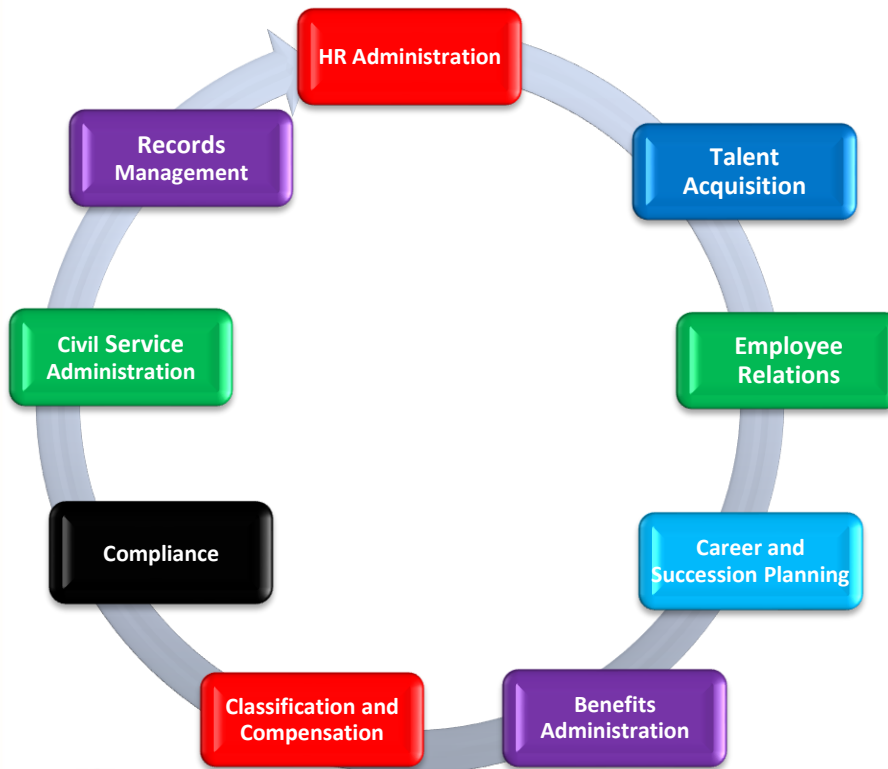




Budget Presentation FY 23/24

Department of Human Resources
Toya Martin, Director
Vickie Perry, Deputy Director

HR Strategic Planning



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

Talent Acquisition: 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.

Career and Succession Planning: Foster and promote the continual development of employees, and ensure that key positions maintain some measure of stability.

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

Records Management: Maintaining accurate employee records and data.



HR SMART GOALS



ACCOMPLISHMENTS

- Employee Handbook Revised Policies
 - Telework Policy, Telework Assignment Form
 - Holiday Leave Policy; added Juneteenth and Veteran's Day
 - Leave Accrual Policy: Sick and Vacation Leave
 - Bereavement Leave Policy
 - Birthday Leave Policy
 - Paid Parental Leave Policy
 - American with Disabilities (ADA) Policy
 - Disciplinary Action Policy and Procedures
 - Grievance Policy for Employees
 - Onboarding Policy for new employees



ACCOMPLISHMENTS

- Overtime and Compensatory Policy for Exempt and Non-Exempt employees
- Timekeeping Policy
- Donated Leave Policy
- Updated City Compensation Plan
- Standard Operating Procedures for HR Department
- Civil Service Handbook
- Electronic Personnel File System
- Performance Evaluation
- Exit Interview Form
- City of Jackson Job Fair & Career Expo



ACCOMPLISHMENTS

- Facilitated Department Strategic Planning Meetings
- Hosted Employee Recognition Ceremony
- Hosted Employee Health Fair



PARTNERSHIPS

- ESGR- Employer Support of the Guard and Reserve/Work for Warriors
- United States Army Pays Program
- Hinds Community College (Hub Workforce)
- Jackson State University: (Pending Career Fair)
- Alcorn State University: Ambassador Level Partnership
- Mississippi Job Corp
- JPD Recruitment Campaign with WAPT
- Tougaloo College (Pending Career Fair)
- Delta Technical College (Pending Career Fair)
- Newton County Job Fair



