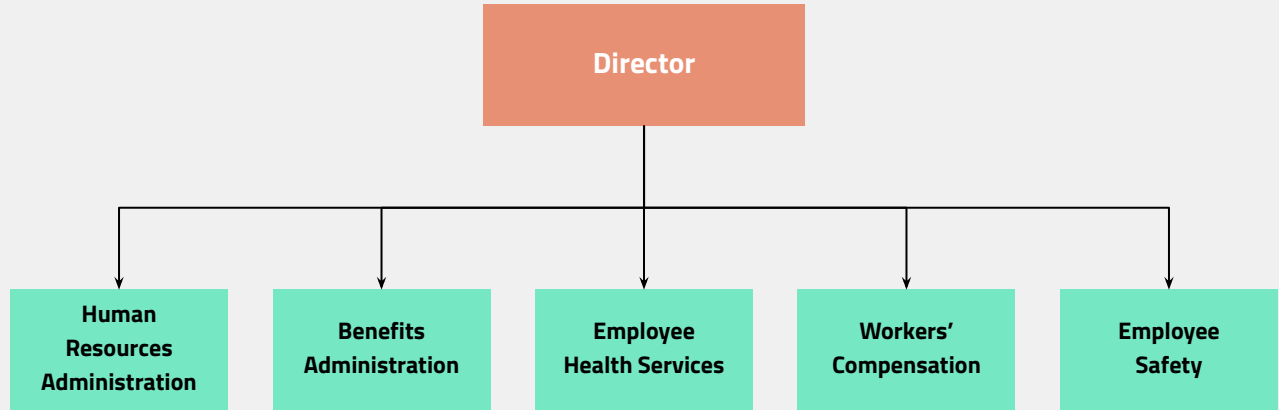


Human Resources



Human Resources



Human Resources

Mission Statement

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

Department Description

The Human Resources Department is responsible for all employment services for the organization including recruitment and testing, employee relations, employee benefits, training and development, workers' compensation, employee health services, and employee safety. The Department also serves as staff to the Glendale Civil Service Commission which is responsible for ensuring the principles of merit are maintained in the hiring, staffing, and retention of City employees.

The Human Resources Department is organized into five (5) divisions:

- Human Resources Administration
- Benefits Administration
- Employee Health Services
- Workers' Compensation
- Employee Safety

The **Human Resources Administration Division** administers the Civil Service system involving employee recruitment, selection, placement, and classification of employees. The Division develops and enforces personnel policies and procedures based on Federal, State and local legislation relating to employment matters. In addition, it manages the City's employee relations program including the negotiation and administration of labor contracts and resolution of employment issues; it also provides advice/counsel to managers and employees on workplace issues, in addition to career coaching and counseling. Employee Training and Development is also included in the Division which provides training and development opportunities to employees through ongoing training needs assessments.

The **Benefits Administration Division** oversees the provision and administration of benefits programs to employees. Services include the full range of health benefit programs including medical, dental, vision, long-term disability, and life insurance programs for eligible employees, dependents and retirees. The Division works with the City's insurance broker and Health Benefits Committee to aggressively negotiate the health benefits renewals with the major insurance carriers in an effort to maintain quality benefit programs at a reasonable cost.

The **Employee Health Services Division** coordinates a full range of regulatory compliance examinations and physical examinations for applicants and employees to ensure that employees are safe, healthy, and fit to perform the essential functions of the job. The Division also ensures compliance with Federal and State laws including the Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) interactive process. Additionally, the Division coordinates the voluntary and mandatory components of the Employee Assistance Program (EAP).

The **Workers' Compensation Division** provides professional, competent, and timely claims service to injured employees to reduce the number of work days lost due to injuries. The Division's goal is to ensure injured employees receive proper medical care to attain all of the benefits they are legally entitled to receive.

Human Resources

The services of the **Employee Safety Division** include the development and implementation of health and safety plans, identification of hazards through routine inspection of work facilities and equipment, and evaluation of work practices to reduce and mitigate injuries, loss, and liability. The Division is also responsible for safety training, accident investigation, and compliance with California and Federal Occupational Safety and Health Administration (OSHA) regulations.

Relationship to City Council Priorities

As an internal service department, Human Resources works to support the external service departments within the organization as they implement the Council's four priorities: Financial Sustainability, Economic Development, Operational Efficiency, and Mobility, Traffic & Pedestrian Safety.

