

FY20 BUDGET PRESENTATION



Human Resources

Presented by:

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Human Resources Mission

The Department of Human Resources provides a full range of workforce development and administration services in the support of The City of Frederick, city employees, retirees, and the public.

Human Resources Staffing

Comprised of 6 full time positions

- Director of Human Resources
- Manager of Human Resources
- Human Resources Generalist
- Human Resources Analyst
- Benefits Specialist
- Human Resources Coordinator

Essential Services

Human Resources provides leadership and support in:

- Recruitment
- On-boarding
- Training
- Benefits and Wellness Administration
- Compliance
- Employee Relations
- Classification and Compensation
- Retirement Plan Administration
- Policy and Procedure Development/Administration
- Performance Management

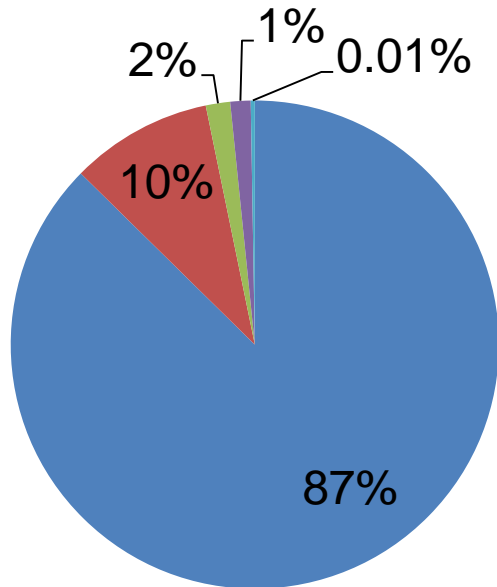
Essential Services (continued)

We work to support The City of Frederick in attracting, retaining, and developing a skilled, diverse and dynamic workforce that is responsive to the needs and goals of our community.

Employee Snapshot: 538 Active Full Time Employees (as of 4/18/19)

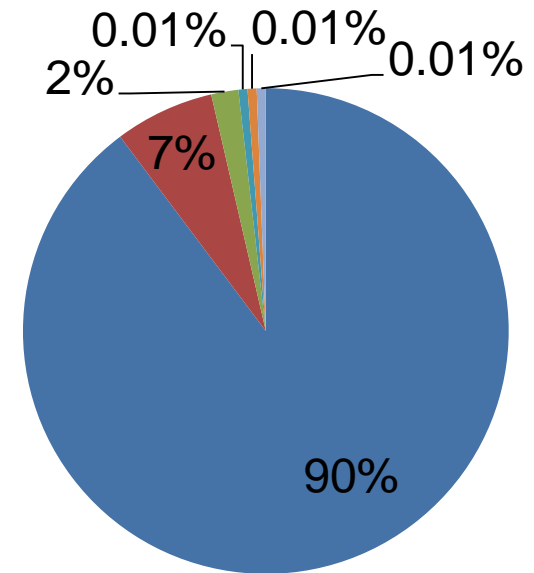
Male 372

- Caucasian (325)
- African American (35)
- Hispanic (6)
- Asian (5)
- 2+ Races (1)