RECRUITMENT STRATEGIES

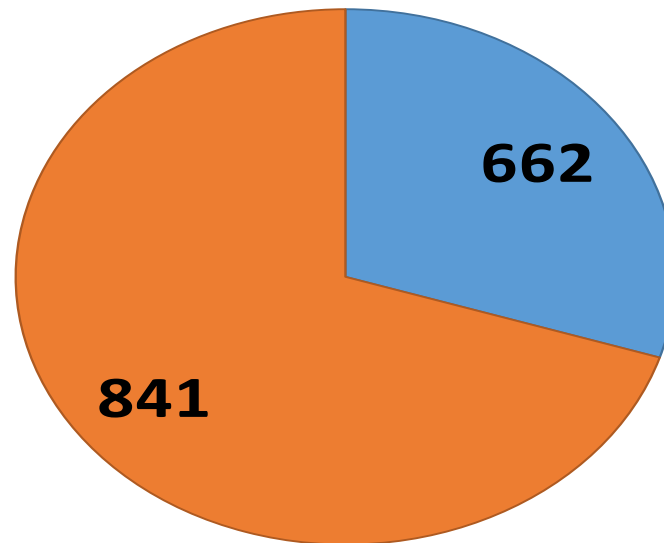
- Competitive Wages
- Advertise Full Benefit Package
- Brand and Build Talent
- Retain the personal touch
- Simplify Hire Process
- Forge relationships with colleges/universities and high schools.
- Partnerships with professional organizations



HR METRICS

Workforce of approximately
1, 503 City employees
Average age of workforce is 45
years old

