

Department of Personnel Management



Budget Presentation
FY 20-21

Wilma Scott, Director
Toya Martin, Deputy Director

VISION STATEMENT

As a comprehensive Human Resources Department for the City of Jackson, we are dedicated to:

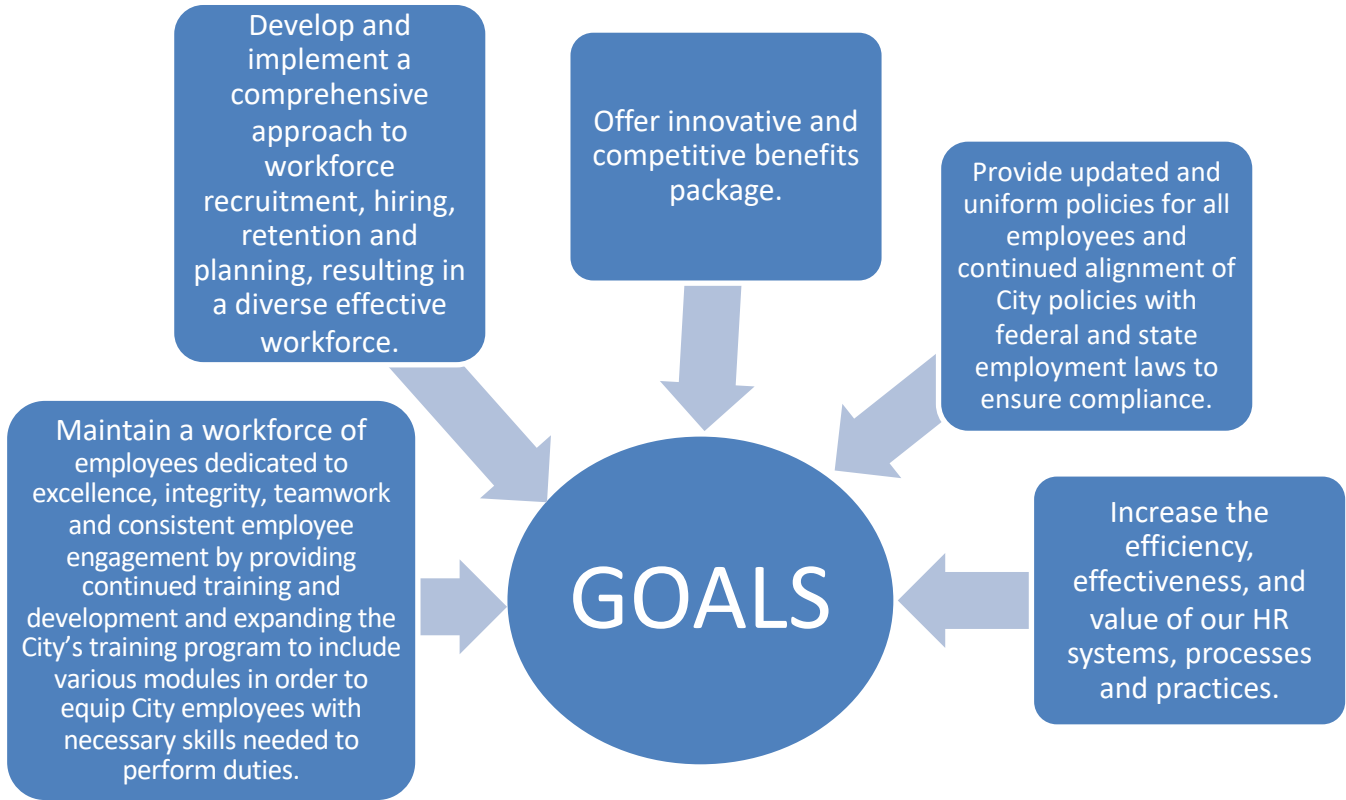
- Providing excellent and courteous service to City employees and to the community at large regarding: Equal Employment Opportunity, Benefit Administration; Civil Service Administration; Classification & Compensation; Disciplinary Review; Employee & Labor Relations; Recruitment, Testing & Selection; Research & Policy Development; Safety Administration; and Training;
- Fostering a climate of equal opportunity and fairness in all aspects of employment: benefits; discipline; hiring; promotion; training; career advancement;
- Cultivating motivated and effective employees to provide superior public service for the people of the City of Jackson by: developing an appreciation for City employees as valuable resources; fostering career plans; anticipating the needs of citizens for City services and resources;
- Educating City employees and the public on the kinds of services available from the Department of Personnel Management.

