

Office of Equal Opportunity & Human Resources Department

Equals Efficiency & Effectiveness

The major functions of Human Resources are divided into 5 categories. They are:

- Operations
- Employee Relations
- Learning & Development
- Staffing Services
- Classification and Compensation

- Many of the Human Resources functions overlap with responsibilities that are already included in the Equal Opportunity Charter.

ER investigations & EO Investigations

Employee Relations:

This division promotes teamwork between management and bargaining unit employees by assisting with labor issues and providing training on FLSA, FMLA, DFWP and workplace violence. This division is also responsible for consistent interpretation, application and monitoring of all policies and procedures, grievances, discipline, labor agreements, terminations and other local, state and federal labor laws, while overseeing employee records and public records requests.

EO Charter (1):

Shall investigate complaints of discrimination, harassment, retaliation, and other related matters, and propose remedial action, as prescribed by the city's human relations and equal opportunity ordinances. No city employee shall suffer retaliation for filing a complaint or testifying, assisting, or participating in any investigation under these ordinances, and such complaints shall be held confidential to the extent allowed by federal and state law

Training & Development

Learning & Development:

At the GCUlearningconnection, users can register for classes, take on-line learning modules, access pre-work and materials related to their learning needs and share ideas through learning communities. Instructors and students will be able to communicate long after a class to help ensure that what is learned in the classroom or in a module is applied on the job and help improve performance. Managers will be able to develop Learning Plans for their employees, access reports on their employees' learning progress and print certificates of completion

EO Charter (5):

Shall develop training, conduct workshops, and propose strategies and initiatives related to diversity and equal opportunity and related matters employment, purchasing, services, programs, and activities.

HR: Promoting Diversity in Staffing

The Staffing Services division assists departments with recruiting the right person for the job by facilitating efficient, high-tech, high-touch selection processes which are fair and consistent. They develop testing and interviewing tools, and assist departments with diversity goals and intern needs, while overseeing the new employee onboarding process, including entry into the NEOGOV and AMS systems

EO Promoting Diversity in Staffing

EO Charter (7)

Shall monitor all hires, transfers, demotions, promotions, and terminations for compliance with equal opportunity laws, policies, procedures, guidelines, and related matters.

EO Charter (8)

Shall develop instruments to monitor adherence to diversity and equal opportunity laws, policies, procedures, guidelines, and related matters for city services, programs, activities, employment, and purchasing.

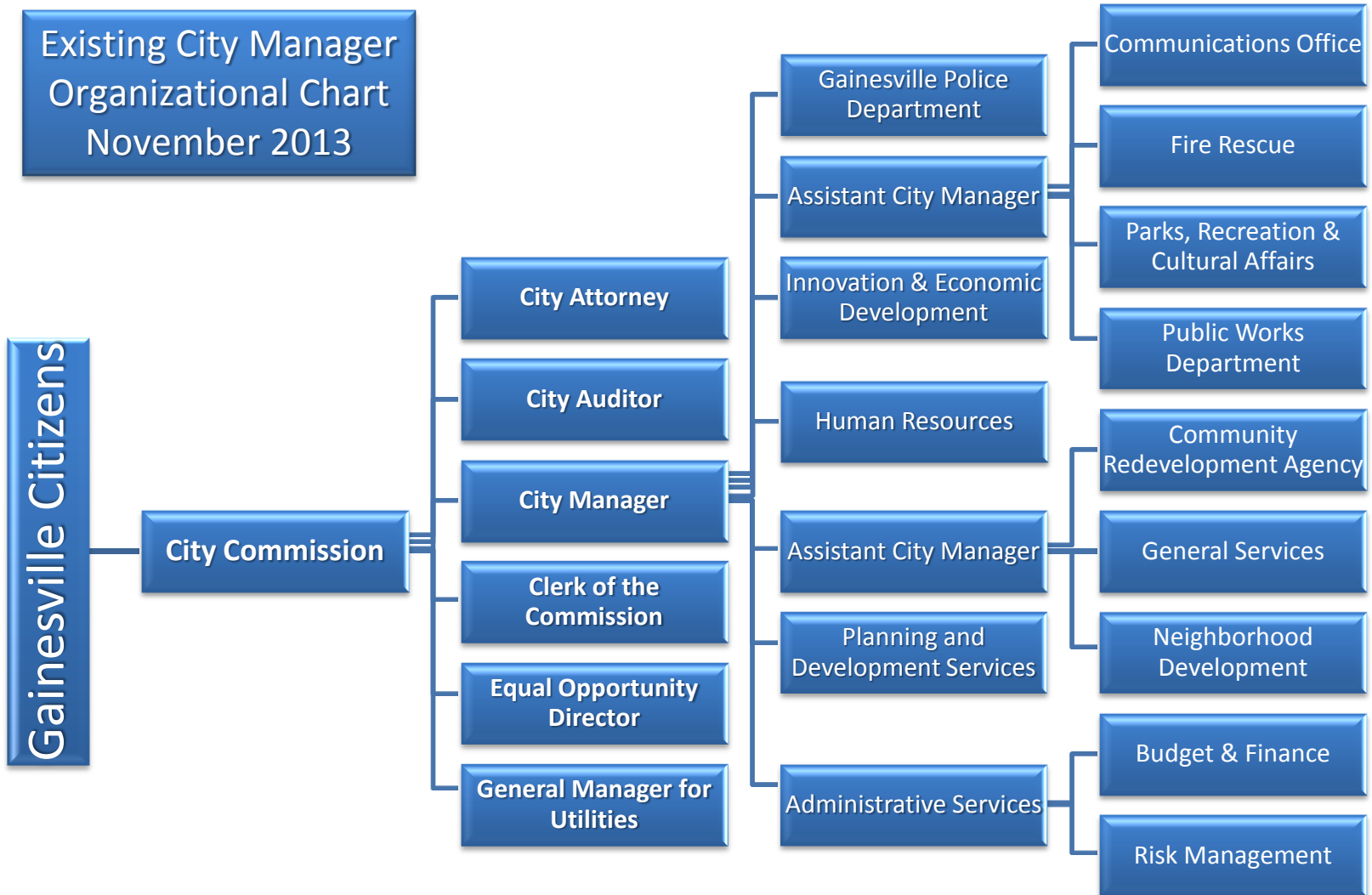
EO Charter (9)

Shall participate in the assessment and review of the city's employment practices, including recruitment, appointment, and promotion, as they pertain to all employees and applicants at all levels of city employment

EO Catchall Responsibilities Section (11)

- Shall perform all other functions as prescribed by ordinances or as otherwise directed by the commission.
- Many of the HR functions can be transferred to EO without charter amendment

Existing City Manager
 Organizational Chart
 November 2013



Proposed City Manager
 Organizational Chart
 November 2013

