

Department of Personnel Management



Budget Presentation
FY 21-22

Toya Martin, Interim Director

VISION STATEMENT

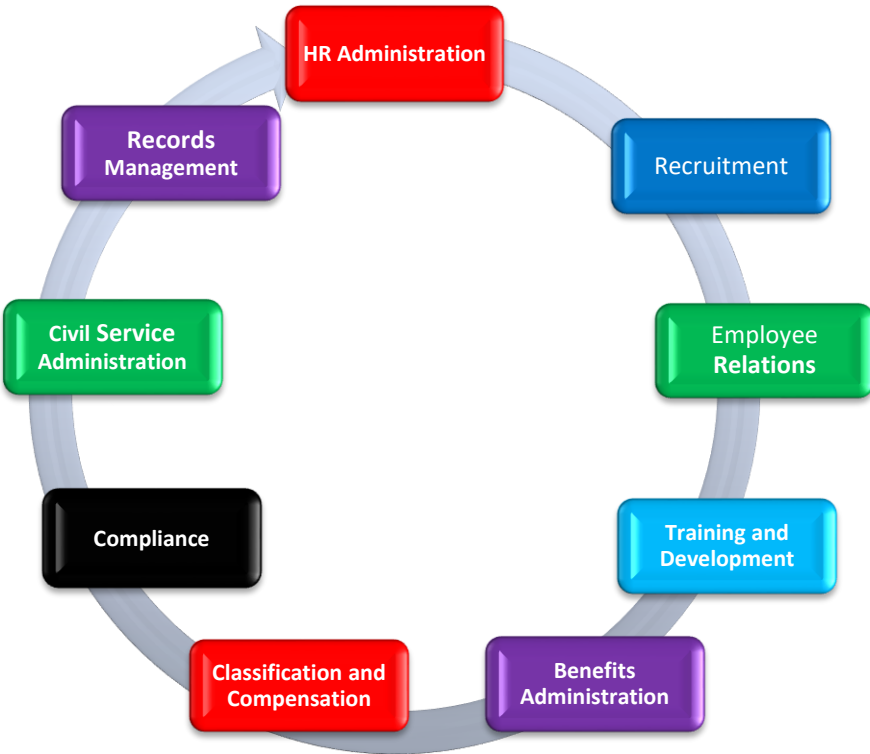
As a comprehensive Human Resources Department for the City of Jackson, we are dedicated to:

- 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.

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 .

Priorities (Personnel Services) FY 21-22

- Develop leading practices and model in commitment to attract, retain and develop a diverse and competent workforce by attracting qualified applicants, motivating the existing and inspiring long term commitment by improving HR system(s) and processes.
- Provide updated and uniform policies for all employees and continue alignment of City policies with federal and state employment laws to ensure compliance.
- Update the City of Jackson's Employee Handbook to develop clear human resources policies that balance the interests of both employees and management.
- Continue to streamline, simplify and automate processes and procedures
- Conduct more in-service workshops with the Department of Personnel Management to review City policies and to stay abreast of changes in state and federal Human Resource laws and policies. Also, in-service workshops will be used to further enhance communication between staff and management.
- Continue to enhance services and grow efficiency, effectiveness and strategic capability.

Priorities (Training) FY 21-22

- Develop a more comprehensive training website to publicize trainings initiatives
- Increase team productivity by collaborating with upper-level management and employees in all departments to receive input regarding staff development needs
- Implement more Computer Skill Based Training
- Establish a Train the Trainer program with departments.
- Continue to offer innovative and/a competitive benefit package to City employees

Priorities (Employee Relations) FY 21-22

- Develop a corrective action plan for performance and discipline that can be used City wide
- Continue to try and minimize employee complaints and grievances by offering trainings on sexual harassment and EEO practices.
- Continue to build upon the relationships and trust between employees and their supervisors, creating a more open empowered working environment.

Priorities (Timekeeping) FY 21-22

- Provide employees with procedures on the use of KRONOS.
- Provide supervisors, managers and timekeepers with procedures to ensure that employees' time is accurately reported for payment purposes, and to establish responsibility for time reporting.
- Provide consequences for violating time-reporting rules

Priorities (Benefits) FY 21-22

- Continue to offer innovative and/a competitive benefit package to City employees

Accomplishments FY 21-22

- Revised Operating Procedures and forms for Performance
- Successfully implemented Munis Human Capital Management ERP System.
- Held 4 successful Employee Recognition Programs, recognizing several employees for their years of service.
- Implemented the *Employee of the Quarter Award*
- Implemented a Recruitment and Retention Committee
- Provided recruitment testing for Police and Fire Department
- Provided promotional testing for Police and Fire Department.
- Developed a monthly HR Employee newsletter