Female 166

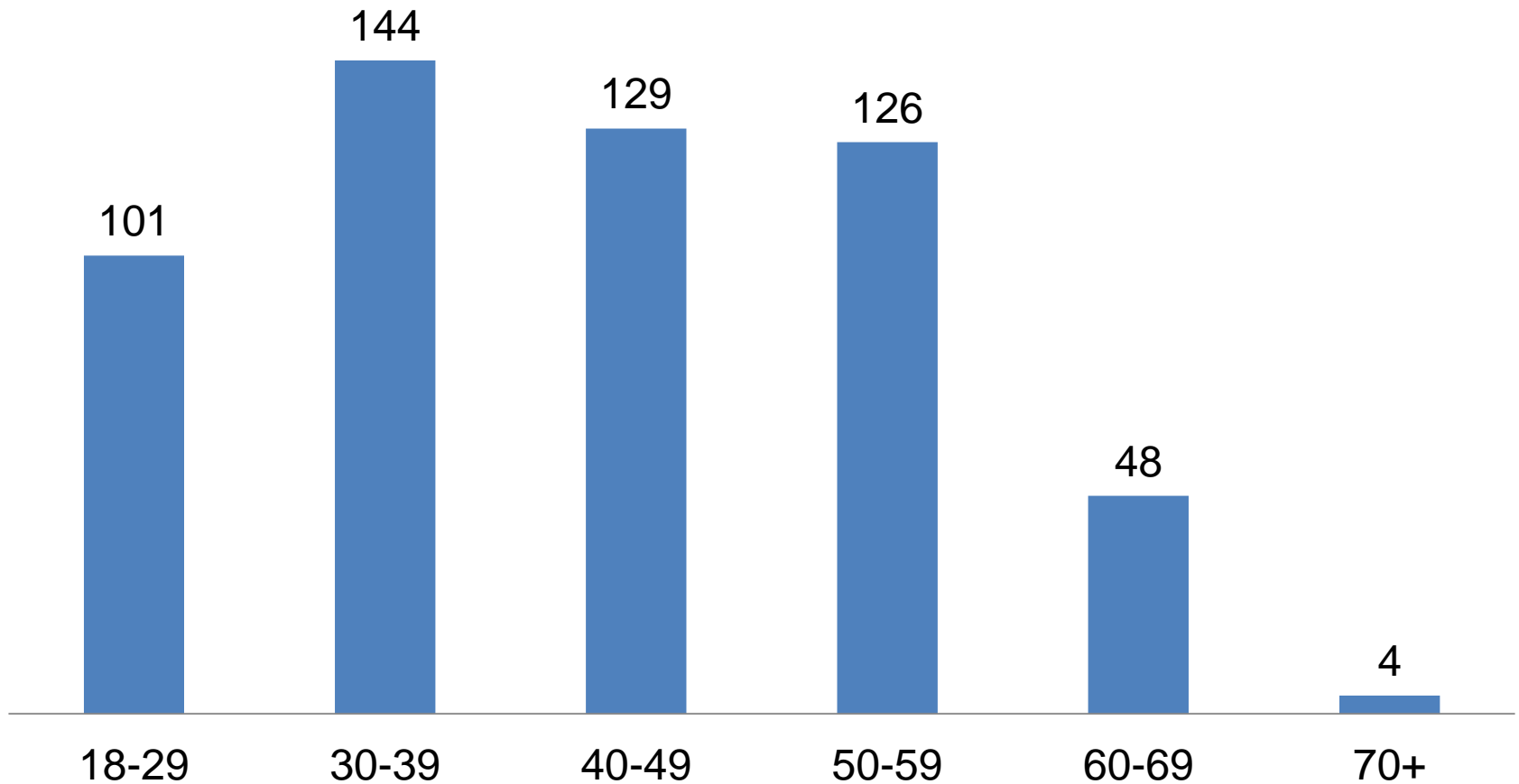
- Caucasian (149)
- African American (11)
- Hispanic (3)
- 2+ Races (1)
- Native Hawaiian/Other Islander (1)
- American Indian/Alaskan Native (1)



Employee Snapshot

FT Employees by Age (as of 4/18/19)

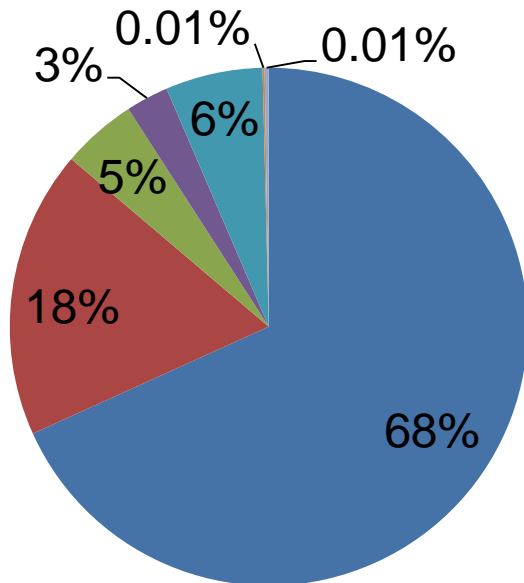
Average Age of FT Employee Population is 42



Calendar 2018 Applicant Data

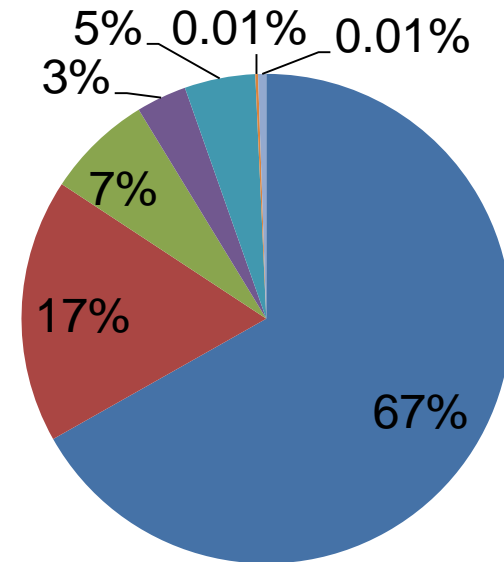
Male 790

- Caucasian (539)
- African American (142)
- Hispanic (37)
- Asian (21)
- 2+ Races (48)
- Native Hawaiian/Other Islander (1)
- American Indian/Alaskan Native (2)