MISSION STATEMENT

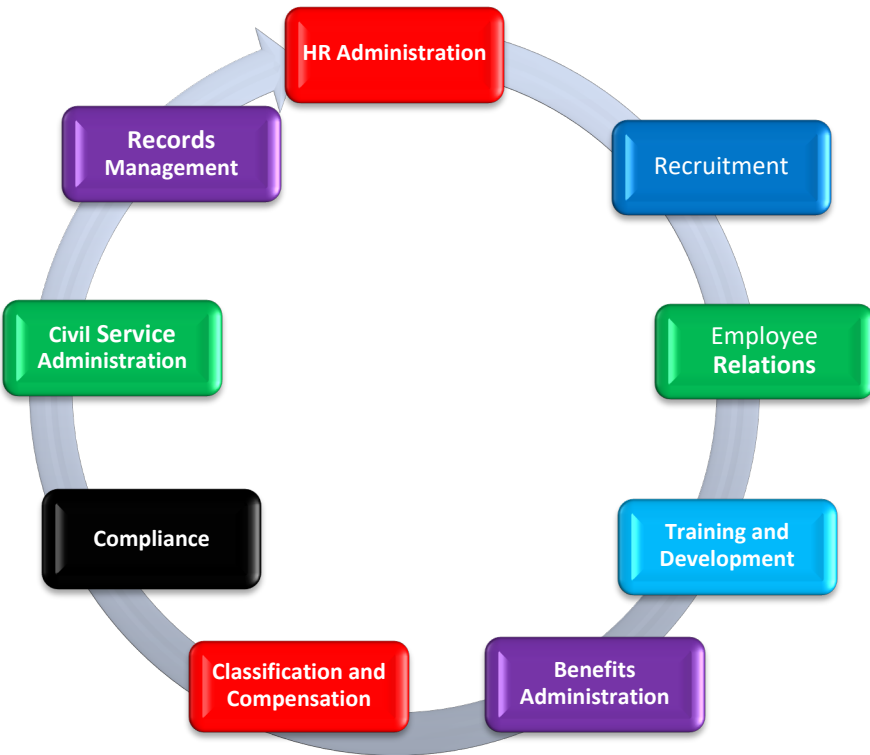
The **mission** of the Department of Human Resources, is to provide a comprehensive human resource program that is designed to help create a working environment built on collaboration, cooperation, competency, economic dignity and respect. We are committed to providing high quality service to all prospective, current and past employees by creating a healthy work environment and treating all individuals with dignity and respect. We are dedicated in the recruitment of qualified individuals, retention of valuable employees, training and development and education to promote individual success and increase overall value to the City of Jackson. We will promote the concept that our employees are our most valuable resource and will be treated as such.

Department of Personnel Management

2020-21 Goals



Functions



HR Administration: Planning, directing and overseeing activities and operations of the Department of Personnel.

Recruitment: Development of the COJ Workforce (Posting vacant positions, screening applicants and coordinating hiring efforts with managers responsible for interviewing and making the final selection).

Employee Relations : Strengthening the employer-employee relationship through measurement of job satisfaction, employee engagement, and resolving workplace conflict.

Training and Development: Aimed at improving the job performance of employees.

Benefits Administration: Establishing, maintaining, and managing a cost –effective benefit program.

Classification and Compensation: Salary administration, classification of positions, and salary /classification studies.

