

**PERSONNEL**  
**FUND NO. 672**  
**ACCOUNT NO. 0402**

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***DESCRIPTION***

The Personnel Department is responsible for ensuring that the City's system of recruitment, selection, hiring, labor negotiations, and employee relations is kept up-to-date and relevant to the organizational structure and purposes, and that it operates in compliance with personnel rules, regulations and procedures. This involves studies and analysis of occupational data, job observation and employee and supervisor interviews to determine physical, mental, and training requirements of jobs. This information assists the Department to develop and maintain job descriptions and specifications, and lines of career movement. Department staff maintains affirmative action guidelines; processes employment applications, oversees selection procedures and monitors oral interview boards to ensure compliance with applicable laws and regulations. In addition, Department staff assists individual employees and other City departments in employment-related activities, such as coordination and scheduling training sessions and workshops.

***MISSION***

The mission of the Personnel Department is to ensure fair and impartial professional and technical support services in the overall administration of the City's personnel program.

***GOALS***

- ◇ Develop and maintain a program that affords staff development and retention
- ◇ Enhance safety awareness training program and make available to all City employees.
- ◇ Disseminate information to all City departments relating to statewide litigation, federal litigation, and legislation concerning personnel administration in the City of Merced.
- ◇ Update Personnel Rules and Regulations.

## **PERSONNEL**

### **OBJECTIVES**

### **PERFORMANCE MEASUREMENTS/INDICATORS**

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| 1. Provide training sessions and employment incentives designed to support City Council goal for staff development and retention.  | Completion of two training sessions by June 30, 2004. Indicators of success are employee morale, and rate of employee turnover.  |
| 2. Provide training sessions designed to afford safety knowledge to all City employees.  | Completion of two training sessions by June 30, 2004. Indicators of success are employee moral, absenteeism, and reduction in number of accidents.   |
| 3. Monitor all state and federal case law and legislation that could impact personnel administration in the City of Merced and to keep all departments aware of pertinent information through as-needed reports. | Continued distribution of legislative reports and new state and federal laws to appropriate departments through June 30, 2004. Examples of indicators are number of labor-related issues, and discrimination, harassment, and family medical leave issues. |
| 4. Review of current Personnel Rules and Regulations with labor representatives and unrepresented management.  | Completion of draft update by June 30, 2004. Examples of indicators would be a reduction in questions dealing with interpretation of the Rules and Regulations.  |

### **2003-2004 BUDGET HIGHLIGHTS**

The project to update the City Personnel Rules and Regulations will require extensive review by each department and representatives from each recognized bargaining unit and unrepresented management.