



Human Resources

Mission Statement

Act as a strategic partner and resource to the City of Yuba City by supporting, developing, and protecting its most valuable resource – people. We are committed to providing quality services in an environment of continuous change and improvement.



Human Resources



Overview:

- Payroll
- Benefits
- Risk Management
- Recruitment
- Employee Engagement
- Training & Development
- Labor Relations
- People's Business
- Challenges
- Our Purpose



Payroll



I make sure
employees get
paid accurately!




HR Payroll Functions:

- New Hire Entry
- Timecard Review
- Special Pays
- Promotions
- Temporary Transfers (AB 1487)
- Step-Increases
- Address Changes
- PT Hours Tracking

1 HR Technician = 50% of time on Payroll

Benefits

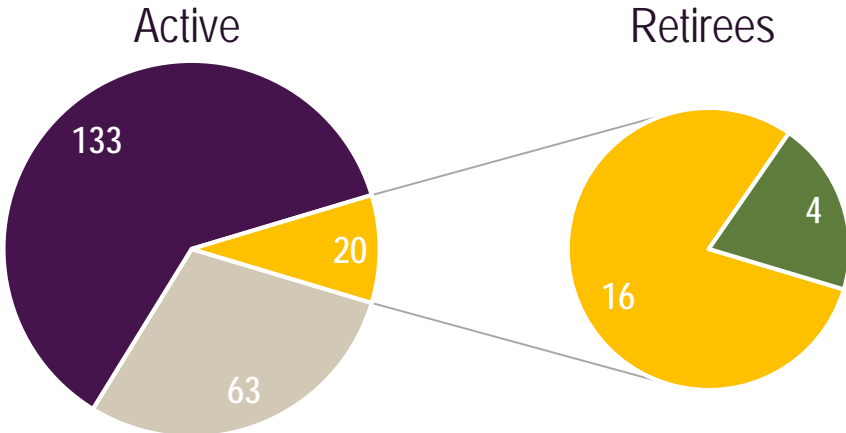


blue  of california



CalPERS Health

216 Enrolled

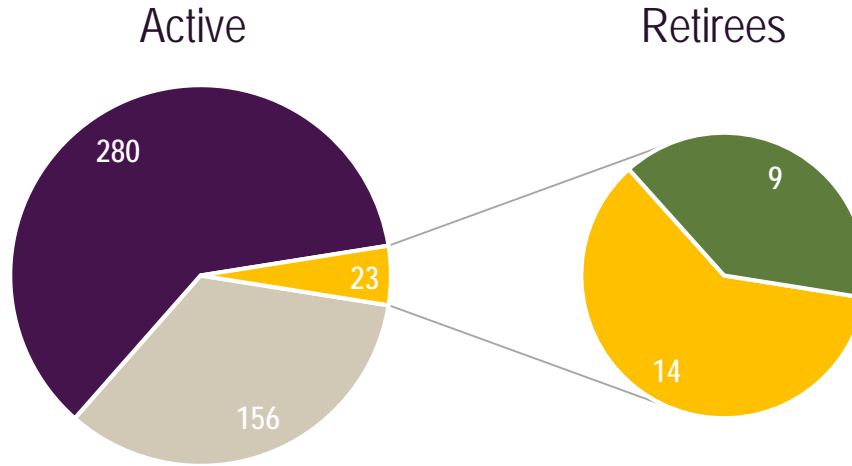


■ Active Employees ■ Active Dependents ■ Retirees ■ Retiree Dependents



Blue Shield Health

459 Enrolled



■ Active Employees ■ Active Dependents ■ Retirees ■ Retiree Dependents

