



July 10, 2008

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, Human Resources Director

RE: Status Report for Human Resources: **Second Quarter, 2008**

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### **This Quarter's Highlights:**

**Civil Service:** In the 2<sup>nd</sup> quarter work was completed to revise the Lateral Police Officer hiring list, to establish a new hiring list for CSO and Police Commander and for Voluntary Transfers from Firefighter / Paramedic to Firefighter.

**Commute Trip Reduction:** We have seen increased interest in the commute trip reduction incentive program offered to employees.

**Employee Benefits:** Work continues on outsourcing the City's Section 125 Cafeteria Plan for 2009 due to the growing complexity of the program. Employee Services Program Manager, Debbie Lund, was re-elected to another 3 year term AWC Employee Benefits Advisory Committee.

**Training:** Sponsored city-wide Customer Service training conducted by Michael Meines.

**Labor Relations/Negotiations:** Met with Police Guild and consulted with the City Council on related issues.

**Policy Maintenance/Development:** Recent state and federal law changes necessitated policy changes this quarter. New policies were drafted to 1) reflect the new Heat-Related Illness regulations from the Department of Labor and Industries, 2) Domestic Violence leave for victims and family members of victims and 3) Military Leave pursuant to federal law. Internally, policy changes were completed for the City's promotion policy.

**Recruitment/Selection:** Second quarter was only a bit slower than our very busy first quarter in the recruitment area. Second quarter is traditionally heavy on seasonal recruitments. This year we had additional internal promotional opportunities. Major recruitments included: Assistant Finance Director, Software Applications Specialist, Public Works Operations Supervisor, and several Maintenance Worker positions.

**Safety:** Drafted revised policy in light of the new Heat-Related Illness regulations, coordinated outside vendor to conduct chlorine testing for Public Works, and coordinated city-wide training on hazardous materials and suspicious packages. Debbie Lund also attended the Construction Safety Conference at the Puyallup Fair Grounds.

### **Civil Service, ongoing work:**

1. Prepared monthly Civil Service agenda. Researched agenda items and participated in the meetings.
2. Carried out responsibilities of Chief Examiner by designing, conducting and / or monitoring various testing and hiring procedures as needed.
3. Recruitments for entry and lateral police officer, police commander, CSO and Paramedic Lieutenant were developed or processed during this quarter. Entry Police Officer oral boards were held.

**Commute Trip Reduction, *ongoing work:***

1. Promote the benefits of commute trip reduction to all city employees.
2. Manage the financial incentive program for city employees.

**Employee Benefit Programs, *ongoing work:***

1. Various individual employees were counseled on benefit matters ranging from insurance coverage to enrollments.
2. Contacts were made to benefit providers to coordinate changes, gather information or to correct benefit problems.
3. Coordinated sick leave donations for two employees needing donated leave time.
4. Debbie Lund continues to serve on the AWC Employee Benefits Advisory Committee.
5. Debbie Lund also continues to serve on the HRA VEBA's Board of Directors.

**Employee Relations, *ongoing work:***

1. Reviewed and documented monthly performance evaluations and authorized salary changes where appropriate.
2. Counseled supervisors on employee performance issues.
3. Coordinated pay issues related to annual salary steps and/or performance based salary awards.
4. Conducted exit interviews with departing employees as needed.
5. Counseled employees and supervisors on human relations issues within departments.
6. Oriented new employees to City policies and/or benefits.

**Labor Relations/Negotiations, *ongoing work:***

1. Continued work on the South Puget Sound Labor Management Committee.
2. Conducted negotiations with the Police Guild
3. Advised Council on bargaining issues.

**Policy Maintenance/Development, *ongoing work:***

1. Developed and/or coordinated implementation of new and revised personnel and/or administrative policies as needed.

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2. Recent state and federal law changes necessitated policy changes this quarter. New policies were drafted to 1) reflect the new Heat-Related Illness regulations from the Department of Labor and Industries, 2) Domestic Violence leave for victims and family members of victims and 3) Military Leave pursuant to federal law. Internally, policy changes were completed for the City's promotion policy.

**Recruitment and Selection, *ongoing work:***

1. Seasonal/temporary positions generate a continuous recruitment for various positions throughout the City. All new employees are required to complete various employment forms, verifications, and benefits information (when applicable).
2. The log of recruitment activities by the Human Resources Department is included in an appendix to this report.
3. A summary of recruitments for open positions is as follows:

	2008	2007	2006	2005	2004	2003
1 <sup>st</sup> Quarter	49	41	34	30	21	18
2 <sup>nd</sup> Quarter	31	33	37	33	19	34
3 <sup>rd</sup> Quarter		17	21	21	2	18
4 <sup>th</sup> Quarter		6	17	18	7	8
<b>TOTAL OPENINGS</b>		<b>77</b>	<b>88</b>	<b>83</b>	<b>44</b>	<b>76</b>

**Regulatory Compliance, *ongoing work:***

1. The Human Resources Director acts as the City's ADA Coordinator. Coordinating and interpreting ADA access issues with city staff and public as needed.
2. The Human Resources Director acts as the City's EEO Officer. Ongoing monitoring of cultural diversity sensitivity, EEO compliance, reporting and cultural diversity training requirements.
3. Human Resources Director maintains a liaison with the Thurston Council on Cultural Diversity and Human Rights.
4. The Human Resources Department has been designated as the responsible party for Title VI Non-discrimination compliance within the City of Tumwater.

