

HUMAN RESOURCES DEPARTMENT 2024 MID-YEAR BUDGET REVIEW

General Administration:

- Continued use of the Baker Tilly safe system to keep our compensation plan competitive within the market.
- Implemented cost saving strategies for specialty prescription medications with Prudent RX.
- Implemented cost saving program through Proximal to provide employees choice to high quality lower cost healthcare providers.
- Continued to train/develop staff members within HR, with specific focus on Tyler Munis and Neogov technologies.
- Employee and retiree communication of the newly added Pimco Balanced Retirement Mutual Income Fund, which is geared towards those who are at or near retirement.
- Leveraged relationships with UMR and CVS/Caremark to obtain significant prescription drug rebates as part of this cooperative.
- Continued health services at the employee Connecting Care Clinic and renewal of our commitment with the AASD. Successfully relocated the clinic to a new location. The new location offers additional space, easier patient access, and significant cost savings.
- Updated a variety of HR and safety policies.
- Continued work by the HealthSmart Team, including planning for a October 2024 employee wellness fair. In addition, on-site biometric health screenings will take place in fall 2024.
- Conducted employee surveys to gain feedback regarding onboarding and new employee experiences.
- Closely monitored usage of the employee assistance program and conducted an employee confidential survey to gain feedback regarding this benefit.
- Started initial work on 457 deferred compensation plan review and compliance with Secure Act 2.0.

Employee and Labor Relations:

- Assisted with general leaves of absence, FMLA leaves of absence, and worker's compensation.
- Addressed wage compression issues and internal compensation equity issues.
- Assisted departments with a variety of employment related matters.
- Managed the unemployment compensation program (monitoring claims and reporting to the State of Wisconsin).
- Worked with Valley Transit regarding schedule changes and impacts to the labor force.
- Worked with the Utilities department regarding schedule changes and impacts to the labor force.
- Working on an RFP process to complete a Police department staffing study.

Talent Acquisition and Retention:

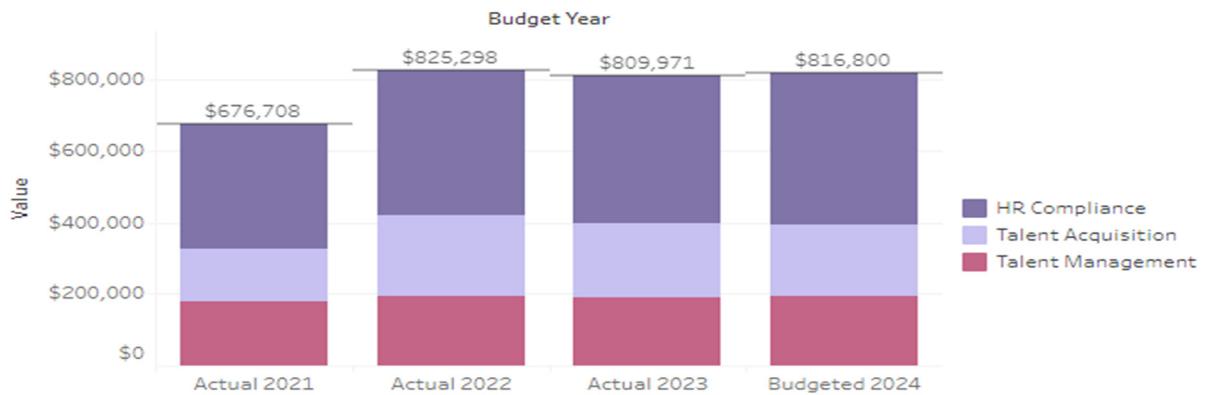
- Completed recruitment processes for internal promotions, lateral transfers, and external recruitment.
- Coordinated and assisted the Police and Fire Commissions with the selection of police officers, firefighters, and other promotional processes.
- Completed hiring process for two Director positions.
- Continued efforts to increase our reach through social media, direct recruitment, and branding of recruitment materials.
- Conducted interviews in-person, virtually (Microsoft Teams and Zoom), and via the phone to accommodate candidate needs.
- Worked with the Parks and Recreation department to increase efficiencies for seasonal recruitment.

- On-going maintenance of Human Resources and DEI dashboards to display diversity, equity, and inclusion data for existing employees and recruitment processes.

Talent Management and Development:

- Coordinated required new-hire paperwork and training for seasonal staff via onboarding portal.
- Provided required training virtually for general employees and supervisors.
- Facilitated initial new employee online orientation training through the onboarding tool.
- Introduced the City Star Awards program.
- Conducted bimonthly new supervisor orientation training and new employee orientations.
- Provided recognition for administrative professionals during Administrative Professionals' Week.
- Implemented recognition program for various departments.
- Continued with City Celebrations Recognition program for employees with milestone anniversaries (10, 20, and 30 years).
- Administered the THRIVE Leadership Academy for current and upcoming City leaders.
- Facilitated EQi assessments and individual/team development.
- Facilitated EQi360 and Hogan assessments with the City leadership team members.
- Worked with leadership team on beginning stages for strategic planning process.

Department Budget Summary



Budget Use (YTD)

