

# personnel

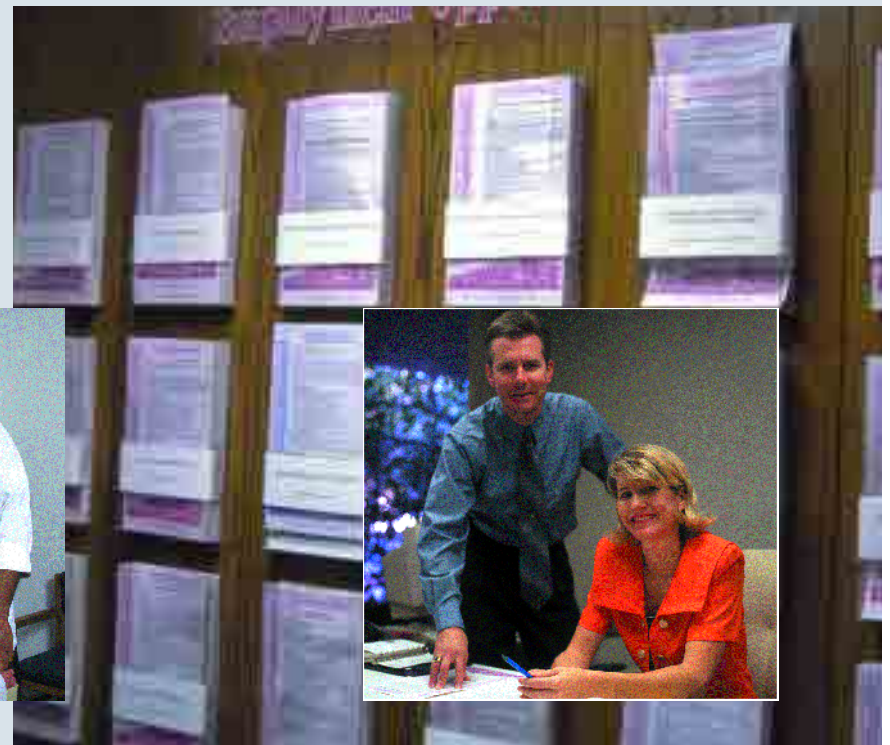
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## MISSION STATEMENT

To maximize the effectiveness, productivity and performance of the City of Glendale's human resources through the development of a workplace environment which is responsive to the needs of the organization and its employees.

## OPERATING BUDGET

Salaries & Benefits	\$ 1,927,688
Maintenance & Operation	1,200,478
Capital	48,700
<hr/> TOTAL	<hr/> \$ 3,176,866





## DESCRIPTION OF SERVICES

### PERSONNEL ADMINISTRATION - 20.3% of Operating Budget

Administers the Civil Service system involving employee recruitment, selection, placement and classification of employees. Develops personnel policies and procedures.

### EMPLOYEE RELATIONS - 16% of Operating Budget

Manages the City's employee relations program including the negotiation and administration of labor contracts, resolution of employee issues; and, provides advice/counsel to managers and employees on workplace issues.

### EMPLOYEE TRAINING AND DEVELOPMENT - 7.8% of Operating Budget

Provides training opportunities to employees through the Glendale University Training and Development Program; ongoing training needs assessment; and, career coaching and counseling.

### EMPLOYEE BENEFITS - 2% of Operating Budget

Administers the City's self-insured and contracted employee benefit plans covering nearly 4,000 employees, family members and retirees; communicates with employees regarding benefits and resolution of issues.

### EMPLOYEE HEALTH SERVICES - 25.6% of Operating Budget

Provides medical and preventive services for the well being of employees, including pre-placement exams, regulatory testing, health screenings, health education and administration of the Employee Assistance Program.

### EMPLOYEE SAFETY - 11% of Operating Budget

Services include ongoing inspections of work facilities and equipment; safety training; accident investigation and compliance with Cal/OSHA regulations.

### WORKERS' COMPENSATION - 17.3% of Operating Budget

Administers worker's compensation benefits provided to injured workers, including oversight and administration of claims.