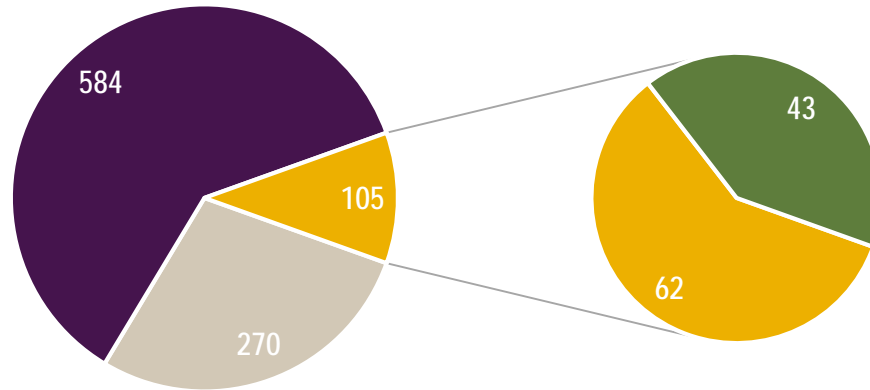


Dental & Vision

959 Enrolled

Active

Retirees

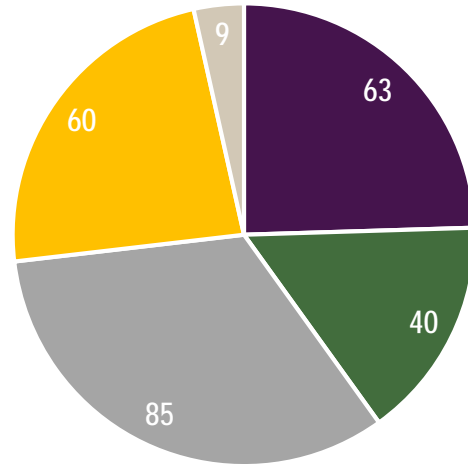


■ Active Employees ■ Active Dependents ■ Retirees ■ Retiree Dependents



Annual Open Enrollment Elections

2018: 257 Elections



■ Aflac ■ Unum Life ■ Cash-in-Lieu ■ Flexible Spending ■ Health/Dental/Vision

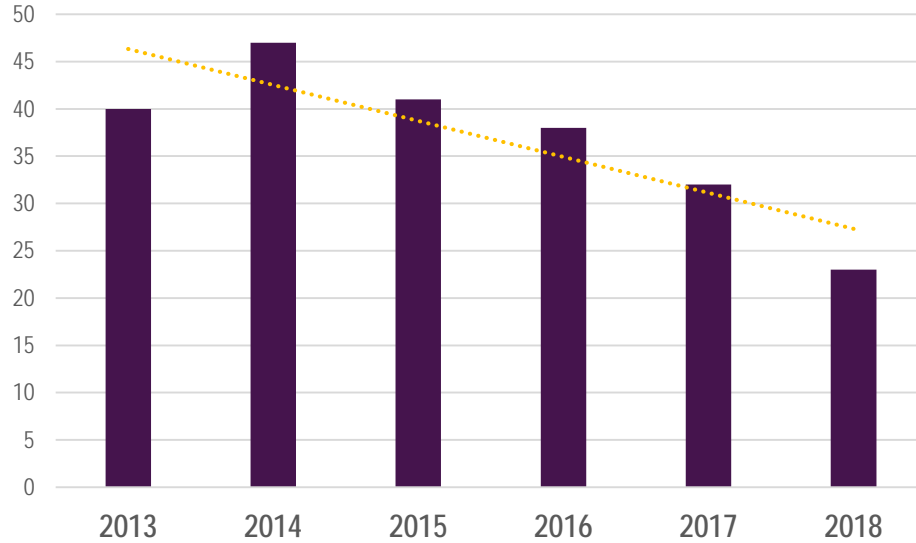


Risk Management



- **Safety Team**
 - Decrease risk through innovative programs and policies. The Safety Team is comprised of team members from all City departments and meets on a quarterly basis.
- **Interactive Process Meetings**
 - This process is a collaborative effort involving an employer and employee to determine if a reasonable accommodation is available for the employee to return to work subsequent to an industrial or non-industrial injury or illness.
- **Worker's Compensation**
 - Its purpose is to insure that an employee who is found to sustain an industrial injury or illness will be provided with benefits to medically cure or relieve them from the effects of the injury/illness.