Accomplishments (cont'd) FY 21-22

- Instrumental in working with Medical Analysis and Jackson Hinds Comprehensive to provide Covid-19 and vaccines to all City employees and their dependents and spouses.
- Regular blood pressure screenings for City employees
- Continuing to work with the City's Health Clinic (Medical Analysis)
- Held 3 successful Health fairs for City employees
- Revised grievance policy
- Implemented an Alternative Dispute Resolution (ADR) Program
- Implemented a Staff Grievance Committee which includes the Chief Administrative Officer
- Revised Disciplinary Action Procedures

Accomplishments (cont'd) FY 21-22

- Revised the Disciplinary Action process
- Secured a consultant to host meetings with each department to speak about workplace culture
- Developed and implemented a Timekeeping Policy
- Hired a HR Kronos to help solve some of the payroll issues

HR Management Metrics

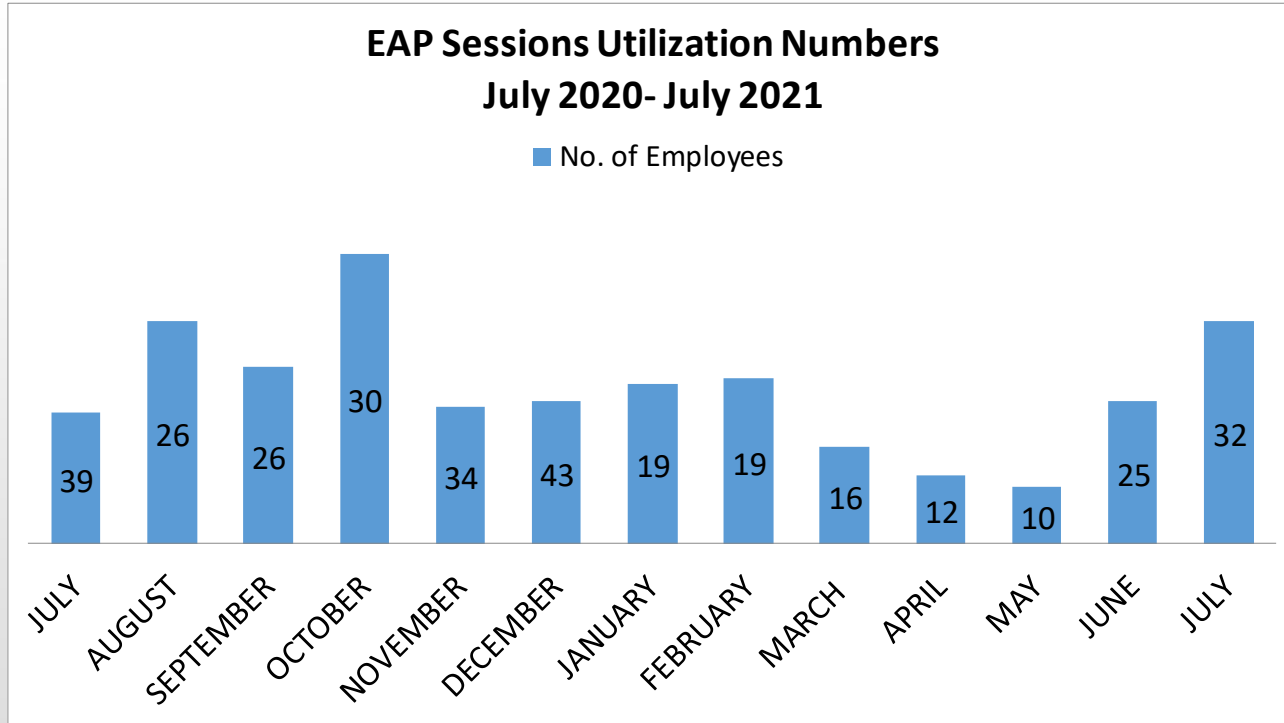
Total number of
employee
workforce is 1,438

