



HR Update

Study Session – April 23, 2024

What have we been doing?



Recruitment

- Reevaluated our procedures and practices to improved how we attract and recruit new employees, and then
- Developing new strategies to retain our talented employees.



Compensation and Market Analysis

- Looking at how improve our annual compensation practices to ensure we are comparable to our surrounding cities.



Systems

- Implementing 2 new NEOGOV systems that will help us manage our HR functions better and move towards being 100% paperless.



Employee Relations

- Building relationships throughout the organization that promotes trust, respect, and support.



Policies and Procedures

- Establishing policies that provide clear guidance and direction.
- Working with our departments to develop internal operating procedures.



File Management

- Working with our City Attorney and other groups to define our practices.
- Preparing our paper files to be converted into electronic files.

Moving Forward



Systems

- Complete all NEOGOV implementation processes.
- Conduct system training for administrators, managers, and employees.



Training

- Develop an effective training program.
- Look at ways to improve professional development opportunities.



Employee Accessibility

- Continue to provide easier access to employee information and resources.
- Look at better ways to provide more resources regarding mental health and wellness.



Policies and Procedures

- Continue to update and develop policies that improve our awareness and effectiveness.
- Revise the Employee Handbook.



Collaboration

- Assist in the linking of our HRIS system with the new finance system.
- Continue to serve on the various committees across the City.



Questions