

HUMAN RESOURCES INVESTMENT TEAM UPDATE

August 14, 2012

By Laura Roth

Members

- Laura Roth, Chair
- Norma Santiago
- Terri Daly
- Karl Knobelauch
- Daniel Nielsen
- Bobbi Bennett
- Erin Hane

Associate Members - Contributors

- Martha Shaver
- Tina Reiner

Team's Goals

- To attract, develop and retain the highest quality and most productive workforce possible.

Last update April 3, 2012

- We reported on the status - current projects:
 - Extra help procedures
 - “Break in service” practice required for departments.
 - Replacement of the applicant tracking and recruitment system
 - Investigations and employee complaint tracking
 - Savings tied to reductions in paper flow and workflow processes

Update - Extra Help Procedures

- Extra Help procedures researched and re-written by HR staff and Martha Shaver
- Approved by County Counsel
- Going to Board 8/7 for approval
- Need to set up new payroll codes
- Distribute new policy / procedures to department heads and personnel liaisons

“Break in Service”

- New Extra Help procedures address the “break in service” rule formally enforced by Human Resources
- New procedures follow the intent of the law and new CalPers rules on extra help employees
- Consistent with HR rules and laws

Progress - Applicant Tracking

- NeoGov application and recruitment tool implemented April 1, 2012.
 - Faster process
 - Less paper
 - Electronic on-line approval and tracking
 - Better and broader advertising tool for increased applicant numbers
 - Easy for departments and applicants to use

Investigations and Employee Complaints

- Tina Reiner has produced a report and findings on the current process
- Tina has also recommended a new process
- Terri to provide the Investment Team the report and recommendations at the August Investment Team meeting for review.

Quantifiable Savings

- Introduction of the NeoGov requisition and applicant tracking tool
 - Paper and time savings
 - Better recruitment results
 - Faster position fills
 - Less staff time tracking down and chasing approvals

Other projects

- Personnel Management Resolution and consolidation with the Salary and Benefits resolution
- Civil Service Commission update
- Performance Evaluation update
- Personnel update
- Pre-employment backgrounds
- Employee and department head satisfaction survey

Summary

- Next meeting of HR Investment Team is 8/27/12
- Investment Team's goals