



January 10, 2008

TO: Doug Baker, City Administrator

FOR: City Council

FROM: Eric Trimble, Human Resources Director

RE: Status Report for Human Resources: **Fourth Quarter, 2007**

***This report is from the newly named Human Resources Department
(formerly General Services Department)***

This Quarter's Highlights from Human Resources	Page 2
Civil Service (<i>ongoing</i>)	Page 2
Commute Trip Reduction (<i>ongoing</i>)	Page 3
Employee Benefit Programs (<i>ongoing</i>).....	Page 3
Employee Relations (<i>ongoing</i>)	Page 3
Labor Relations/Negotiations (<i>ongoing</i>).....	Page 3
Policy Maintenance/Development (<i>ongoing</i>).....	Page 3
Recruitment/Selection (<i>ongoing</i>)	Page 4
Regulatory Compliance (<i>ongoing</i>)	Page 4
Safety Coordination (<i>ongoing</i>).....	Page 4
Telecommunications (<i>ongoing</i>).....	Page 5
Tumwater TV (<i>ongoing</i>).....	Page 5
Appendix (recruitment activities)	

This Quarter's Highlights:

Civil Service: The retirement of Paramedic Lieutenant Mike Routley left a vacancy that was filled by the promotion of Darlene Raffelson. Darlene's Paramedic Firefighter position was filled by Joshua Stewart. The Police Department continues to try to fill their Police Officer vacancies.

Commute Trip Reduction: Promoted the statewide Wheel Options campaign to our employees. Several employees participated. One employee, Development Services Associate Planner Suresh Bhagavan won the statewide grand prize of a trip for two to Zion National Park. The City received a great deal of publicity because of that prize drawing.

Employee Benefits: Fourth quarter is a very busy time for the department due to open enrollment for insurance benefits. This year saw a larger than usual number of employees change medical plans. The City of Tumwater signed documents to allow employees who enroll in the High Deductible Health Plan to also participate in a Health Savings Account (HSA) offered by Blue HealthCare Bank. In addition, Employee Services Program Manager Debbie Lund was nominated to serve on the HRA VEBA Board of Trustees. Elections will occur in February. Represented the City in a contested unemployment claim hearing in which the City prevailed.

Labor Relations/Negotiations: Conducted research in anticipation of upcoming police labor negotiations.

Policy Maintenance/Development: Recent legislative action required public employers in the state to have a policy regarding the hiring of retirees. The City drafted and implemented that policy this quarter.

Recruitment/Selection: Fourth quarter is traditionally a slow time for recruitment. Recruitments of note included Engineering Technician III and Court Clerk.

Safety: Awaiting word on the transitioning of the Hearing Conservation program to the AWC Retro Program Pool.

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. Lists for entry and lateral police officer and Paramedic Lieutenant were developed or processed during this quarter. Entry Police Officer oral boards were held. Paramedic Lt. examinations were conducted. Observed CPAT testing which is the new protocol adopted by the Fire Department.

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.
3. Employee Transportation Coordinator Debbie Lund promoted the statewide Wheel Options campaign to our employees. Several employees participated. One employee, Development Services Associate Planner Suresh Bhagavan won the statewide grand prize of a trip for two to Zion National Park. The City received a great deal of publicity because of that prize drawing.

Employee Benefit Programs, *ongoing work:*

1. Various individual employees were counseled on benefit matters ranging from insurance coverage to enrollments, especially during the open enrollment period.
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. Represented City successfully in an unemployment claim appeal hearing.

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. Prepared for negotiations with Tumwater Police Guild.

Policy Maintenance/Development, *ongoing work:*

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

Human Resources Quarterly Report

January 10, 2008

2. Recent legislative action required public employers in the state to have a policy regarding the hiring of retirees. The City drafted and implemented that policy this quarter.

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:

	2007	2006	2005	2004	2003	2002
1 st Quarter	41	34	30	21	18	28
2 nd Quarter	33	37	33	19	34	55
3 rd Quarter	17	21	21	2	18	12
4 th Quarter	6	17	18	7	8	6
TOTAL OPENINGS	77	88	83	44	76	76

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, Comp Management.
7. Continue to work with one department in coordinating return-to-work/light duty assignment for worker returning from on-the-job injury.
8. Awaiting word to transition occupational hearing tests to a mobile van, courtesy of the AWC Retroactive Rating (L&I) pool, which is providing the service as part of the program fees already paid by the City.

Telecommunications, *ongoing work*:

1. Right of Way Use Issues: Remain active in WATOA organization.
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. The focus of negotiations is now on follow up to a system wide technical audit of the Comcast facilities. A renewal proposal from COMCAST is said to be forthcoming.
4. Eric Trimble has represented the City in negotiations with TCTV on a new service contract. Work has progressed in the fourth quarter and an agreement is near.

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:

2007 Recruitments
4th Quarter

No.	Title	Dept.	Reason for Vacancy	Date Opened	Status of Recruitment	Outcome
06-078	Police Chief	Police	Retirement	10/6/06	In progress	
07-067	Paramedic Lieutenant	Fire	Retirement	9/21/07	Complete	Promoted Darlene Raffelson
07-068	Firefighter/Paramedic	Fire	Potential promotion	9/26/07	Complete	Hired Joshua Stewart
07-071	Police Officer	Police	Resignation	Ongoing	Ongoing	
07-072	Engineering Tech III	Development Services	New position	10/12/07	Complete	Hired Tiffney Ihly
07-073	Court Clerk	Finance and Administrative Services	Retirement	11/9/07	Complete	Hired Sonia Ramirez