Highlights of the department's work this year include:

Labor Negotiations

Human Resources staff will negotiate with the Glendale Fire Fighters' Association, Glendale City Employees' Association, Glendale Police Officers' Association, Glendale Management Association, and Glendale Management Association on behalf of Police Sworn Managers for contracts expiring on June 30, 2024. The negotiations process provides an opportunity for the City and the various labor groups to come to terms with wages, hours, and terms and conditions of employment. Doing so enables the City to forecast costs related to contracts. It also takes into consideration the evolving market and its impact on the workforce.

Recruitment

Human Resources staff will identify progressive methods of recruiting. Reaching a wider audience using available social media outlets and marketing techniques will improve the recruitment experience, attract desired talent, and meet organization hiring targets. Human Resources will work collaboratively with departments to respond to current staffing challenges and will implement additional technological resources that improve efficiency and reduce cycle time to hire.

Human Resources Enterprise System

Human Resources will conduct a business analysis of the City's Onboarding, Training, and Evaluation processes. Automation of the onboarding and employee performance management processes will create efficiencies for new hires and employees being promoted and will significantly enhance the employee performance management process. The Department will implement a Learning Management System which will provide a vast range of on-demand training opportunities to develop and enhance employee skills.

Leadership Development

Human Resources will deliver in-person and virtual programs to develop and enhance employee skills and expand workforce potential. Focus will be placed on delivering seminars which will advise and coach the new workforce to prepare them to be successful leaders of the future, and prepare leaders of today on how to balance workforce shortages, employee burnout, and organizational needs.

Department Budgets

Human Resources

Summary of Appropriations For the Years Ending June 30

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
General Fund				
Administration (1010-0010)	\$ 3,051,393	\$ 3,497,549	\$ 3,497,549	\$ 3,960,539
Projects (1010-0020)	259,492	-	-	-
Training (1010-5000)	6,620	52,938	52,938	92,900
Total General Fund	\$ 3,317,505	\$ 3,550,487	\$ 3,550,487	\$ 4,053,439
Miscellaneous Grant Fund				
Projects (2160-0020)	\$ -	\$ -	\$ 500,000	\$ -
Total Miscellaneous Grant Fund	\$ -	\$ -	\$ 500,000	\$ -
Unemployment Insurance Fund				
Internal Service (6100-5004)	\$ 102,266	\$ 149,794	\$ 149,794	\$ 99,090
Total Unemployment Insurance Fund	\$ 102,266	\$ 149,794	\$ 149,794	\$ 99,090
Compensation Insurance Fund				
Employee Health Services (6140-5001)	\$ 368,244	\$ 465,376	\$ 465,376	\$ 492,346
Workers Compensation Insurance (6140-5002)	2,152,973	2,291,868	2,291,868	2,726,549
Internal Service (6140-5004)	18,596,697	14,575,960	14,575,960	13,560,085
Safety (6140-5005)*	-	-	-	670,672
Total Compensation Insurance Fund	\$ 21,117,914	\$ 17,333,204	\$ 17,333,204	\$ 17,449,652
Dental Insurance Fund				
Internal Service (6150-5004)	\$ 1,299,359	\$ 1,349,562	\$ 1,349,562	\$ 1,378,851
Total Dental Insurance Fund	\$ 1,299,359	\$ 1,349,562	\$ 1,349,562	\$ 1,378,851
Medical Insurance Fund				
Administration (6160-0010)	\$ 608,041	\$ 745,000	\$ 745,000	\$ 745,000
Internal Service (6160-5004)	25,940,204	27,578,000	27,578,000	27,355,323
Total Medical Insurance Fund	\$ 26,548,245	\$ 28,323,000	\$ 28,323,000	\$ 28,100,323
Vision Insurance Fund				
Internal Service (6170-5004)	\$ 204,617	\$ 199,527	\$ 199,527	\$ 214,351
Total Vision Insurance Fund	\$ 204,617	\$ 199,527	\$ 199,527	\$ 214,351
Employee Benefits Fund				
Internal Service (6400-5004)	\$ 5,542,870	\$ 5,083,837	\$ 5,083,837	\$ 5,760,277
Total Employee Benefits Fund	\$ 5,542,870	\$ 5,083,837	\$ 5,083,837	\$ 5,760,277
RHSP Benefits Fund				
Internal Service (6410-5004)	\$ (327,593)	\$ 4,071,372	\$ 4,071,372	\$ 1,267,836
Total RHSP Benefits Fund	\$ (327,593)	\$ 4,071,372	\$ 4,071,372	\$ 1,267,836

Human Resources

Summary of Appropriations For the Years Ending June 30

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Post-Employment Benefits Fund				
Internal Service (6420-5004)	\$ 797,170	\$ 693,246	\$ 693,246	\$ 866,662
Total Post-Employment Benefits Fund	\$ 797,170	\$ 693,246	\$ 693,246	\$ 866,662
Department Grand Total	\$ 58,602,353	\$ 60,754,029	\$ 61,254,029	\$ 59,190,481

Notes:

* In FY 2023-24, the Safety section moved from the City Attorney Department to the Human Resources Department.

