



Organization, Personnel & Effectiveness

Human Resources Overview

Committee Meeting

Item 6a

May 12, 2025

Item 6a HR Overview

Subject

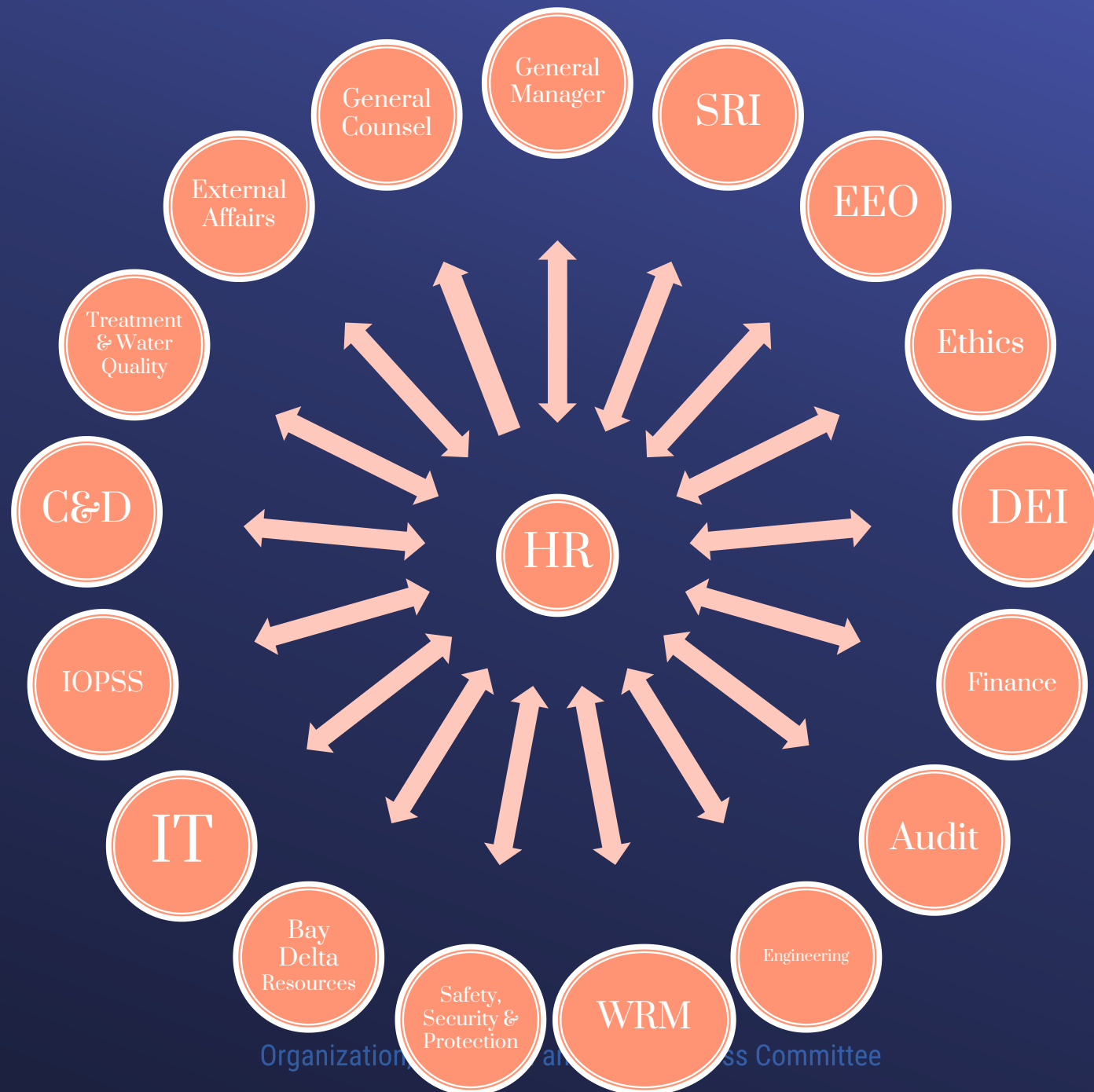
High-Level Overview of HR Operations

Purpose

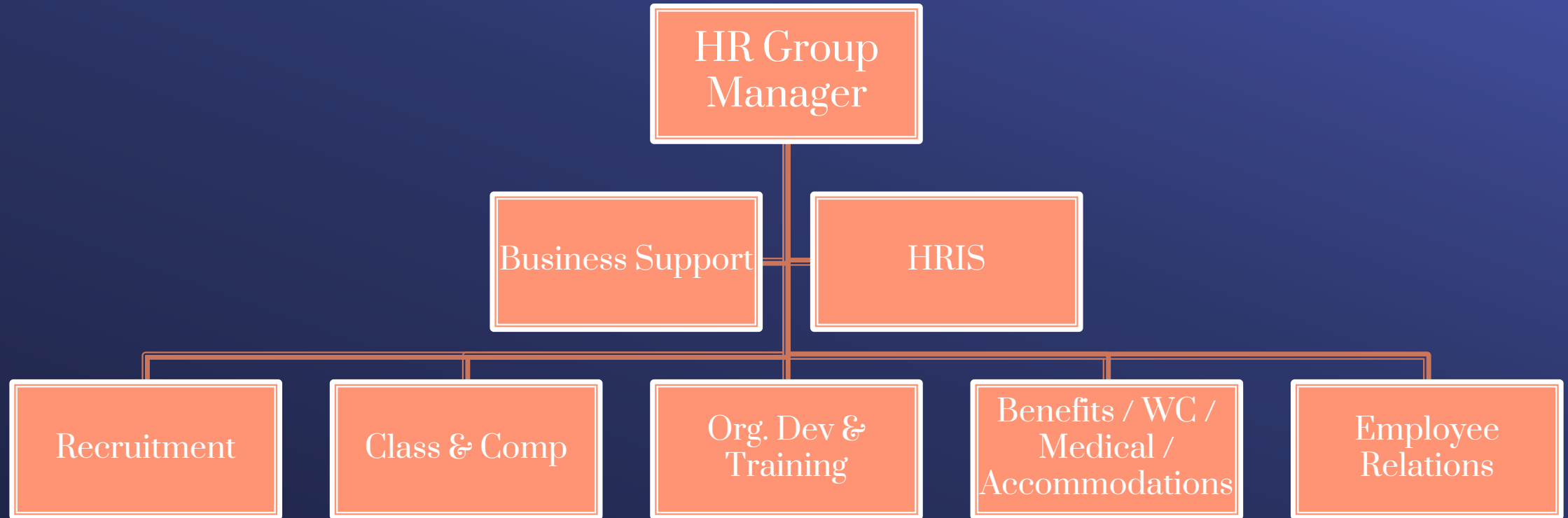
Informational

What Guides HR's Work?

- Federal Laws: ADA, FEHA, FMLA, FLSA, DOT
- State Law:
 - MMBA (Meyers-Milias-Brown Act) establishes the collective bargaining framework for local government agencies in California
 - PERB (Public Employees Relations Board): Administers and enforces the MMBA and other public sector labor laws
 - PERL (Public Employees' Retirement Law) governs administration of employee retirement and health benefits through CalPERS
- MWD:
 - Admin Code
 - Bargaining Unit MOU's
 - Policies and Procedures
- Best Practices



Human Resources Group (47)



Filling a Vacancy: Roles in Recruitment



Recruitment & Selection

- Recruitment: 185+ per year (full-time)
 - 100+ separations per year
 - Each vacancy results in 1.8 recruitments.
 - Additional work: 107 placements per year (District & Agency Temp)

Class & Compensation

- All classifications have formal job descriptions.
- Revisions to classifications or duties are typically subject to meet-and-confer obligations with the appropriate bargaining unit.
- Ongoing classification and compensation studies are underway with AFSCME, ACE, and SA.
- Compensation is reviewed periodically using benchmark data, as outlined in the Administrative Code.
- Employees may request Job Audits if they believe they are working outside their assigned classification.