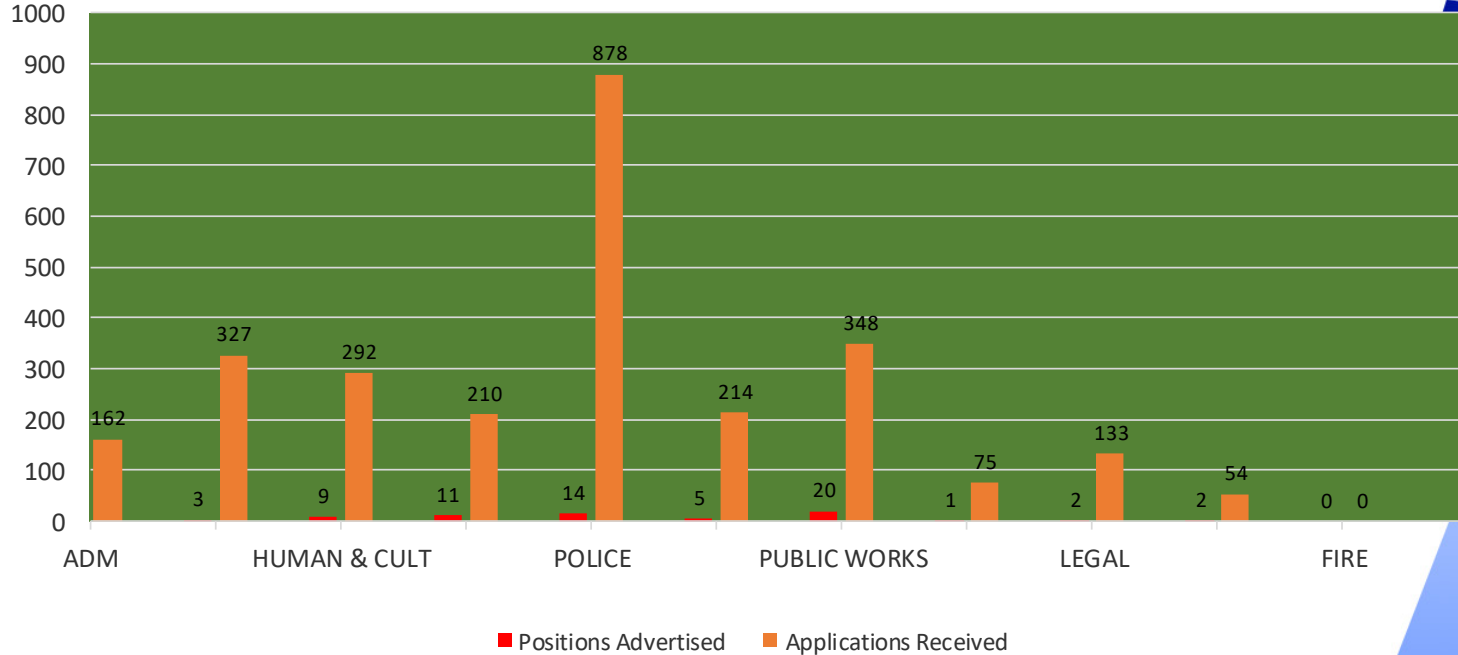
Compliance : Aimed at ensuring COJ is abiding with State and Federal Laws, City Policies and Procedures, and Civil Service Rules

Civil Service: Providing support to Civil Service Commission

Records Management: Maintaining accurate employee records and data .