Department Budgets

Human Resources

General Fund - Administration (1010 - 0010)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 1,599,137	\$ 1,810,341	\$ 1,725,341	\$ 1,853,278
Overtime	3,219	10,353	10,353	10,508
Hourly wages	56,634	85,052	85,052	85,052
Benefits	328,139	408,587	408,587	426,684
PERS Retirement	685,774	750,364	750,364	713,098
PERS Cost Sharing	(58,423)	(56,286)	(56,286)	(36,410)
Salaries & Benefits Total	\$ 2,614,480	\$ 3,008,411	\$ 2,923,411	\$ 3,052,210
Maintenance & Operation				
43110 Contractual services	\$ 85,241	\$ 83,416	\$ 168,416	\$ 395,416
44200 Advertising	37,654	12,000	12,000	12,000
44450 Postage	2,040	4,500	4,500	4,500
44550 Travel	449	12,000	12,000	12,000
44650 Training	1,820	2,000	2,000	2,000
44800 Membership and dues	6,719	4,985	4,985	4,985
45250 Office supplies	7,666	19,660	19,660	19,660
45350 General supplies	-	2,300	2,300	2,300
45656 Charges to other departments	-	(12,000)	(12,000)	(12,000)
45681 Business meetings	11,645	12,000	12,000	12,000
45682 Miscellaneous	2,097	5,497	5,497	55,497
46008 Fleet equipment rental charge	-	-	-	2,122
46009 ITD service charge	140,446	175,423	175,423	184,120
46010 Building maint service charge	58,805	62,533	62,533	52,322
46011 Liability Insurance	82,331	104,824	104,824	161,407
Maintenance & Operation Total	\$ 436,913	\$ 489,138	\$ 574,138	\$ 908,329
Total	\$ 3,051,393	\$ 3,497,549	\$ 3,497,549	\$ 3,960,539

Human Resources

General Fund - Projects (1010 - 0020)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
43110 Contractual services	\$ 259,382	\$ -	\$ -	-
45350 General supplies	110	-	-	-
Maintenance & Operation Total	\$ 259,492	\$ -	\$ -	-
Total	\$ 259,492	\$ -	\$ -	-

Department Budgets

Human Resources

General Fund - Training (1010 - 5000)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
43110 Contractual services	\$ 6,550	\$ 42,600	\$ 42,600	\$ 82,600
44800 Membership and dues	-	3,300	3,300	3,500
45250 Office supplies	-	2,000	2,000	1,800
45681 Business meetings	-	4,500	4,500	4,500
45682 Miscellaneous	-	500	500	500
46009 ITD service charge	70	38	38	-
Maintenance & Operation Total	\$ 6,620	\$ 52,938	\$ 52,938	\$ 92,900
Total	\$ 6,620	\$ 52,938	\$ 52,938	\$ 92,900

Human Resources

Miscellaneous Grant Fund - Projects (2160 - 0020)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
43110 Contractual services	\$ -	\$ -	\$ 500,000	\$ -
Maintenance & Operation Total	\$ -	\$ -	\$ 500,000	\$ -
Total	\$ -	\$ -	\$ 500,000	\$ -

Human Resources

Unemployment Insurance Fund - Internal Service (6100 - 5004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45652 Claims	\$ 91,725	\$ 149,107	\$ 149,107	\$ 98,576
46007 Cost allocation charge	10,541	687	687	514
Maintenance & Operation Total	\$ 102,266	\$ 149,794	\$ 149,794	\$ 99,090
Total	\$ 102,266	\$ 149,794	\$ 149,794	\$ 99,090

