

## **Briefing for City Council Candidates**

**Department:** Human Resources

**Reports to:** Erin Leonhart, Interim City Manager

**Director:** Mathew Pruitt

Safety Manager: Katy Thelen

Labor and Employee Relations Manager: Michelle Davis

HR Business Partner: Ann Bouzigard

HR Business Partner: Susan Wolf

HR/Safety Coordinator: Holly Simon

**Number of Staff Members in Department:** 6 budgeted FTEs

**2021-2022 Department Budget:** \$1,959,344

### **Mission/Vision:**

We, the City of Bothell Human Resources Department, are strategic leaders in developing a modern organization. We are committed to maximizing the value of our employees and ensuring they go home safely. We work collaboratively with City staff to foster a culture of continual improvement, wellness, and inclusion. We protect the interests of employees and the organization by developing responsible programs, initiatives, and policies that align with our community's values.

### **Strategic Objectives and 2021-2022 Work Plan:**

- **Modern and Accessible HR**
  - Evaluate and continue to expand the implementation of learning management system.
  - Continue implementation of automated employee on-boarding system.
  - Automate City performance management system.
  - Automate other personnel related City processes/procedures, forms, etc.
  - Continue to develop and identify efficiencies in HR change data entry for the City's new payroll system
  
- **Clear and meaningful policies and procedures**
  - Impact bargain any legal changes made to the City Personnel Policies and Procedures
  - Continue to develop policies/procedures for life after COVID-19 (telecommuting, voluntary vaccinations, health screening, etc.)
  - Negotiate upcoming labor agreements including IAFF and AFSCME.
  - Legal review of civil service rules
  - Implement policies/procedures for new state requirements such as the Washington State Long Term Care Act and Washington State Paid Family and Medical Leave
  
- **A safe work environment**
  - Develop and implement city-wide Safety Strategic Plan

- Develop and implement annual Safety training calendar
- Identify and train safety liaisons in relevant work groups and departments to increase effectiveness of Safety Program implementation
- **Strategic employee development/training planning**
  - Increase utilization of city-wide learning management system to create more access to less expensive and more readily available online training solutions
  - Develop online training plans in specific areas such as leadership to provide development opportunities for employees who desire to move up in the organization
- **Recruitment and retention of a diverse and talented workforce**
  - In cooperation with hired consultant recruit and negotiate the contract of the next City Manager
  - Develop Bothell recruitment video
  - Conduct first annual employee engagement survey, evaluate results, and recommend changes to ELT
  - Work with DEI consultant to identify gaps/needed changes in the recruitment of BIPOC individuals, develop a plan, and implement changes to the City's recruitment processes
  - Obtain AWC WellCity Award

**Human Resources Websites:**

Human Resources Department: <http://www.ci.bothell.wa.us/163/Human-Resources>

Diversity Committee (DiveIn): <http://www.bothellwa.gov/1492/Diversity-and-Inclusion-DiveIn>

Job Openings: <https://www.governmentjobs.com/careers/bothellwa>

COVID-19 information page: <https://www.bothellwa.gov/1675/COVID-19>