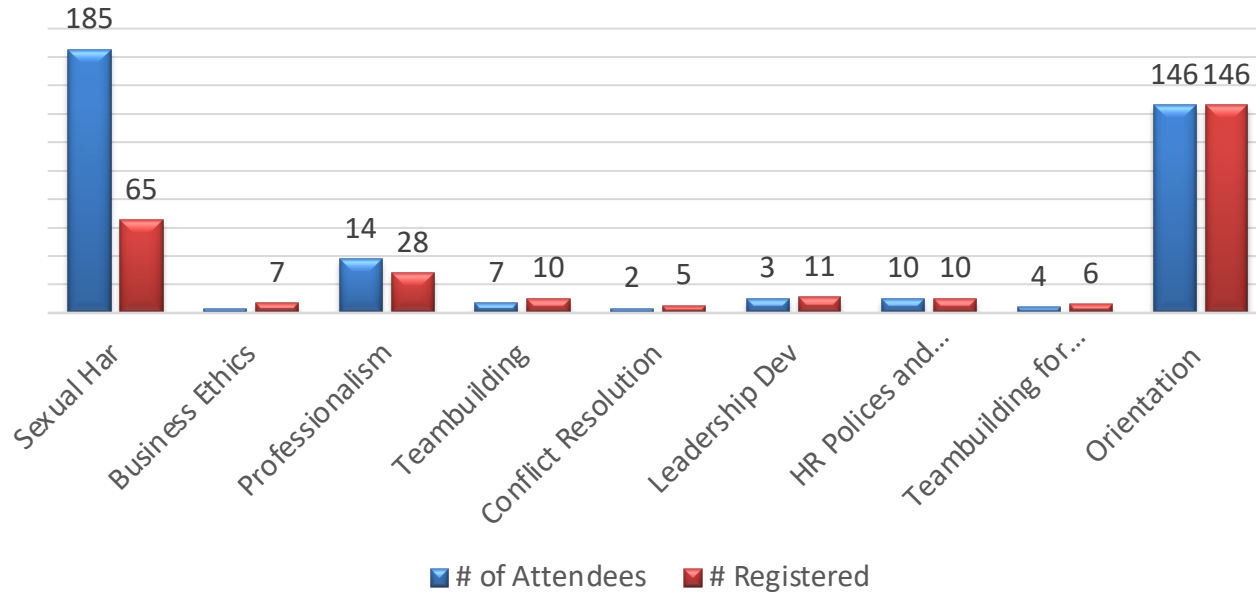
Recruitment and Selection

Number of Requisitions/Applications received



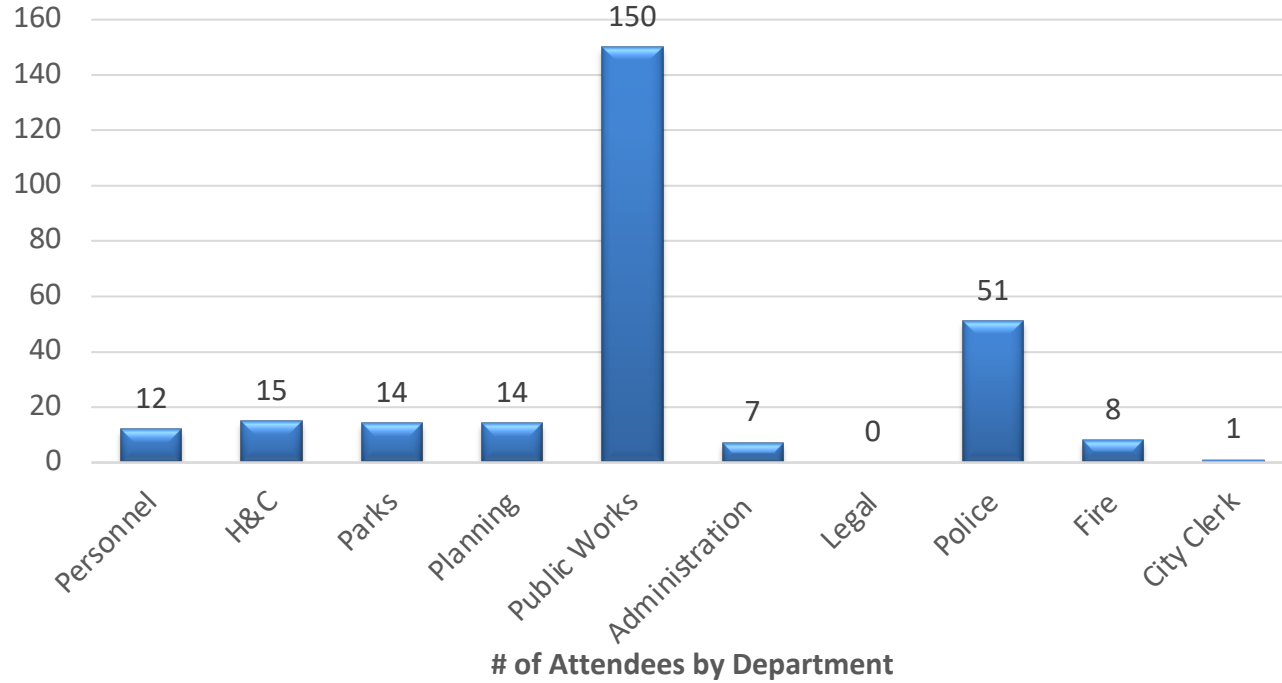
Training and Development

(October 2019-July 2020)