Worker's Compensation Claims



Active Claims: 26

Worker's Compensation
Experience Mod = 1.25
FY18-19 (Based on 5 year average)

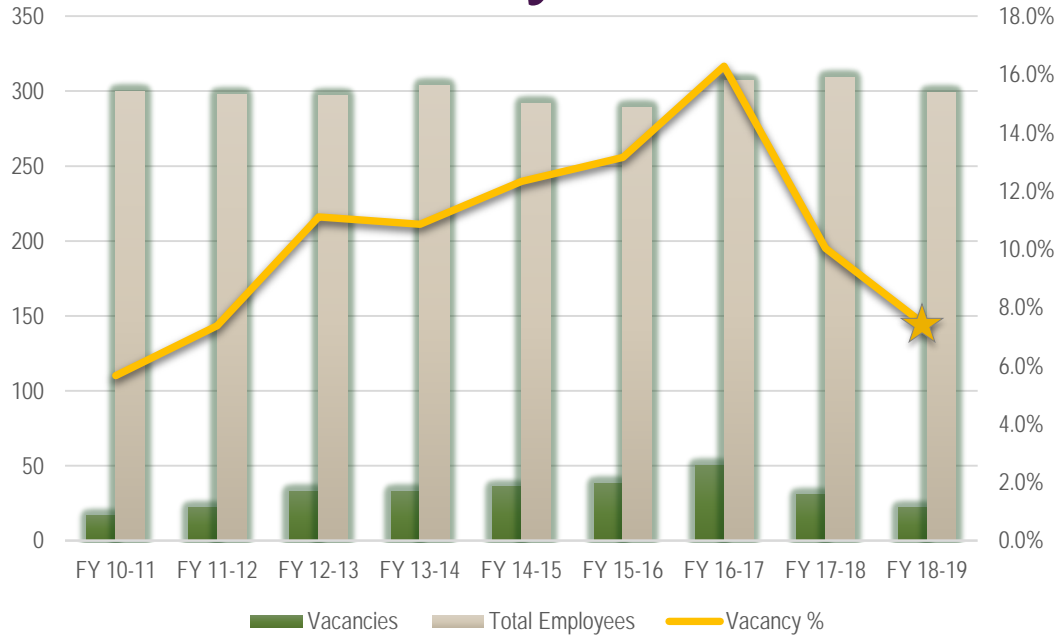


Recruitment



Our goal is to attract, recruit and retain innovative, creative, and customer-service driven staff. In exchange for their time, talent, and effort, the City of Yuba City offers employees a quality work environment including competitive compensation and benefits, work-life balance, training, and career opportunities.

