

HUMAN RESOURCES DEPARTMENT

Mission

To develop, retain, evaluate, and attract, a competent, confident, dynamic, and responsive workforce. To provide prompt, professional customer service/support to administration, employees, and the public in a cost-effective manner in the administration of the City's Human Resources programs.

Core Services

- Manage daily personnel interactions, new hire and separation processes
- Conduct labor relations, to include negotiations, grievances, and discipline
- Administer and assist employees in navigating complex benefits program
- Manage a risk management program, which includes worker's compensation, safety, property and auto liability, and insurance coverage
- Provide programs for employees such as training, recognition, personal enhancement and professional growth, etc.

Volunteer Opportunities

- **Clerk: Office Assistant**
 - Duties: Answer phones; Copy and file personnel documents; Assist with large records requests by counting and copying documents.
 - Qualifications: Customer service experience; Good organizational skills; Acute attention to detail; Ability to take direction and work independently; Ability to stand for extended periods of time.
- **Data Analyst: Process Engineering**
 - Duties: Confer with Human Resources management to determine level of need for each goal; Analyze targeted process; Survey other agencies regarding specific topic; Review current law and established standards to determine compliance; Make recommendations based on analysis; Create action plan to improve targeted process; Audit HR processes and practices.
 - Qualifications: Masters student, teacher, or individual with oral and written communication skills; Ability to research via internet, phone or e-mail; Ability to refine data for draft submission; Policy writing experience.
- **Inspection: OSHA/Safety**
 - Duties: Inspect City facilities for OSHA compliance; Review targeted City processes and functions for safety analysis; Identify and recommend action plans to improve or change problem areas based on analysis.
 - Qualifications: Certified OSHA safety inspector; Degree in engineering or related field.
- **Instructor: Human Resources**
 - Duties: Design/obtain in-depth training materials for different Human Resources topics; Schedule training sessions at various departments or site locations; Lead scheduled training sessions.
 - Qualifications: Strong research and public speaking skills; Ability to operate a computer, projector, and other teaching-aid devices; Specific knowledge/experience related to training topics.

- **Instructor: Wellness**

- Duties: Design/obtain in-depth training materials for different Wellness topics; Schedule training sessions at various departments; Lead scheduled training sessions.
- Qualifications: Strong research and public speaking skills; Working knowledge of Wellness topics; Ability to operate a computer, projector, and other teaching-aid devices; Nursing degree or certified fitness trainer.