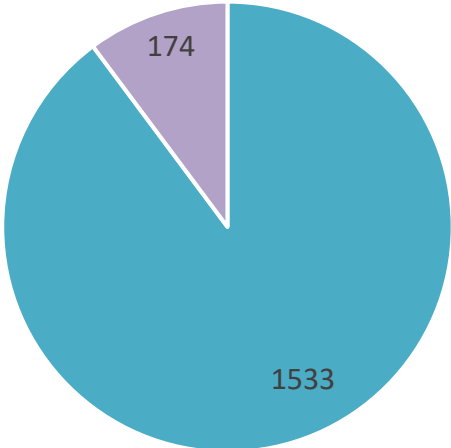
Training and Development

(October 2019-July 2020)



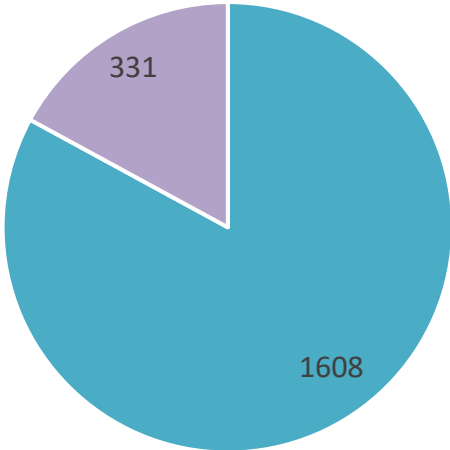
Benefits Administration

Health Plan



■ Active ■ Retiree

Dental Plan



■ Active ■ Retiree

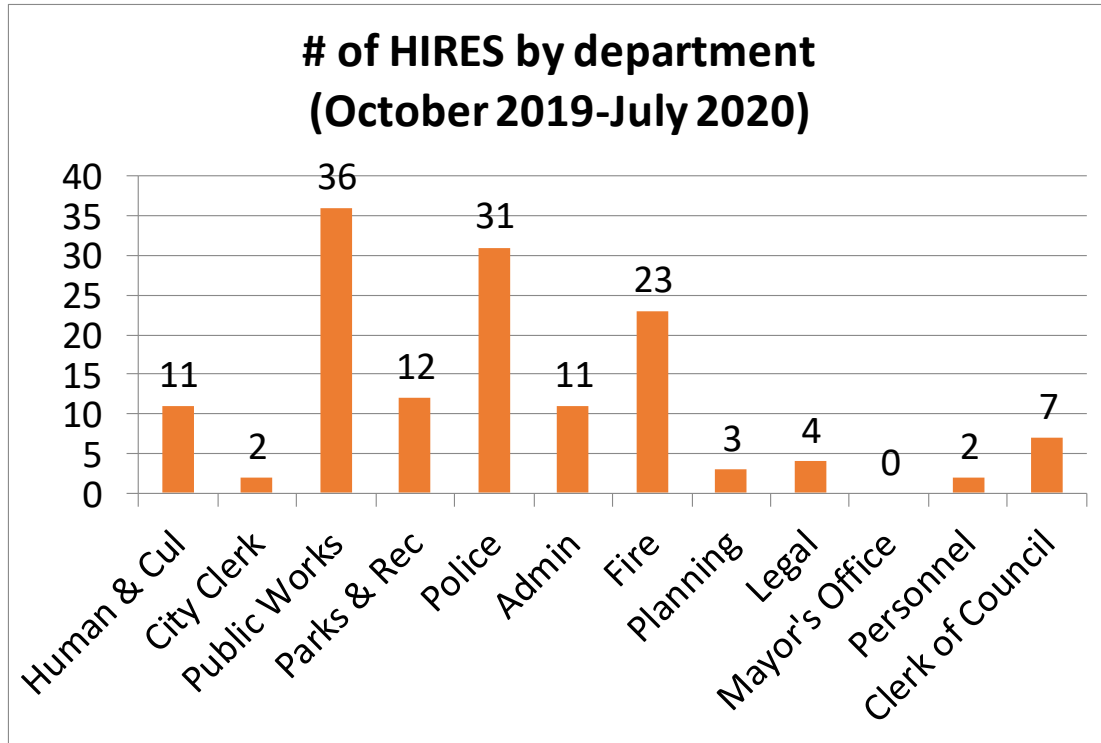