**Safety Coordination, *ongoing work:***

1. The Human Resources Director acts as the City's Safety Coordinator.
2. Made arrangements and completed documentation pertaining to mandated drug and alcohol testing for commercial drivers. Training for supervisors was offered during this period as well.
3. Processed all incident and injury reports for the period.
4. Convened Central Safety Committee and provided staff support for monthly meeting.
5. Consulted with City staff on various safety issues, identified safety resources and made recommendations for compliance.
6. Managed worker's compensation issues and coordinated with service provider, Sedgewick/Comp Management. Debbie Lund attended training offered by Sedgewick in Yakima this quarter.
7. Debbie Lund continues to serve on the AWC RETRO Advisory Committee.
8. Organized annual safety training session on hazardous materials and suspicious packages for all city staff.

**Telecommunications, *ongoing work:***

1. Right of Way Use Issues: Remain active in WATOA organization. Eric Trimble attended WATOA Spring Workshop in June.
2. Hears and responds to all complaints regarding cable television.
3. Eric Trimble has participated with staff from Olympia, Thurston County and Lacey in a joint franchise renewal process. During this quarter, numerous meetings were held by phone and in person with the partners and our consultants. Technical issues identified by the consultant have been addressed and corrected by Comcast. The partners have developed a response to the Comcast franchise proposal and a meeting has been scheduled for negotiating specific issue.
4. Concluded negotiations on a new 5 year agreement with TCTV. Presented the agreement to Council for approval.

**Tumwater TV, *ongoing work:***

1. Coordination of programming continues. Ongoing coordination with TCTV to improve the variety of programming available on our channel. Staff at TCTV continue to do a great job of finding a variety of programs to air on the channel.

**Appendix:**

**2008 Recruitments  
 2<sup>nd</sup> Quarter**

<b>No.</b>	<b>Title</b>	<b>Dept.</b>	<b>Reason for Vacancy</b>	<b>Date Opened</b>	<b>Status of Recruitment</b>	<b>Outcome</b>
08-001	Police Officer	Police	Resignation	Ongoing	Complete	Hired Loc Do
08-002	Software Applications Specialist	Finance	New position	1/4/08	Complete	Hired Juliann Montgomery
08-027	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/20/08	Complete	Hired Brian Morrissey
08-028	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/20/08	Complete	Rehired Kyle Haag
08-029	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/20/08	Complete	Rehired Katie Ritter
08-030	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/20/08	Complete	Rehired Matt Mueller
08-031	Summer Daycamp Counselor	Parks and Recreation	Seasonal	2/20/08	Complete	Hired Janice Ramsey
08-032	Public Works Operations Supervisor	Public Works	Promotion	2/15/08	Complete	Promoted Marc LaVack
08-037	Seasonal Parks Worker	Facilities Department	Seasonal	2/29/08	Complete	Hired: Melynda Cortez
08-038	Seasonal Parks Worker	Facilities Department	Seasonal	2/29/08	Closes when filled	Choosing not to fill
08-039	Seasonal Parks Worker	Facilities Department	Seasonal	2/29/08	Closes when filled	Choosing not to fill
08-042	Community Services Officer	Police Department	Promotion	3/13/08	Complete	List created
08-043	Maintenance Worker	Public Works	Promotion	3/14/08	Closed 3/28/08	Hired Eldon Newell
08-044	Maintenance Worker	Public Works	Promotion	3/14/08	Closed 3/28/08	Hired Chuck Deuel
08-045	Museum Assistant	Planning and Facilities	Resignation	3/14/08	Complete	Hired Elaine Vradenburgh
08-046	Financial Services Manager	Finance	Promotion	3/21/08	Complete	Hired Kristy Wolf
08-048	Maintenance Co-op Worker	Public Works – Operations	Seasonal	4/10/08	Complete	Hired Terry Castle
08-049	Golf Course Seasonal Grounds Worker	Golf Course	Seasonal	4/15/08	Complete	Rehired: Barbara Howe
08-050	Golf Shop Worker	Golf Course	Seasonal	2/8/08	Complete	Rehired: Jimmy Morgan

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08-051	Paramedic Lieutenant	Fire	Internal transfer	4/16/08	Complete	Promoted Gary Burkhardt
08-052	Police Officer	Police	Promotion	5/1/08	Complete	Hired Kenneth Driver
08-053	Skilled Maintenance Worker	Public Works	Promotion	5/5/08	Complete	Promoted Curt Shields
08-054	Firefighter	Fire	Retirement	5/5/08	Complete	Hired Jon Kalar
08-055	Seasonal Maintenance Worker	Public Works	Seasonal	5/9/08	Complete	Rehired Rourke Buechel
08-056	Seasonal Maintenance Worker	Public Works	Seasonal	5/9/08	Closed 5/30/08	Hired: Cody Scharber
08-057	Seasonal Maintenance Worker	Public Works	Seasonal	5/9/08	Closed 5/30/08	Hired: Gabriel Stecker
08-058	Seasonal Maintenance Worker	Public Works	Seasonal	5/9/08	Closed 5/30/08	Hired Taylor Clark
08-059	Golf Course Seasonal Grounds Worker	Golf Course	Seasonal	5/22/08	Complete	Rehired: Jacob Logsdon
08-060	Maintenance Worker	Public Works	Promotion	6/2/08	In progress	Hired Mark Teigen
08-061	Summer Daycamp Counselor	Parks and Rec.	Resignation	6/18/08	Complete	Hired: Jacqueline Hawkins
08-062	Summer Daycamp Counselor	Parks and Rec.	Resignation	6/18/08	Complete	Hired: Amanda Navares