Department Budgets

Human Resources

Compensation Insurance Fund - Employee Health Services (6140 - 5001)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 82,030	\$ 83,470	\$ 83,470	\$ 93,836
Benefits	10,361	7,728	7,728	27,461
PERS Retirement	31,669	32,668	32,668	35,305
PERS Cost Sharing	(2,874)	(2,450)	(2,450)	(1,611)
Salaries & Benefits Total	\$ 121,186	\$ 121,416	\$ 121,416	\$ 154,991
Maintenance & Operation				
43110 Contractual services	\$ 187,204	\$ 277,000	\$ 277,000	\$ 277,000
44450 Postage	24	-	-	-
44800 Membership and dues	295	295	295	295
45250 Office supplies	-	1,450	1,450	1,450
45681 Business meetings	-	2,500	2,500	2,500
45682 Miscellaneous	-	3,000	3,000	3,000
46007 Cost allocation charge	48,374	45,992	45,992	35,533
46009 ITD service charge	7,085	9,132	9,132	9,600
46011 Liability Insurance	4,076	4,591	4,591	7,977
Maintenance & Operation Total	\$ 247,058	\$ 343,960	\$ 343,960	\$ 337,355
Total	\$ 368,244	\$ 465,376	\$ 465,376	\$ 492,346

Department Budgets

Human Resources

Compensation Insurance Fund - Workers Compensation Insurance (6140 - 5002)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ 388,344	\$ 420,928	\$ 420,928	\$ 435,570
Overtime	-	1,000	1,000	1,000
Hourly wages	-	62,522	62,522	62,521
Benefits	64,990	80,890	80,890	87,888
PERS Retirement	156,390	191,464	191,464	189,228
PERS Cost Sharing	(13,442)	(14,362)	(14,362)	(10,631)
Salaries & Benefits Total	\$ 596,282	\$ 742,442	\$ 742,442	\$ 765,576
Maintenance & Operation				
43110 Contractual services	\$ 975,334	\$ 1,089,052	\$ 1,089,052	\$ 1,462,710
44450 Postage	3,370	6,830	6,830	6,830
44550 Travel	-	1,758	1,758	1,808
44650 Training	650	7,500	7,500	7,500
44700 Computer software	-	1,000	1,000	-
44800 Membership and dues	150	945	945	500
45050 Periodicals and newspapers	42	100	100	100
45100 Books	709	600	600	600
45250 Office supplies	-	3,950	3,950	4,700
45350 General supplies	-	500	500	-
45681 Business meetings	-	3,100	3,100	4,100
45682 Miscellaneous	126	9,132	9,132	9,277
46007 Cost allocation charge	401,824	306,264	306,264	324,904
46009 ITD service charge	155,208	92,047	92,047	95,520
46011 Liability Insurance	19,278	26,648	26,648	42,424
Maintenance & Operation Total	\$ 1,556,691	\$ 1,549,426	\$ 1,549,426	\$ 1,960,973
Total	\$ 2,152,973	\$ 2,291,868	\$ 2,291,868	\$ 2,726,549

Department Budgets

Human Resources

Compensation Insurance Fund - Internal Service (6140 - 5004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ -	\$ 1,800,000	\$ 1,800,000	\$ 1,900,000
Benefits	321,595	-	-	-
PERS Retirement	1,538,304	-	-	-
PERS Cost Sharing	(87,872)	-	-	-
Salaries & Benefits Total	\$ 1,772,027	\$ 1,800,000	\$ 1,800,000	\$ 1,900,000
Maintenance & Operation				
45630 Excess insurance premium	\$ 618,509	\$ 772,460	\$ 772,460	\$ 805,085
45635 Claims accrual	7,187,972	-	-	-
45646 Workers compensation temporary	3,072,727	4,125,000	4,125,000	3,500,000
45647 Workers compensation permanent	1,734,718	2,500,000	2,500,000	2,800,000
45648 Workers compensation medical	2,610,802	4,125,000	4,125,000	3,000,000
45649 Workers compensation other	1,599,938	1,250,000	1,250,000	1,550,000
45650 Compensation ins-rehab	-	3,500	3,500	5,000
45651 Workers compensation training	4	-	-	-
Maintenance & Operation Total	\$ 16,824,670	\$ 12,775,960	\$ 12,775,960	\$ 11,660,085
Total	\$ 18,596,697	\$ 14,575,960	\$ 14,575,960	\$ 13,560,085

