policies, rules and regulations• Ensures compliance with Federal, State, & local law• Plans and implements citywide training programs• Administers MOUs• Manages meet & confer process with bargaining groups• Assists all departments with employee relations matters, including disciplinary process• Supports Personnel Commission	<ul style="list-style-type: none">• Ensures adherence to the Affordable Care Act (ACA)• Administers Consolidated Omnibus Budget Reconciliation Act (COBRA)• Administers complex health plans• Coordinates leaves, disability and return-to-work programs according to Federal and State law• Manages recruitment processes• Administers classification and compensation plan• Processes Personnel Action Forms (PAFs)	<ul style="list-style-type: none">• Oversees workers' compensation program• Oversees general liability claims administration• Ensures citywide compliance with Occupational Safety and Health Act (OSHA) and Cal/OSHA Regulations• Reviews contractor insurance for compliance• Works with City's insurance brokers to secure all lines of insurance coverage for the City including property, liability and excess workers' compensation

Operations & Performance Data

Initiated 30 new recruitment processes.

Received, reviewed and processed more than 13,400 employment applications.

Processed 3,077 Personnel Action Forms (PAFs).

Received, processed and resolved 1,542 certificates of insurance.

Received and processed 163 liability claims.

Administered health plans and benefits for 8 associations plus non-associated employees which encompasses over 875 full-time employees and ~700 retirees.

Facilitated 27 training opportunities for citywide staff.

Conducted 11 New Employee Orientations.

Conducted 6 RFP processes resulting in selection of the most cost-effective workers' compensation and liability insurance program administrators



Questions?

