

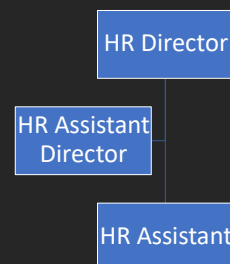


Human Resources - Responding to Growth


Jennifer Greenland, Human Resources Director



Organizational Structure & Focus



- Employment
- Benefits
- Payroll
- Compliance



Employment

- Posting Jobs (54)
 - FTE (300)
- Reviewing Applications
 - 389 in 2023
- Conducting Interviews
 - Promotional Processes
- Preparing Offers


Job Openings

- [Aquatics Attendant - Part Time](#)
Posting Date: Apr 01, 2024 End Date: Open until filled
- [Lifeguard - Part Time](#)
Posting Date: Apr 01, 2024 End Date: Open until filled
- [Pool Maintenance Attendant - Part Time](#)
Posting Date: Apr 01, 2024 End Date: Open until filled
- [Aquatics Instructor - Part Time](#)
Posting Date: Apr 01, 2024 End Date: Open until filled
- [Homeless Program Coordinator](#)
Posting Date: Apr 01, 2024 End Date: Open until filled
- [Police Officer](#)
Posting Date: Apr 01, 2024 End Date: Open until filled



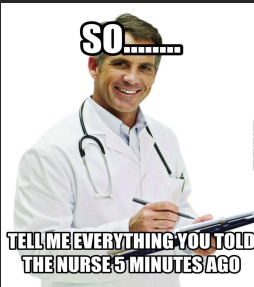

Employment (cont.)

- Hiring
 - Criminal Background
 - Drug Test & Physical Exam
 - Polygraph & MMPI (Police & Fire)
 - Department of Transportation (DOT) Clearinghouse
- On-boarding
 - Completion of Forms & Personal Data Entry





Benefits

- Finding, Comparing, and Securing Insurance
 - Medical, Dental, Vision, Life, and Supplemental Coverages
 - Possibility of 20+ options
 - Full-time Employees
 - 128 Retirees
- Verifying Eligibility for Insure Oklahoma
 - Provides Subsidy for Employees of City

Benefits (cont.)

- Leave Options
- Development Training Opportunities
- Support through Employee Assistance Program (EAP)
- Tuition Reimbursement & Student Loan Forgiveness
- Education Incentive
- Retirement Options


Payroll

- Insurance changes
- Union changes
- Pay changes (coordinated with Finance Department)
 - Merit Step
 - Promotions
 - Transfers
 - Longevity
 - Incentives






Compliance

- Drug Testing
 - Pre-employment, Random, Reasonable Suspicion, or Post-Accident
 - DOT, Non-DOT, Police, and Fire
- Bloodborne Pathogens
- Hiring
 - E-Verify & I-9 Employment Eligibility Verification
 - OK New Hire Reporting
 - U.S. DOT Clearinghouse – as required




Compliance (cont.)

- COBRA
- GASB 75
- Surveys
- Workers' Compensation
 - Review
 - Reporting
 - Consolidated Benefits Resource (CBR)
 - Work Comp Commission
 - OK Department of Labor


Compliance (cont.)

- DOT/Federal Motor Carrier Safety Administration Entry-Level Driver Training
- Family Medical Leave Act
- Safety Training
 - OMAG's Local Gov U (Online)
 - Gordon Cooper Technology Center
- Records Management, Retention, and Protection





Safety

- New Hire Orientation
 - HR & Departments
- Reviewing Written Plans
 - Bloodborne Pathogens
 - Emergency Action Plans
 - Hearing Conservation
 - PPE Assessment
- Excavation Safety Program
- Fall Protection Program
- Trenching/Shoring
- Confined Space
- Hazard Communication
- Safety Manual
- Respirator Program



Additional Activities

- Evaluation Processing (~40/month)
- Open Enrollment for Insurance
- Seasonal Hiring (up to 70 employees)
- Life Insurance Claims
- Disability Retirements
- Employee Issues, including Investigations & PIPs



Thank you! Questions?
Human Resources Department