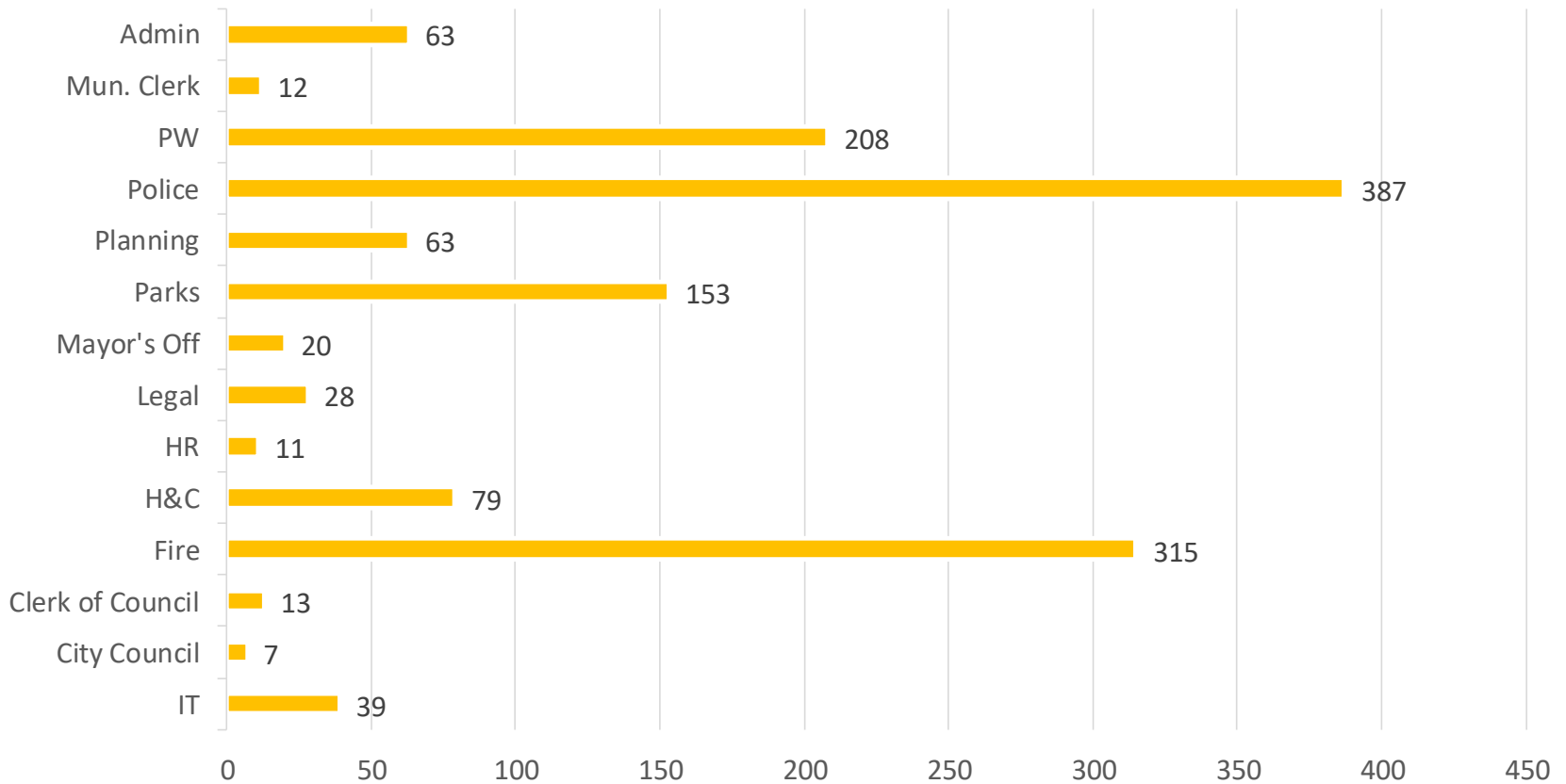
CITY OF JACKSON WORKFORCE



- Supervisors/Managers
- All Other Employees

Key Performance Indicators

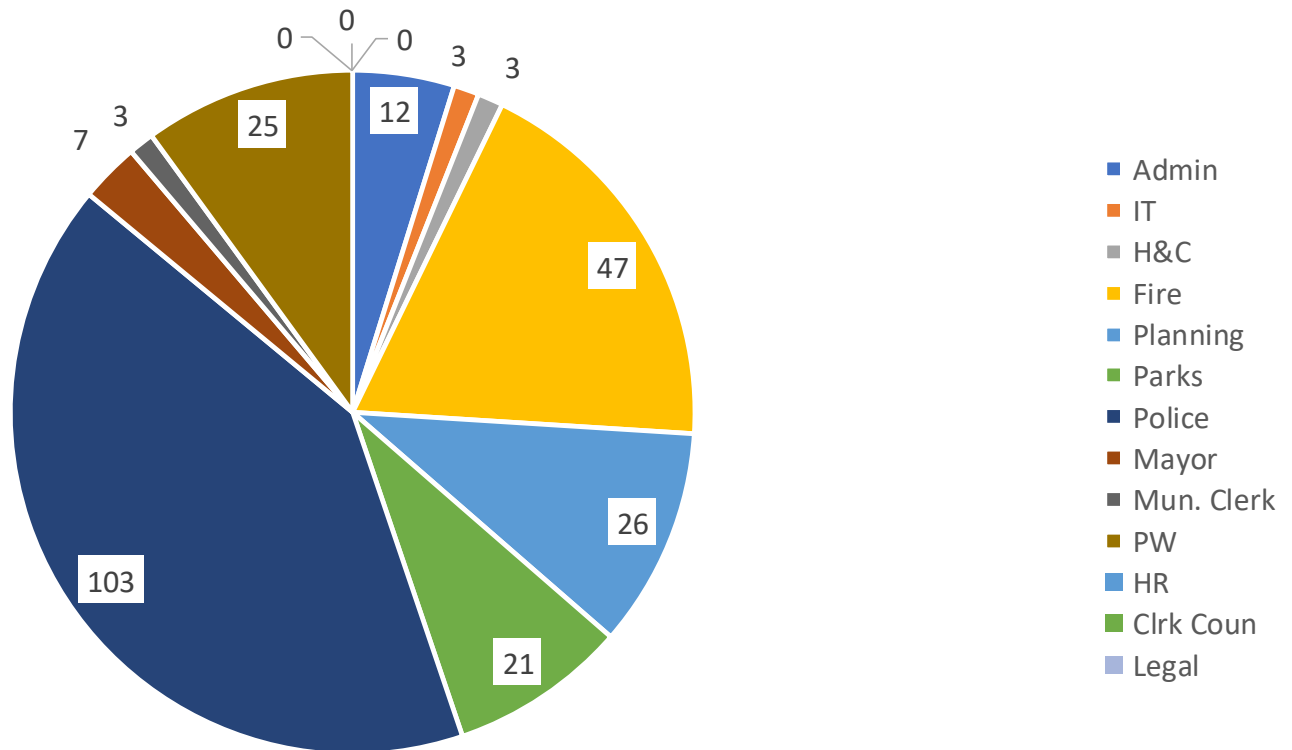
of Employees by Department



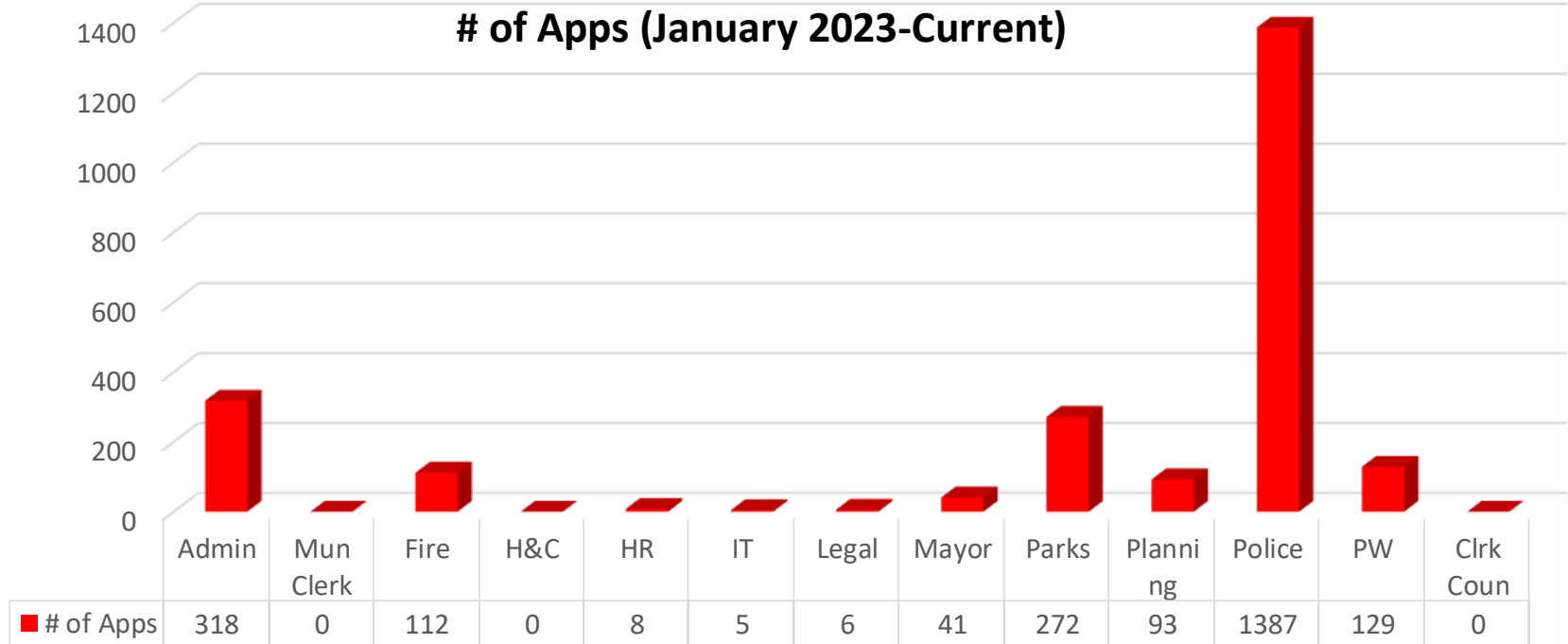
Key Performance Indicators

Vacancies by Department

Current Vacancies



Key Performance Indicators



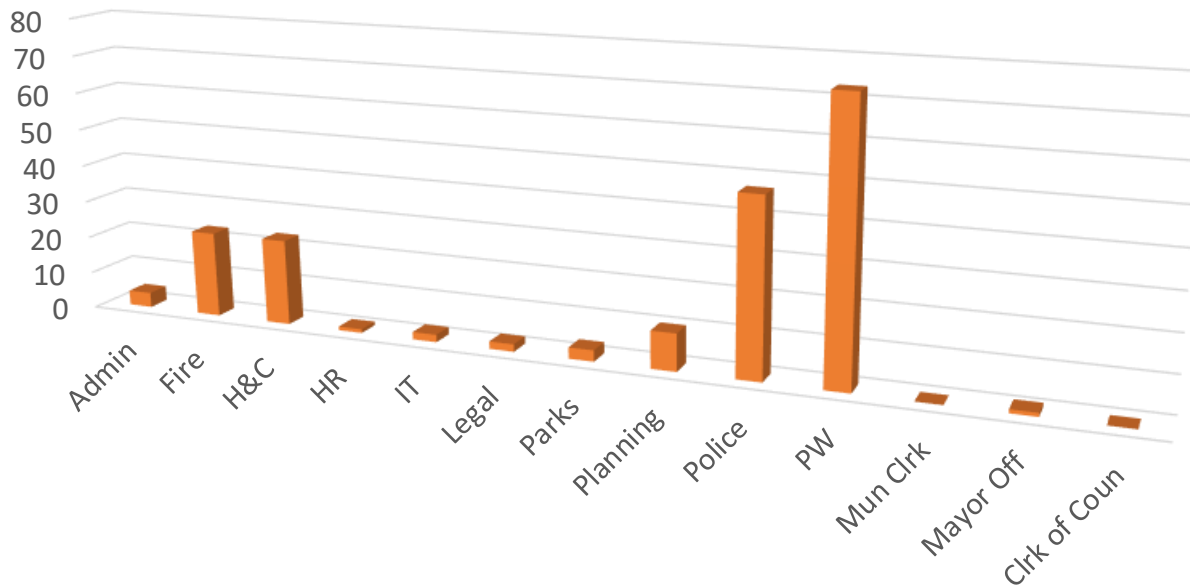
■ # of Apps



