

# PERSONNEL

## 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	\$	790,572
Maintenance & Operation	\$	155,376
Capital	\$	7,500
<b>TOTAL</b>	<b>\$</b>	<b>953,448</b>

## Description of Services

### PERSONNEL ADMINISTRATION - 36.0 % of Operating Budget

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

### EMPLOYEE RELATIONS - 30.0 % 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 - 7.0 % 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 - 15.0 % of Operating Budget

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

### EMPLOYEE HEALTH SERVICES - 2.0 % 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 - 5.0 % of Operating Budget

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

### WORKERS' COMPENSATION - 5.0 % of Operating Budget

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