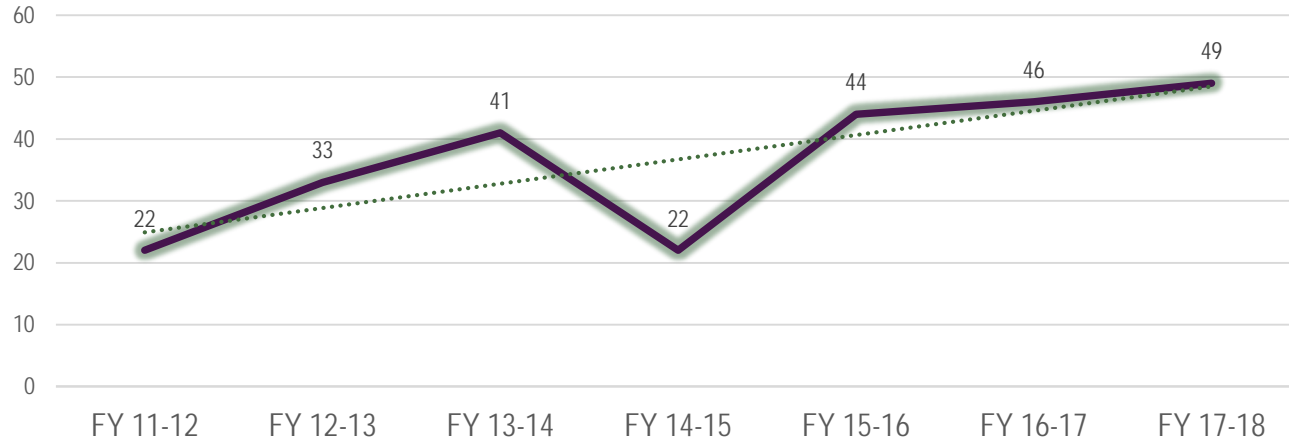
Vacancy Rate



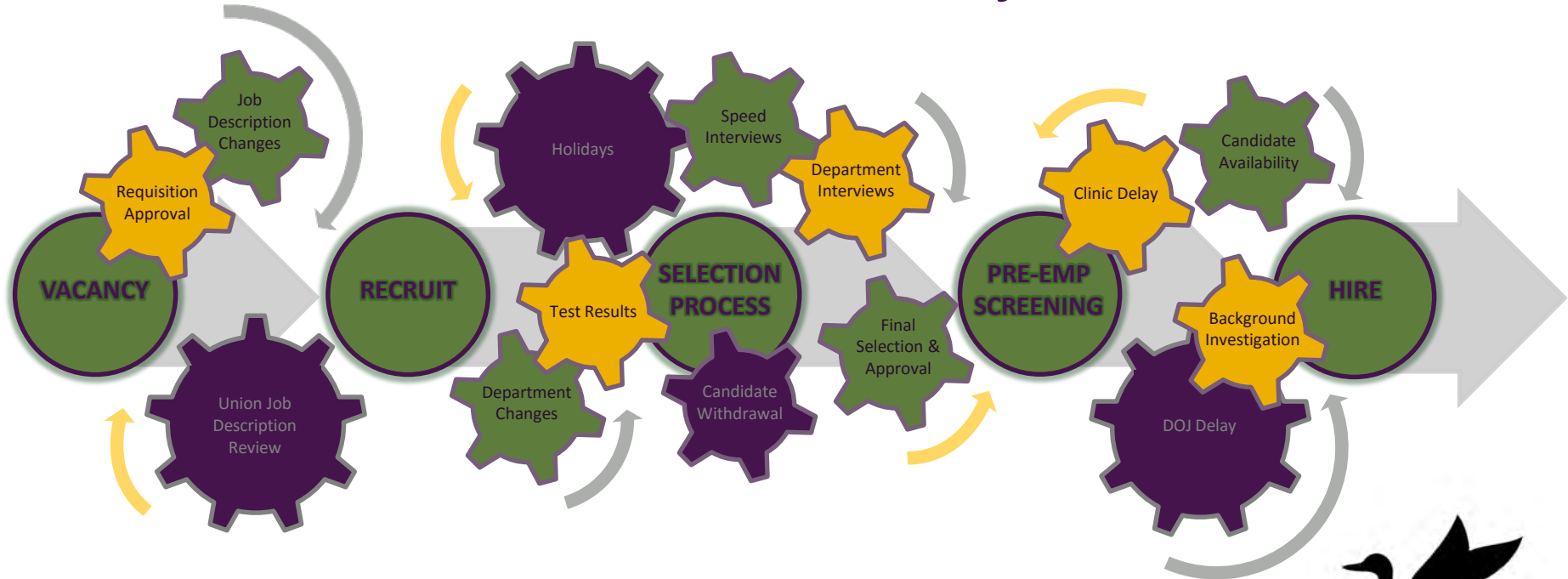
★ The vacancy rate is expected to rise. 35% of senior management scheduled to retire within 3-5 years. 8 management retirements are anticipated within 2 years.



