



City of Evanston

Human Resources Department

<p>Department Overview</p>	<p>Purpose: To recruit, retain and retire all City staff. To comply with all applicable Federal, State and Local regulations.</p> <p>Mission Statement: To provide exceptional human resources services with integrity in a courteous and efficient manner.</p> <p>Primary Services/Divisions: The primary services of the department are:</p> <p>Organizational Development:</p> <ul style="list-style-type: none"> • Develops, coordinates and conducts all City-wide employee training (Leadership Development, Book Club, Supervisor Training, Discipline, Diversity, Performance Management, Time Management, Other policies, etc.) • Administers the City's Classification & Compensation system (conduct and respond to salary surveys, work with HR Specialists to supports department reorganizations and position reclassifications) • Oversees succession planning; • Works with the employee Diversity Council. <p>Employee Relations:</p> <ul style="list-style-type: none"> • Administers JDE (Employee Benefits Software) and Taleo (Recruitment Software); • Coordinates Recruitment work of two HR Specialists; • Oversees employee events – Public Service Week, Benefits Fair; • Assists in collective bargaining preparations and negotiations; • Acts as HR Specialist for several departments. • Work with Civil Service Commission <p>Administration:</p> <ul style="list-style-type: none"> • Benefits – plan design, wellness and administration; • Workers' compensation; • Labor Relations, including contract negotiations and grievance administration; • Goal 10 – Strategic Plan; • Legal compliance. (FMLA, FLSA, DOT, EEOC. ADA) • Personnel Rules and Regulations <p>Number of Full-time Positions: 8 (2 employees funded through the insurance fund)</p> <p>Number of Part-time Positions:</p> <p>List of Committees/Boards that require staff assistance:</p> <p>Civil Service Commission</p>
<p>Mandated vs. Non-Mandated Services</p>	<p>Mandated Services: Recruitment Testing Selection</p>



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<p>(Required by Federal/State/ or Local Legislation)</p>	<p>Salary Administration - Payouts Promotion Performance Evaluation Training Benefits Administration Workers Compensation Disability Discipline Labor Relations – Negotiations - Grievance Administration Compliance - ADA, FMLA, FLSA, EEOC, DOT, Rules and Regulations</p> <p>Non-Mandated Services: HRIS Position Classification Leadership Development Wellness Benefits Fair Public Service Week Employee Safety Diversity Employee Problems - EAP</p>										
<p>Financial Summary</p>	<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <td style="width: 70%;">FY 09-10 Department Specific Revenues</td> <td style="width: 30%; text-align: right;">\$ 0</td> </tr> <tr> <td>FY 09-10 Budgeted Expenses:</td> <td style="text-align: right;">\$ 2,274,500</td> </tr> <tr> <td style="text-align: right;">Variance:</td> <td style="text-align: right;">\$(2,274,500)</td> </tr> </table> <p><u>Department Specific Revenues:</u></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #000080; color: white;"> <th style="width: 70%;">Revenue Type</th> <th style="width: 30%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> <p>% of Budget that is allocated for mandated services: 90%</p> <p>Balance of expenses funded from General Fund Revenues: \$2,274,500</p>	FY 09-10 Department Specific Revenues	\$ 0	FY 09-10 Budgeted Expenses:	\$ 2,274,500	Variance:	\$(2,274,500)	Revenue Type	Amount		
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