



Ethics, Organization and Personnel Committee

# Human Resources Overview

Item 6d

March 11, 2024

## Item #6d

Overview of the  
Human Resources  
Group and Key  
Initiatives

### Subject

Human Resources Overview

### Purpose

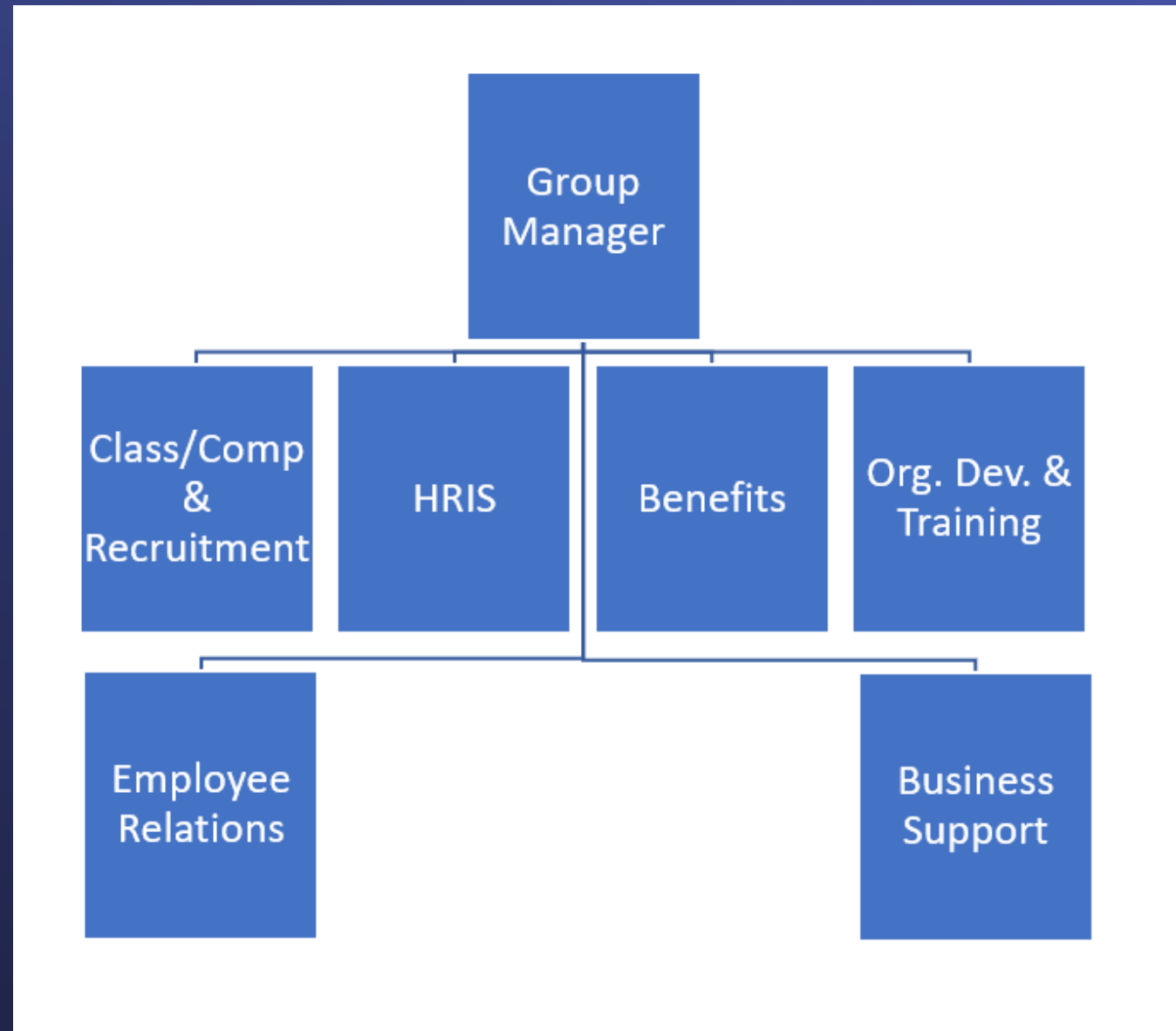
Overview of Services Provided

Accomplishments

What's Next?

The Why Behind the What

# Human Resources



# Challenges

## Key HR Group Challenges

- Period of Transition:
  - Temporary HR staff: 20%
  - Current role less than 1 year: 35%
- Recruitment volume and timelines
- Succession planning
  - 20% over 20 years of service
  - 30% eligible to retire

## HR Progress

### Key Initiatives Completed

- Data Collection
  - Recruiting Status Report
  - Exit Interviews
  - Labor Relations Case Tracker
  - Performance Evaluations
  - Demographic Statistics
- Employee Promotional Support

# HR Progress

## Key Initiatives Completed

- Processes:
  - Interactive Accommodations
  - Recruitment (As-is)
- Communication Channels
  - Group Manager Meetings
  - Labor Management Meetings
  - Open Door Policy
  - Internal Communications

# HR Progress

## Key Initiatives Completed

- MOU's
  - Eligibility Lists
  - Transfer Process
  - Support for Desert Employees
- Systems & Software
- Digital Personnel Files
- Civility Training

	February 2024	January 2024
Number of Recruitments in Progress (Includes Temps and Intern positions)	202	207
Number of New Staffing Requisitions	19	19
	February 2024	January 2024
Number of Job Audit Requests in Progress	14	16
Number of Completed/Closed Job Audits	4	1
Number of New Job Audit Requests	2	0



## Transactions Current Month and Fiscal YTD (includes current month)

<u>External Hires</u>	<u>FY 22/23 Totals</u>	<u>February 2023</u>	<u>FISCAL YTD</u>
Regular Employees	116	4	73
Temporary Employees	36	3	43
Interns	0	0	1
Internal Promotions	72	7	53
Management Requested Promotions	149	11	96
Retirements/Separations (regular employees)	98	21	59
Employee-Requested Transfers	19	1	11

# HR Progress

## Key Initiatives Pending

- Legislative Changes
- Telework Policy
- MOU Implementation
  - As much, if not more work on the back-end of MOU ratifications.
- Performance Evaluations
- Civility Guidelines & Training
- Partnership to Expand Internship program

## HR Process

### How Are We Moving Forward?

- Challenging Process
- Positive Behavior
- Data Collection
- Focused on Outcomes
  - Collaborate on Path
- Continual Learning
- Care for Each Other