Organizational Learning & Development

- New Employee Orientation: (100+ employees onboarded annually)
- Annual Workplace Assessment
- Ongoing training and support for employees
 - Leadership development
 - Skill building: (500+ employees monthly)
 - Tuition reimbursement: 100+ participants annually
 - Coaching
 - Mentorship
 - Employee recognition: new system in process & luncheon
 - Address one-off training needs: 17 off-site days in 6 months

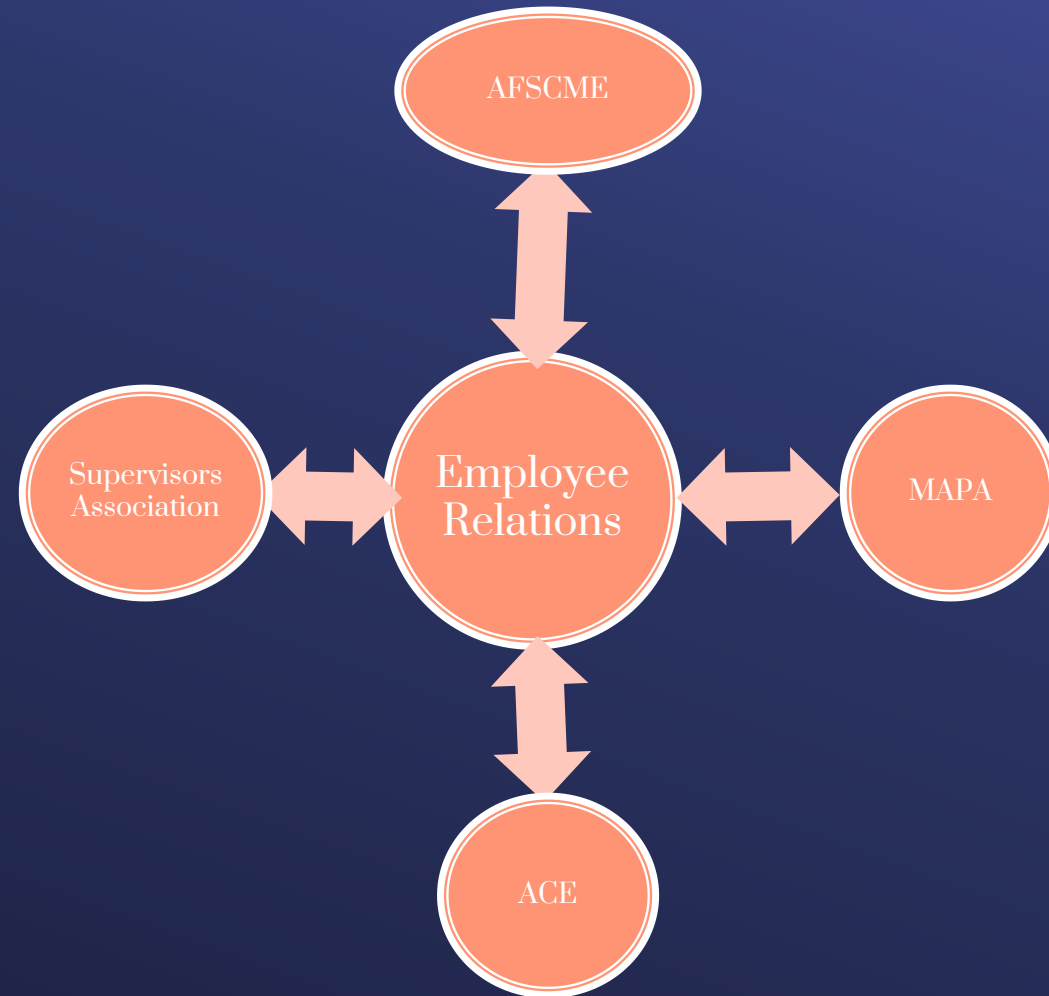
Benefits

- Employee Health & Voluntary Benefits
- Disability and Life Claims
- Deferred Compensation
- Financial Education
- Protected Leaves
- Negotiated Leaves
- Lactation Program
- Retirement Consulting

Workers' Comp. / Medical / Accommodations

- New Hire Medical Exams
- Medical Screening and Ongoing Testing
- DOT (CDL, etc.)
- Workers' Compensation Administration
- ADA / FEHA Accommodations Process

Bargaining Units



Employee Relations

- Workplace Guidance & Support
- Disciplinary Process Coordination
- Labor Relations Strategy & Compliance
 - MOU's
- Relationship Management
- Requests for Information (RFI's)
- Crisis Assistance

Questions?

