

FY 2015-16 Budget Presentation Human Resources Department

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Department Functions

Human Resources

- Recruitment/Selection
- Employee/ Labor Relations
- Benefits/Compensation
- Organizational Development
- Safety/Worker Compensation

Recruitment and Selection

Primary Functions:

- Workforce planning
- Recruitment
- Testing
- Staffing

Employee Relations

Primary Functions:

- Employee development
- Performance management
- Employee safety

Labor Relations

Primary Functions:

- Labor negotiations
- Labor contract administration
- Grievance administration

Benefits & Compensation

Primary Functions:

- Benefits administration
- Compensation administration
- Workers compensation

Major Activities

- Workforce Planning and Staffing
- Benefits and Compensation Administration
- Employee Relations
- Labor Relations
- Training & Organizational Development
- Workers Compensation Administration

Budget Initiatives

- Identify and Implement Technology and Process Improvements to Drive Productivity
- Continue Providing Comprehensive Training Program
- Improve Employee Health, Safety and Wellness
- Continue Professional Development of HR Staff
- Enhance HR Service Delivery Capabilities by Standardizing and Streamlining Essential Processes, Procedures and Communications.

FY 2016-17 Projected Activities

- Employee Events
 - Employee Health and Education Fair (2016 Open Enrollment)
- NeoGov Implementation
 - Paperless application
 - Automated requisition
 - Departmental access
- Initiate Citywide Safety Committee Formation and Coordinate Safety Activities
- Supervisory Training
 - FMLA
 - FLSA
 - HIPAA
 - Disciplinary Process

Contacts / Questions

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