Human Resources

**Compensation Insurance Fund - Safety
(6140 - 5005)***

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Salaries	\$ -	\$ -	\$ -	82,657
Overtime	-	-	-	1,015
Hourly wages	-	-	-	65,000
Benefits	-	-	-	22,269
PERS Retirement	-	-	-	56,642
PERS Cost Sharing	-	-	-	(3,072)
Salaries & Benefits Total	\$ -	\$ -	\$ -	224,511
Maintenance & Operation				
43110 Contractual services	\$ -	\$ -	\$ -	147,000
44450 Postage	-	-	-	200
44550 Travel	-	-	-	4,118
44650 Training	-	-	-	95,750
44800 Membership and dues	-	-	-	1,050
45050 Periodicals and newspapers	-	-	-	2,950
45100 Books	-	-	-	750
45250 Office supplies	-	-	-	3,450
45350 General supplies	-	-	-	171,907
45681 Business meetings	-	-	-	425
45682 Miscellaneous	-	-	-	2,800
46000 Depreciation	-	-	-	3,124
46011 Liability Insurance	-	-	-	12,637
Maintenance & Operation Total	\$ -	\$ -	\$ -	446,161
Total	\$ -	\$ -	\$ -	670,672

Notes:

* In FY 2023-24, the Safety section moved from the City Attorney Department to the Human Resources Department.

Human Resources

Dental Insurance Fund - Internal Service (6150 - 5004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45686 PPO admin DMO prm active & ret	\$ 200,860	\$ 205,652	\$ 205,652	\$ 204,867
45687 Dental PPO claims active & ret	1,028,462	1,081,785	1,081,785	1,107,880
46007 Cost allocation charge	70,037	62,125	62,125	66,104
Maintenance & Operation Total	\$ 1,299,359	\$ 1,349,562	\$ 1,349,562	\$ 1,378,851
Total	\$ 1,299,359	\$ 1,349,562	\$ 1,349,562	\$ 1,378,851

Human Resources

Medical Insurance Fund - Administration (6160 - 0010)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
43110 Contractual services	\$ 608,041	\$ 745,000	\$ 745,000	\$ 745,000
Maintenance & Operation Total	\$ 608,041	\$ 745,000	\$ 745,000	\$ 745,000
Total	\$ 608,041	\$ 745,000	\$ 745,000	\$ 745,000

Human Resources

**Medical Insurance Fund - Internal Service
(6160 - 5004)**

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45637 Anthem PPO active admin fee	\$ 1,345,377	\$ 1,718,647	\$ 1,718,647	\$ 1,768,383
45638 Kaiser active premium ER	4,617,070	4,285,734	4,285,734	5,660,578
45639 Kaiser active premium EE	1,556,850	1,532,623	1,532,623	1,148,307
45640 Anthem PPO retiree claim	1,619,277	2,578,082	2,578,082	1,659,538
45641 Kaiser premium retiree	332,165	321,145	321,145	331,420
45642 Anthem HMO active premium ER	2,138,823	2,664,606	2,664,606	2,707,335
45643 Anthem HMO active premium EE	1,286,631	1,689,896	1,689,896	1,524,959
45644 Anthem PPO retiree admin fee	392,330	255,349	255,349	305,396
45645 Anthem HMO premium retiree	900,000	849,660	849,660	682,871
45688 Anthem PPO active claims	11,094,454	11,036,899	11,036,899	10,956,452
46007 Cost allocation charge	657,227	645,359	645,359	610,084
Maintenance & Operation Total	\$ 25,940,204	\$ 27,578,000	\$ 27,578,000	\$ 27,355,323
Total	\$ 25,940,204	\$ 27,578,000	\$ 27,578,000	\$ 27,355,323

Human Resources

Vision Insurance Fund - Internal Service (6170 - 5004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45692 Vision active admin fees	\$ 22,877	\$ 23,108	\$ 23,108	\$ 23,266
45693 Vision active claims	163,780	164,086	164,086	174,405
46007 Cost allocation charge	17,960	12,333	12,333	16,680
Maintenance & Operation Total	\$ 204,617	\$ 199,527	\$ 199,527	\$ 214,351
Total	\$ 204,617	\$ 199,527	\$ 199,527	\$ 214,351

Department Budgets

Human Resources

Employee Benefits Fund - Internal Service (6400 - 5004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaries & Benefits				
Benefits	\$ 26,294	\$ 50,301	\$ 50,301	\$ 41,080
Salaries & Benefits Total	\$ 26,294	\$ 50,301	\$ 50,301	\$ 41,080
Maintenance & Operation				
45667 Compensated absences accrual	\$ (87,891)	\$ -	\$ -	-
45668 Separation payout	1,188,840	910,274	910,274	1,377,427
45669 Vacation payout	1,367,344	1,381,406	1,381,406	1,455,644
45670 Comp time payout	3,023,154	2,732,237	2,732,237	2,876,598
46007 Cost allocation charge	25,129	9,619	9,619	9,528
Maintenance & Operation Total	\$ 5,516,576	\$ 5,033,536	\$ 5,033,536	\$ 5,719,197
Total	\$ 5,542,870	\$ 5,083,837	\$ 5,083,837	\$ 5,760,277