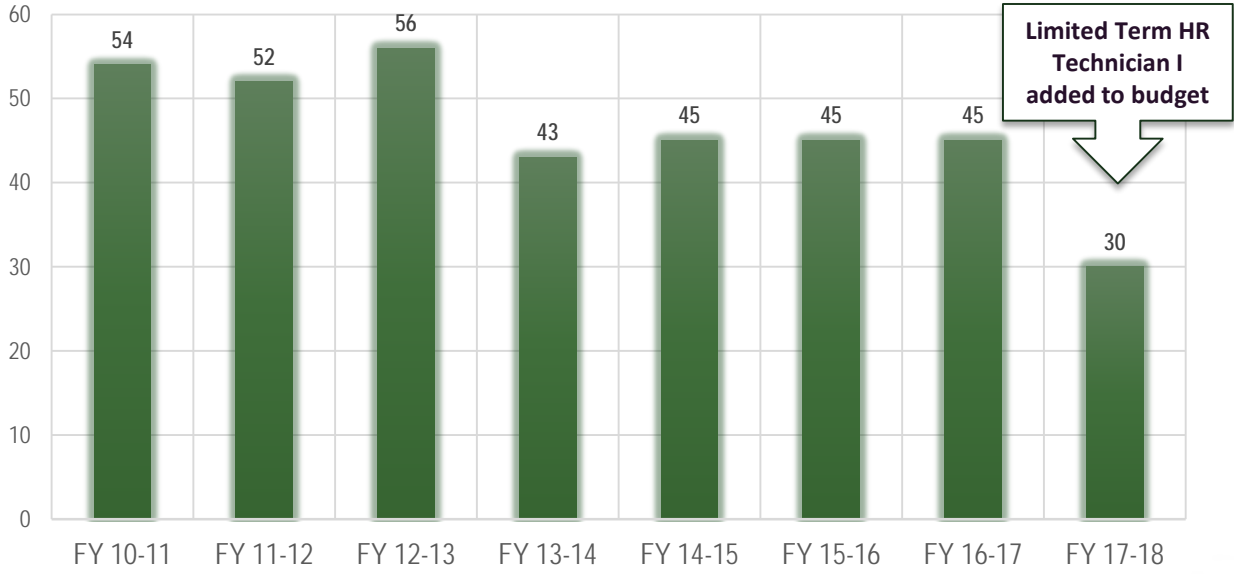
Number of Recruitments



Recruitment Lifecycle



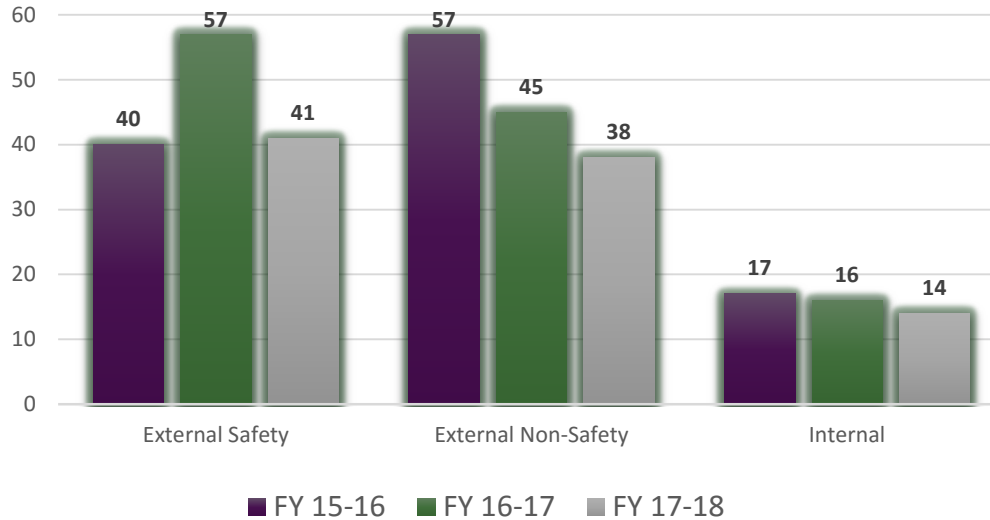
Recruitment Days



Recruitment Days = Open to Certification List



Recruitment Days - Detail



Recruitment Innovation

- Public Works Hiring Event
- Police 1-day Testing Process
- NEOGOV
 - Digital approvals
 - Improved applicant communication
 - Candidate self-schedule
- Speed Interviews
- Spark Hire

CITY OF YUBA CITY
Hiring Event

**PUBLIC WORKS
MAINTENANCE WORKER**
[Seasonal/Temporary]

WHEN: Thursday, September 13, 2018
Check-in: 7:00AM—12:00PM

WHERE: Corporation Yard
1185 Market Street
Yuba City, CA 95993

The City is looking for Seasonal/Temporary help! Are you interested in joining the Yuba City family? We hope to see you there!

