

PERSONNEL
FUND NO. 672
ACCOUNT NO. 0402

DESCRIPTION

The Personnel Department is responsible for ensuring that the City's system of recruitment, selection, hiring, labor negotiations, and employee relations is kept up-to-date and relevant to the organizational structure and purposes, and that it operates in compliance with personnel rules, regulations and procedures. This involves studies and analysis of occupational data, job observation and employee and supervisor interviews to determine physical, mental, and training requirements of jobs. This information assists the Department to develop and maintain job descriptions and specifications, and lines of career movement. Department staff maintains affirmative action guidelines; processes employment applications, oversees selection procedures and monitors oral interview boards to ensure compliance with applicable laws and regulations. In addition, Department staff assists individual employees and other City departments in employment-related activities, such as coordination and scheduling training sessions and workshops.

MISSION

The mission of the Personnel Department is to ensure fair and impartial professional and technical support services in the overall administration of the City's personnel program.

GOALS

- ◇ Develop and maintain a program that affords staff development and retention
- ◇ Enhance safety awareness training program and make available to all City employees.
- ◇ Disseminate information to all City departments relating to statewide litigation, federal litigation, and legislation concerning personnel administration in the City of Merced.
- ◇ Provide fair and equitable wage and benefit plans for all employees.

OBJECTIVES

1. Provide training sessions and employment incentives designed to support City Council goal for staff development and retention.

***PERFORMANCE
MEASUREMENTS/INDICATORS***

Completion of two training sessions by June 30, 2006. Indicators of success are employee morale and rate of employee turnover.

PERSONNEL

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| 2. Provide training sessions designed to afford safety knowledge to all City employees. | Completion of two training sessions by June 30, 2006. Indicators of success are employee morale, absenteeism, and reduction in number of accidents. |
| 3. Monitor all state and federal case law and legislation that could impact personnel administration in the City of Merced and keep all departments aware of pertinent information through as-needed reports. | Continued distribution of legislative reports and new state and federal laws to appropriate departments. Examples of indicators are number of labor-related issues, and discrimination, harassment, and family medical leave issues. |
| 4. Negotiate labor contracts for the five represented units within the City organization. | Completion of labor negotiations by December 31, 2005 reflecting fair and equitable contracts with each of the units. |
| 5. Establish defined cycle for classification review. | Complete review of 10 identified classifications or class series per quarter during 2005-06 fiscal year. |
| 6. Establish procedure and policy for electronic personnel action forms. | Complete review and draft policy and procedure by March 2006, with implementation by June 30, 2006.. |

2005-2006 BUDGET HIGHLIGHTS

An additional Personnel Technician position has been included in the 2005-2005 fiscal year budget. Another significant change in this budget is the result of contracting with outside professionals to conduct a wage and benefit study, as well as the use of outside professionals for labor negotiations.