Key Performance Indicators

Turnover

Turnover
(January 2023-Current)



	Admin	Fire	H&C	HR	IT	Legal	Parks	Planning	Police	PW	Mun Clrk	Mayor Off	Clrk of Coun
Term	4	23	23	1	2	2	3	10	47	73	0	1	0

RETENTION STRATEGIES

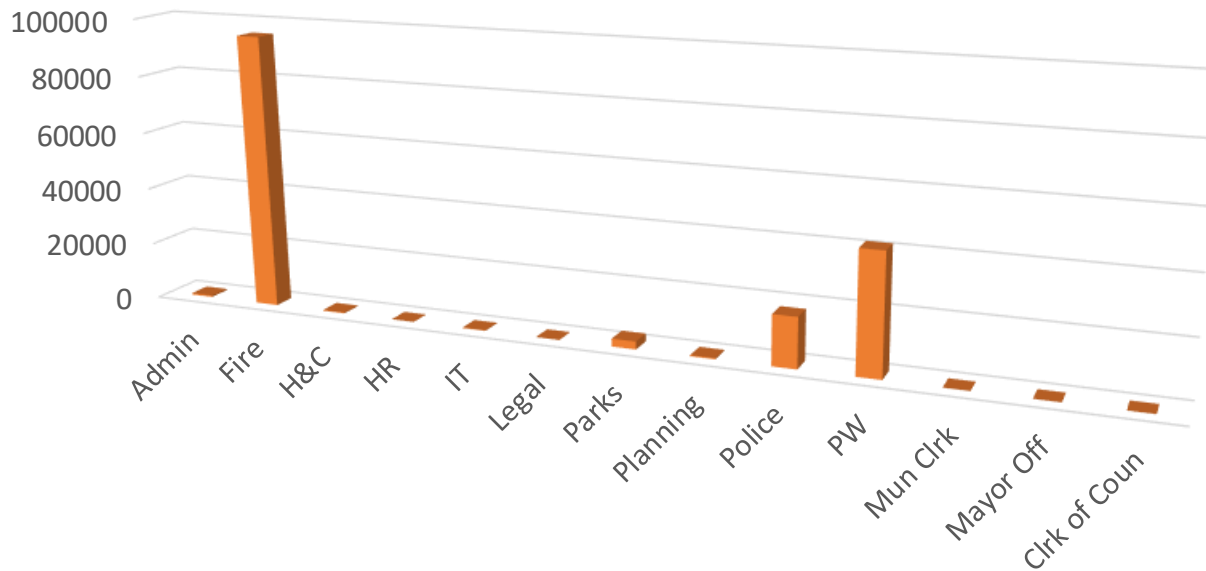
- Training for Middle Managers
- Respectful treatment of all employees at all levels
- Compensation/pay
- Trust between employees and senior management
- Rewards and Recognition
- Provide avenues for professional development
- Build a culture employees want to be a part of
- Prevent burnout by focusing on employee wellness



Key Performance Indicators

Overtime

Overtime in Hours
(January 2023-Current)



	Admin	Fire	H&C	HR	IT	Legal	Parks	Planning	Police	PW	Mun Clrk	Mayor Off	Clrk of Coun
OT	496.32	95,200.	261.95	0	155.1	9.77	2737.02	383.33	17,407.	41,656.	2.41	3.65	1.69

QUESTIONS

