

HUMAN RESOURCES DEPARTMENT
2023 MID-YEAR BUDGET REVIEW

Compliance & Administration:

- Completed a compensation equity audit using guidance from the EEO, which was the final step in implementing our new compensation plan and documenting the plan as fair and equitable.
- Continued development of HR, with specific focus on Tyler Munis and Neogov technologies.
- Continued with the Financial Wellness Team, focusing on communication and the implementation of a fund geared for retirees to generate retirement income.
- Continued relationship with UMR & CVS/Caremark, allowing us to continue to obtain significant pharmacy rebates as part of this cooperative.
- Continued health services at the employee Connecting Care Clinic (CCC) and renewal of our commitment with the AASD. Currently working on an option to relocate the clinic. The new location will offer additional space, easier patient access, and significant cost savings.
- Continued transition into Tyler Munis for HR and Payroll systems. Created an internal HR/Payroll team to allow for better communication and discussion of processes with new staff members in these critical roles.
- Updated a variety of HR and safety policies.
- Continued work by the HealthSmart Team including sponsoring wellness programs and fitness tracking challenges through myInertia. On-site biometric health screenings will take place in fall 2023.
- Providing monthly updates to on-line dashboards to measure the key metrics related to HR.
- Completed a HIPPA audit with the use of external compliance tool.
- Began conducting new employee surveys to gain feedback on our on-boarding and new employee experience.
- Started 457 deferred compensation plan review and compliance with Secure Act 2.0.
- Labor contract negotiations with the Police and Valley Transit unions.
- Managed the unemployment compensation program (monitoring claims, responding to the State of Wisconsin, and contesting claims when appropriate).
- Updated City of Appleton EEO and Affirmative Action plan documents.
- Participated in the Valley Transit tri-annual audit.

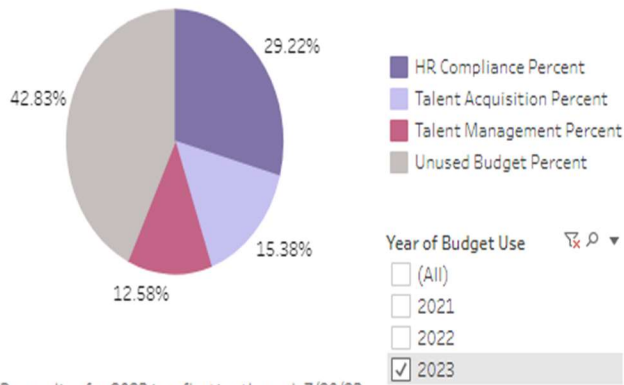
Talent Acquisition and Retention:

- Completed recruitment processes for internal promotions, lateral transfers, and recruitment from the outside.
- Coordinated and assisted the Police and Fire Commission with the selection of police officers, firefighters, Police Chief hiring, and other promotional processes.
- Completed hiring process for the Community and Economic Development Director position.
- Continued efforts to increase reach through social media, direct recruitment, and branding of materials.
- Conducted interviews in-person, virtually (Microsoft Teams and Zoom), as well as via the phone to accommodate candidate needs.
- Worked with the Parks, Rec., and Facilities Mgmt Department to increase efficiencies for seasonal recruitment.
- Implemented recruitment referral and sign-on program programs for various positions.

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.
- Conducted bimonthly new supervisor and general employee orientation sessions.
- Provided recognition for administrative professionals during Administrative Professionals' Week.
- Implemented City Celebrations Recognition program for employee's milestone anniversaries (10, 20, 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.
- Provided Dealing with Difficult Customers De-escalation training for all employees.
- Teambuilding with Health, IT, Community and Economic Development, and Legal Services.

Budget Use (YTD)



YTD spending for 2023 is reflective through 7/20/23.

Department Budget Summary