How it Works:

1. Complete a job application
Visit www.yubacity.net/jobs or pick-up at City Hall (Paper applications will also be available on-site)
Check-in at the Corporation Yard September 13, 2018 between 7am & 12pm
Be prepared to spend up to 3 hours
This is a multi-step process that will require a time investment on your part. Light snacks will be provided. If you are disqualified at any step, you will be notified and released immediately.
2. Successful candidates will be invited back Monday, September 17th at 9:00am in order to initiate the pre-employment screening process.

NOTE: DOJ background (fingerprinting) and drug testing are required for City employment.

www.yubacity.net/hiringevent

Candidates will be processed on a first come, first serve basis. Only the first 50 qualified applicants will be allowed to participate in the on-site selection process. Additional applications will be accepted and reviewed. Qualifying applicants may be contacted for future consideration.

MINIMUM QUALIFICATIONS

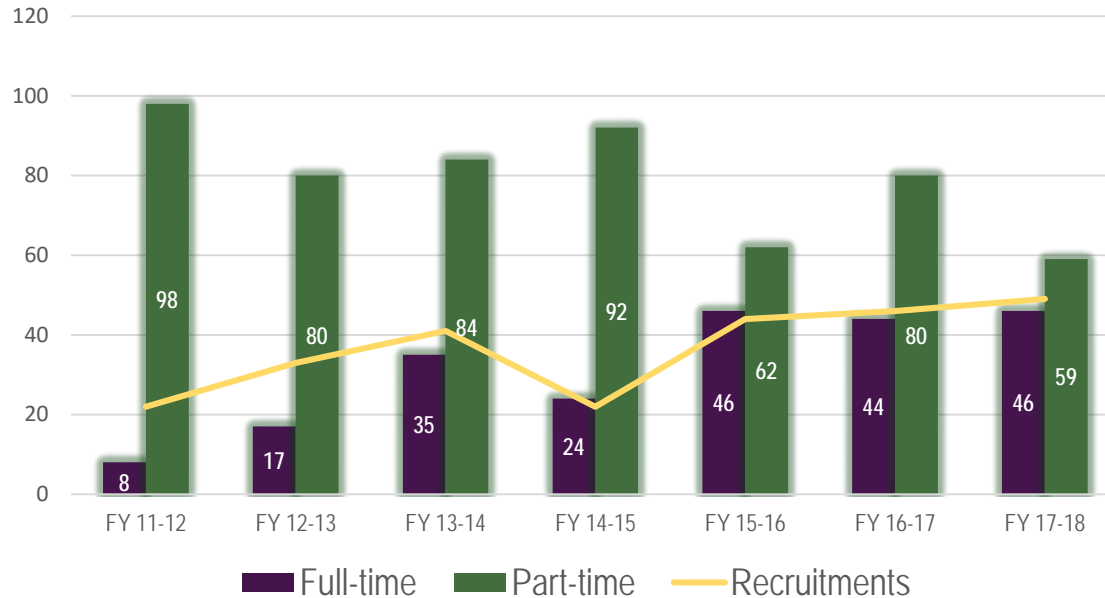
Education:
Completion of formal or informal education sufficient to read and write at a level required for successful job performance

Experience:
Six (6) months of recent work experience in the construction trades.

Ideal candidates will have a positive attitude, exceptional problem solving skills, and be dedicated to a safe working environment. This position requires the ability to work cooperatively within a team and to provide excellent customer service. Employees may be assigned to the Street Maintenance or Wastewater Collections crews and may be interchanging on crews depending on the needs of the department. Maintenance Workers may be assigned to varying work schedules, weekend work, and be called back to work as needed.



New Hires



Employee Engagement

Employees who are engaged feel a deep sense of connection to the organization. They bring their best every day and contribute to the overall success of the organization.