HR Management Metrics

Total number of
employee
workforce is 1,657

Average annual
salary is 33,459.06

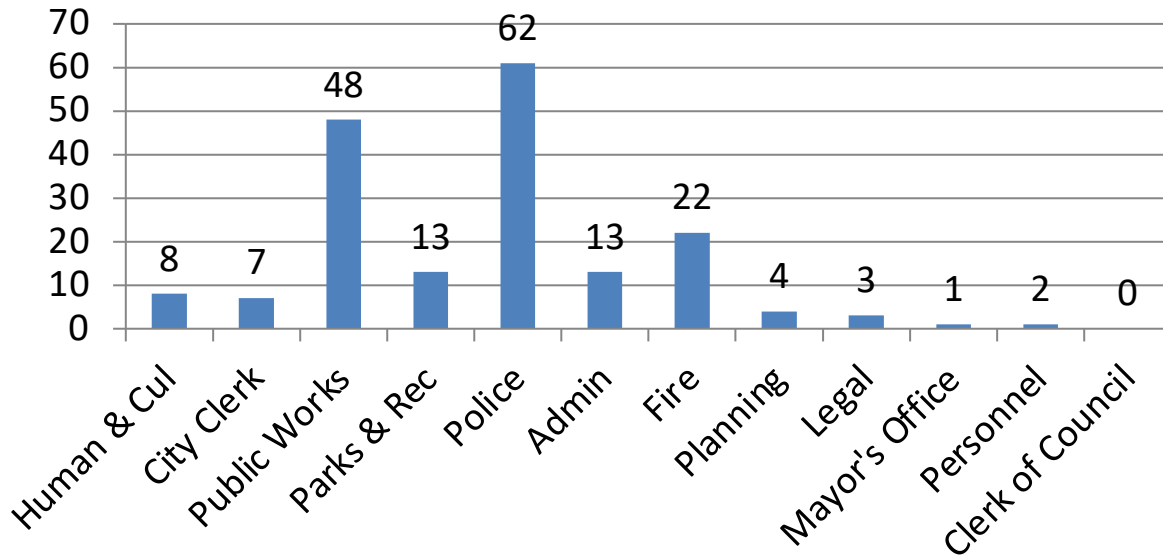
Average age of
workforce is 43

HR Management Metrics- Hires

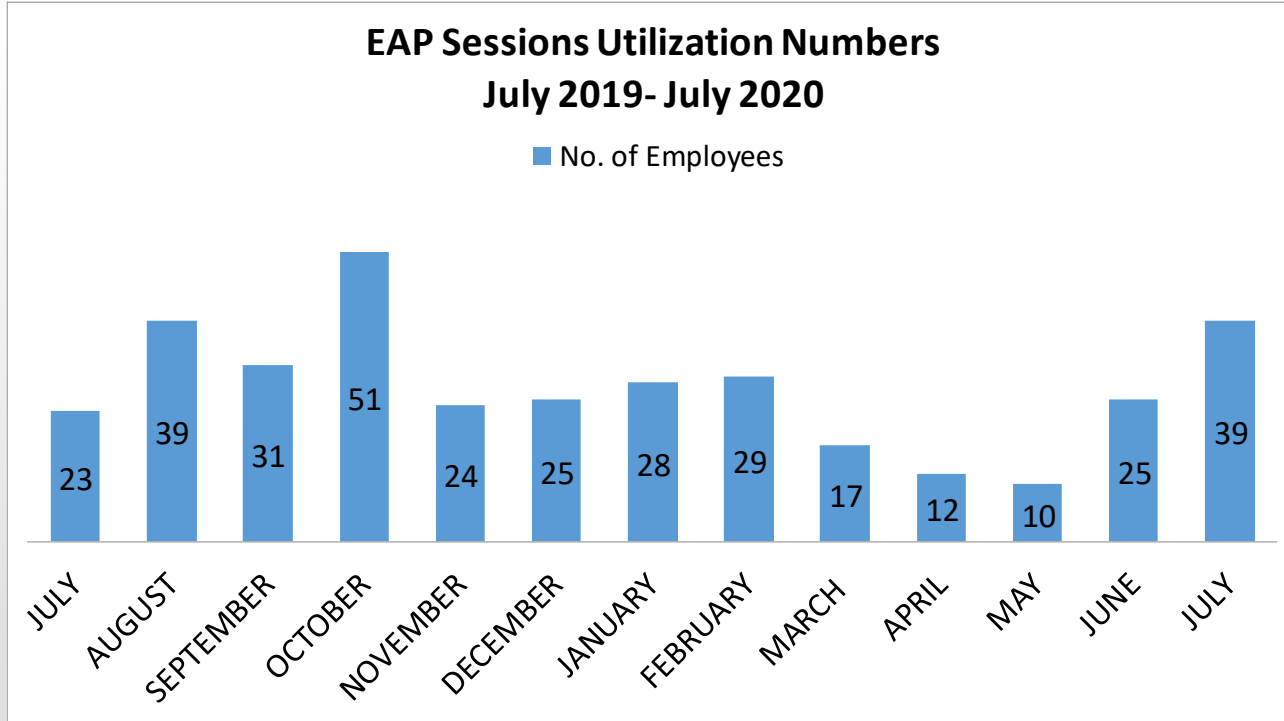