Female 1112

- Caucasian (743)
- African American (194)
- Hispanic (78)
- Asian (37)
- 2+ Races (52)
- Native Hawaiian/Other Islander (2)
- American Indian/Alaskan Native (6)



Outreach and Recruitment

“How did you learn about this job opening?” The City’s website remains the most cited answer from candidates.

Outreach and recruitment activities in FY19:

- Asian American Heritage Festival
- Frederick High School Job Fair
- Frederick Community College Job Fair
- Engagement in Social Media – added use of LinkedIn
- Established contact with various groups to send job announcements to directly

FY19 Successes

- ✓ Implementation of online employee benefits enrollment.
 - System went live for new hire enrollment late November 2018.
 - Our first online open enrollment begins April 25th.
- ✓ Board of Aldermen approved funding for a Diversity and Inclusion Strategic Plan. Work with our consultant MaxLife LLC is on-track. Final work product to be produced at the end of this fiscal year.
- ✓ Successful conversion of actuary services in collaboration with Finance.
- ✓ Affordable Care Act reporting requirements were met timely.
- ✓ Wellness Initiatives to engage and educate employees
Flu Vaccine Clinic, Telehealth Promotion, Weight Challenge, 3 financial planning sessions, H.S.A. and medical benefit sessions.

Upcoming initiatives: Health and Wellness Expo, Bike to Work Week challenge, Weight Watchers at Work program, and Biometric Screenings.

FY19 Successes

- ✓ Enhanced the candidate experience in the recruit to hire process.
 - Implementation of DocuSign for employment offer letters.
 - Implementation of NeoGov Onboarding platform, candidates can now easily and quickly complete new hire paperwork, access policies and other employment resources.
 - Began “stay interviews” with new hires to obtain feedback on the hiring process and to learn about their new hire experience.
- ✓ Leadership and Workforce Development
 - Launch of Online Learning Management System – BizLibrary
 - Wide range of topics assigned to Supervisory staff including employment law, responsibilities of front-line leaders, communication, multi-generations in the workforce, soft-skills training, etc.
 - “Manager Minute”: In-person trainings that are specific to City operations to ensure consistent compliance and application of our policies and procedures.

FY20 Priorities and Goals

Strategic Goal: Balanced socio-economic and cultural opportunities for all

Implementation of action items as identified and prioritized in the Diversity and Inclusion Strategic Plan

Review benefits plans and rates with Broker to evaluate competitiveness and determine feasible options for City consideration

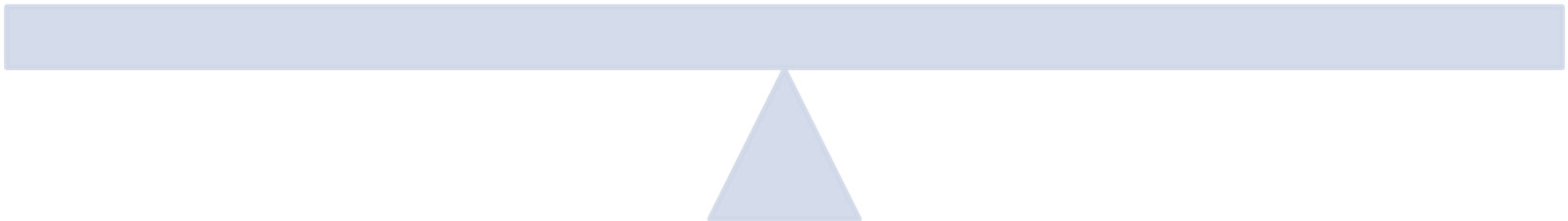
Ensure compliance, including the 2019 EEO-4 filing and updating the department's record retention schedule with the State Archivist

Strategic Goal: Competitive business & employment opportunities

Expand training opportunities for in-person policy and process training to all employees

Comprehensive review and revisions to employee policies and procedures

Implementation of PowerDMS system to update job descriptions for career pathing and streamline processes



QUESTIONS AND COMMENTS