Human Resources

RHSP Benefits Fund - Internal Service (6410 - 5004)

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45667 Compensated absences accrual	\$ (1,804,000)	\$ -	\$ -	-
45668 Separation payout	1,456,561	1,065,139	1,065,139	1,259,085
46007 Cost allocation charge	19,846	6,233	6,233	8,751
Maintenance & Operation Total	\$ (327,593)	\$ 1,071,372	\$ 1,071,372	\$ 1,267,836
Transfers Out				
48070 Transfer to internal service	\$ -	\$ 3,000,000	\$ 3,000,000	-
Transfers Out Total	\$ -	\$ 3,000,000	\$ 3,000,000	\$ -
Total	\$ (327,593)	\$ 4,071,372	\$ 4,071,372	\$ 1,267,836

Human Resources

**Post-Employment Benefits Fund - Internal Service
(6420 - 5004)**

	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Maintenance & Operation				
45664 Retirees medicare part A reimb	\$ 325,351	\$ 311,650	\$ 311,650	\$ 373,240
45672 Medical ben retiree old plan	65,967	44,046	44,046	50,743
45673 Medical ben deceased fire	9,157	9,159	9,159	9,975
45674 Medical ben deceased police	17,739	13,179	13,179	24,968
45675 Medical ben deceased misc	81,787	92,706	92,706	152,371
45676 Medical ben deceased retiree	2,100	-	-	-
45677 PARS supplemental retirement	44,886	44,886	44,886	44,886
45678 PERS replacement benefit	192,372	151,802	151,802	184,392
45679 PERS mandatory arrears	5,937	-	-	-
46007 Cost allocation charge	24,074	7,218	7,218	8,840
48522 Permanent OPEB retiree subsidy	27,800	18,600	18,600	17,247
Maintenance & Operation Total	\$ 797,170	\$ 693,246	\$ 693,246	\$ 866,662
Total	\$ 797,170	\$ 693,246	\$ 693,246	\$ 866,662

Department Budgets

Human Resources

Personnel Classification Detail

Classification	Actual 2021-22	Adopted 2022-23	Revised 2022-23	Adopted 2023-24
Salaried Positions				
Assistant Director of Human Resources	1.00	1.00	1.00	1.00
Benefits Assistant	2.00	2.00	2.00	2.00
Benefits Manager	1.00	1.00	1.00	1.00
Chief Human Resources Officer	1.00	1.00	1.00	1.00
Deputy Director of Human Resources	1.00	1.00	1.00	1.00
Employee Health Coordinator	1.00	1.00	1.00	1.00
Human Resources Analyst	3.95	4.00	2.00	3.00
Human Resources Associate	-	-	2.00	1.00
Human Resources Compliance Officer	1.00	1.00	1.00	1.00
Human Resources Technician	4.00	4.00	4.00	4.00
Safety Administrator**	-	-	-	1.00
Sr Human Resources Analyst	1.00	1.00	1.00	1.00
Sr Human Resources Certification Specialist	1.00	1.00	1.00	1.00
Sr Investigator	1.00	1.00	1.00	1.00
Sr Workers Compensation Technician	2.00	2.00	2.00	2.00
Workers Compensation Administrator	1.00	1.00	1.00	1.00
Workers Compensation Analyst	1.00	1.00	1.00	1.00
Total Salaried Positions	22.95	23.00	23.00	24.00
Hourly Positions				
City Resource Specialist	-	-	-	0.19 (1)
Customer Service Representative	0.80 (1)	-	-	-
Hourly City Worker	1.50 (2)	2.05 (3)	2.05 (3)	3.20 (6)
Workers Compensation Analyst	0.65 (1)	0.66 (1)	0.66 (1)	-
Total Hourly FTE Positions	2.95	2.71	2.71	3.39
Human Resources Total	25.90	25.71	25.71	27.39

Notes:

- * Indicates number of employees corresponding to the stated Full-Time Equivalence (FTE).
- ** In FY 2023-24, the Safety section moved from the City Attorney Department to the Human Resources Department.