HR Metrics- Turnover

**Employee Turnover by Department
(October 2019-July 2020)**

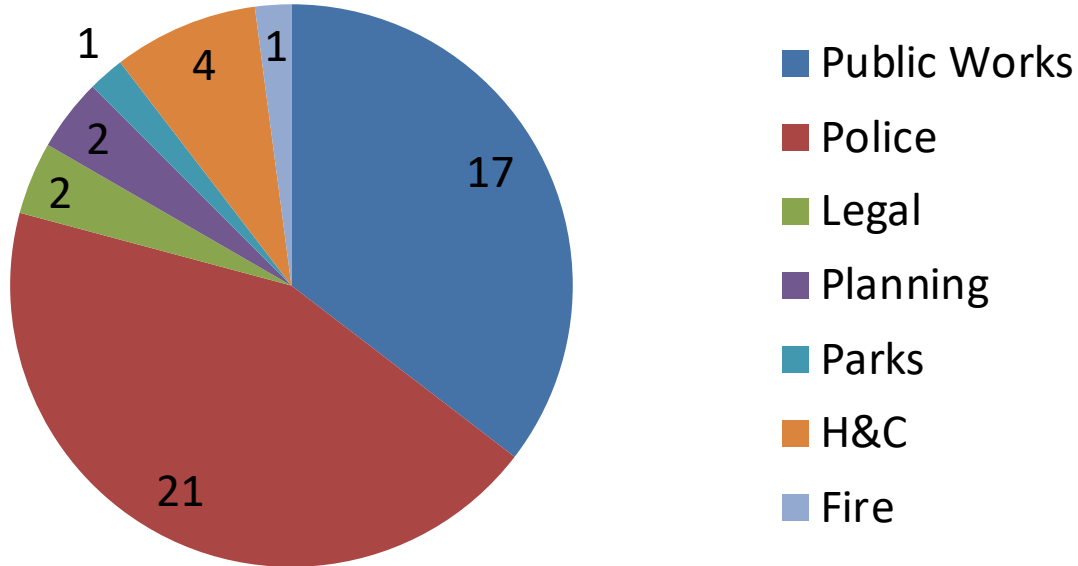


Employee Assistance Program MEA CARES



Employee Relations- Grievances

Number of grievances filed (October 2019-July 2020)