59% Lower Turnover

70% Fewer Safety Incidents


17% Higher Productivity

- Project Arrow
- Employee Events
 - Annual Awards Dinner
 - Kickball Tournament
 - Benefits Fair
 - New Hire Orientation (x2)
- Fun Boosters
- Holiday Activities



Training & Development





Semi-Annual Leadership Series

Thursday, September 20, 2018

9:00 a.m. - Training to commence
11:30 a.m. - Approximate conclusion of training


New Earth Market – Harvest Room
1475 Tharp Road Yuba City, CA 95993

What is this semi-annual training about?
This workshop will focus on creating a positive workplace by setting clear expectations, managing challenging behaviors, and communicating as a leader. Gerry will be following up on flying the leadership mission.

- Record what you have done to develop your leadership skills
- Document your experiences removing wedges and the impact it had on your team
- Ensure that your team understands the expectation of creating a great workplace culture

Target Audience
E-Team, Managers and Supervisors, and Academy Groups

Quality Service **Innovation** **Leadership**



Meet Our Presenter

Gerry Preciado is the world's first "Professional Wedge Remover." After spending years as an employment trial attorney, Gerry realized that to truly help his clients he needed to develop a method for empowering them to understand the source of conflict and positively respond to it without letting it define them.

- **TARGET Learning** 
- Semi-Annual Leadership Series
- AB1825 Training
- Safety Training
- CPR Certification

Training not just focused on supervisors/lead workers, but the *entire* organization.

Labor Relations



Organization	Approximate Number of Employees Represented	MOU Expiration Date
Fire Union	46	30-Jun-19
Fire Management	4	30-Jun-19
First Level Managers	25	30-Jun-19
Local 1	96	30-Jun-19
Mid Managers and Confidential	15	30-Jun-19
Police Officers' Association	73	30-Jun-19
Police Sergeants	9	30-Jun-19
Sworn Police Mid Managers	4	30-Jun-19

Personnel Board



- 5 Person Board

- David Koll (Chairperson)
- Hardial Dulay
- Brian Betschart
- Anthony Kurlan
- Joanne Ellis

Personnel Board Attorney:
Vida Thomas
Stoel Rives

- Serves as an honest broker to resolve personnel conflicts, grievances, and related matters confidentially. The Personnel Board meets annually and is called upon as needed.

People's Business



Customer Focused Relationships

Driven by employees and organizational demands

- Knowledge share
- Questions
- Policies
- Complaints/Grievances
- Disability and FMLA
- Performance Management
- Investigations
- Supervisor/Manager coaching
- 1 on 1 with employees
- General life – HR Therapy

Day-to-Day Challenges



- Compliance with Rules & Regulations/MOU's/Policies
- Managing complex laws
- Preparing for future retirements
- Recruiting with bureaucracy
- Shifting from recruiting to marketing
- Hiring quality employees in a variety of technical fields
- Expanding social media presence
- Balancing interpersonal support and tasks
- HR staffing levels – Small HR departments wear many “hats”

Big Picture Challenges



- Attracting a high caliber City Manager
 - To provide organizational stability
- Recruitment and retention of employees
 - Public perception affects our ability to hire
 - Uncertainty impacts existing staff

Wish List

A significant amount of time and resources are spent training new (temporary) HR employees



Full-time Staff:

- Human Resources Technician I
 - Difficulty recruiting and keeping Limited Term HR Tech
 - Extended periods of vacancy
 - 3 people in this position since position was approved in 2017
- Administrative Support
 - Administrative (front desk) functions – Shared by 2 part-time Admin Clerks
 - Difficulty finding long-term administrative support (Part-time)
 - Need for more experienced administrative support – Beyond entry-level
 - In the past 5 years, 7 people have worked as PT Admin Clerk in HR

Where do we want to go?



Our Purpose:

- Continue to grow and develop the organization
- Attract/retain talented and diverse workforce
- Be an employer of choice
- Build employee engagement
- Cultivate employee success and well-being in partnership with Unions and vendors
- Provide meaningful benefits for employees and their families
- Increase quality and impact of HR through technology

Natalie Springer – HR Director
Ciara Wakefield – Admin Analyst II
Sheleen Loza – HR Technician II
Maggie Sanchez – HR Technician I



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