Average annual
salary is 33,459.06

Average age of
workforce is 43

No. of hires- 206
Turnover- 132

Employee Assistance Program MEA CARES



Training and Development

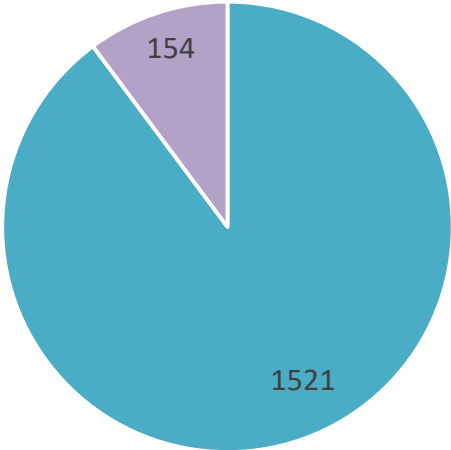
- No. of Trainings- 31
- No. of Attendees- 386

Benefits Administration

- Health Plan- United Healthcare
- Dental Plan- Delta Dental
- Life A&D Policy- Metlife

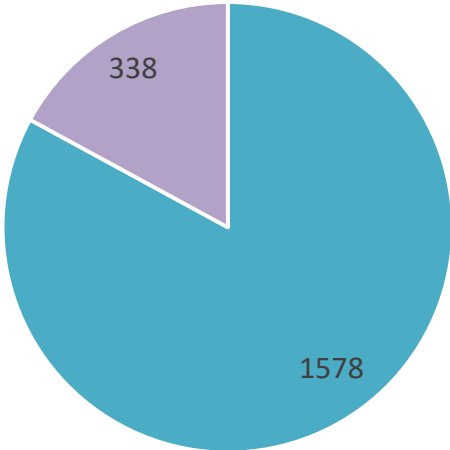
Benefits Administration

Health Plan



■ Active ■ Retiree

Dental Plan



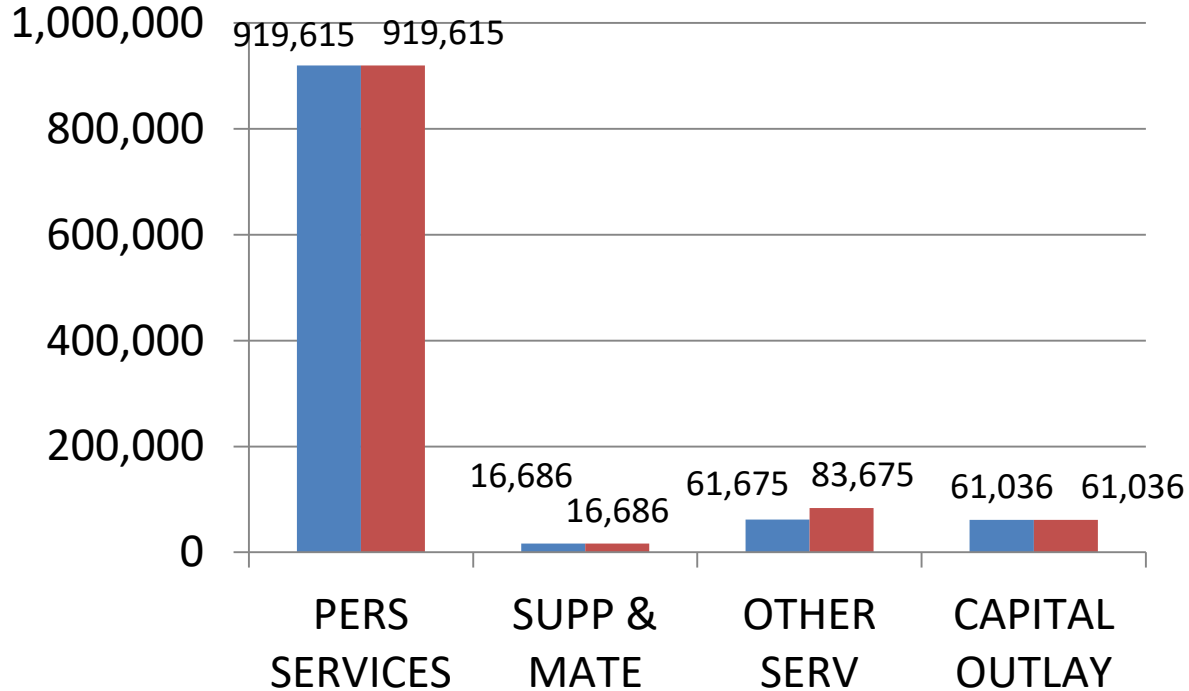
■ Active ■ Retiree

Employee Relations- Grievances and Disciplinary Actions

Total number of grievances filed- 29

- Resolved by HR-17
- Resolved through mediation-7
- Resolved by Director- 4
- Required grievance hearing-1
- Resolved by Mayor-1
- **Total number of disciplinary actions- 43**

Budget Comparison FY 2020-21 vs FY 2021-22



QUESTIONS