Employee Relations- Grievances

Total number of grievances filed- 48

- Resolved by HR-47
- Resolved through mediation by HR- 5
- Resolved by Director- 0
- Required grievance hearing-1
- Resolved by Mayor-1

Employee Relations-Disciplinary Actions

Disciplinary Actions by Department (October 2019- July 2020)

Department	Termination	Suspension	Demotion	Total: 60
Fire	1	6	0	7
Parks and Recreation	1	0	0	1
Police	8	28	0	36
Public Works	11	1	0	12
Personnel	1	0	0	1
Administration	1	0	0	1
Human & Cultural	2	0	0	2

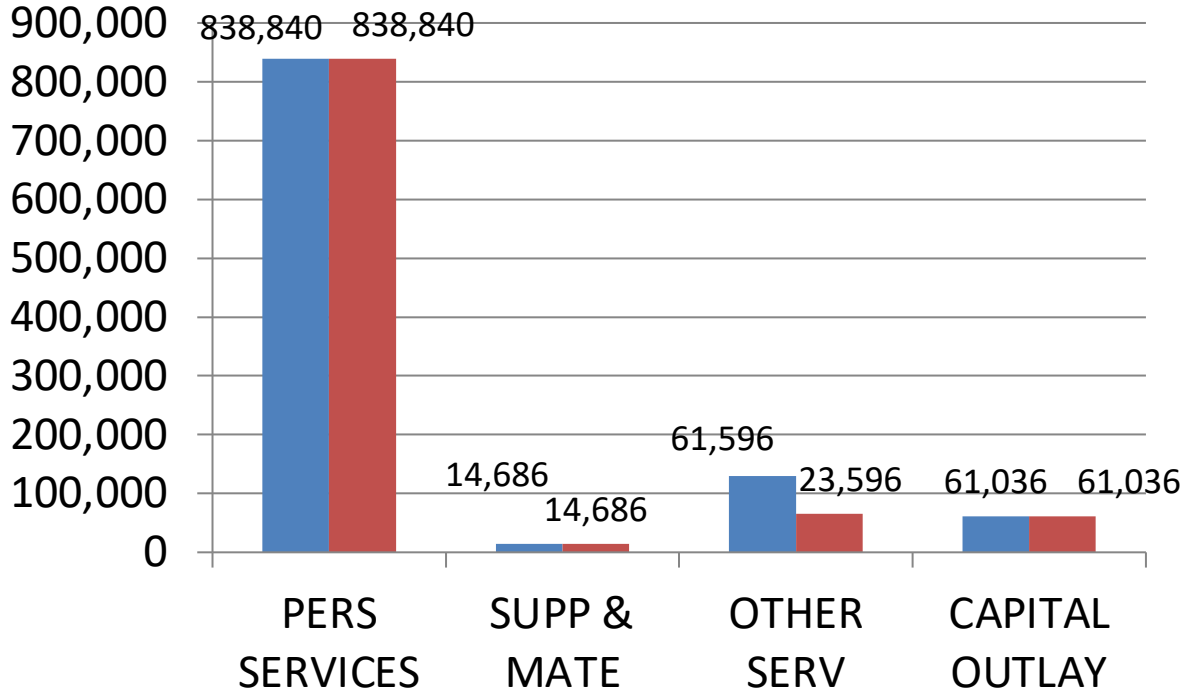
Number of disciplinary hearings that were appealed to Civil Service Commission

Department	Total: 13
Fire	2
Parks	1
Jackson Police	9
Public Works	1

Employee Relations- Unemployment

- # of unemployment claims- **141**
- # of unemployment claims appealed by City- **141**
- # of unemployment claims that were approved by the Unemployment Commission- **16**

Budget Comparison FY 2019-20 vs FY 2020-21



■ FY 2019-20
■ FY 2020-21

QUESTIONS

