

# HUMAN RESOURCES DEPARTMENT



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# What does HR Do?



Human Resource Management is the practice of recruiting, hiring and managing the organization's employees.



# Six Components of Human Resources



- **Recruitment**
- **Organizational Culture**
- **Compensation and Development**
- **Safety and Risk Management**
- **Employee Relations**
- **Training and Development**

# Recruitment Process

- Evaluate needs of each department
- Update job description(s)
- Post and advertise vacancies
- Prepare and select interview questions
- Interview qualified applicants
- Administer job related exercises or tests
- Second interviews of top candidate(s)
- Reference Check
- Contingent offer pending pre-employment testing

## Employment Opportunities

CRPD strives to attract and retain highly qualified employees and to provide a positive workplace. CRPD sustains a diverse workforce, complies with federal and state employment mandates, and supports excellence in individual and organizational performance. We think this is a great place to work!

To view current employment opportunities go to [NeoGov.org](https://www.na.gov)

To view job descriptions click [here](#).







# Recruitment Philosophy

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- Understanding success in the position
- Consistent competitive process
- Department involvement
- Avoiding bias, select best candidate for position
- Anti-discriminatory practices
- Asking the right interview questions
- Hiring highly qualified and positive employees



Organizational Culture  
Recognition

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## “Pickle” Program

Recognize staff who demonstrate:

- Excellent customer service
- Attitude
- Being Consistent
- Teamwork





# Recognition Events

- Four luncheons per year
  - Winter Potluck
  - Spring BBQ
  - Thanksgiving Potluck
  - Holiday Recognition Event
- Recognize staff that have gone “above and beyond” at every event
- A thank you to staff and time to socialize and bond





# Staff Giving Back

- Children's Funding Assistance
  - 50/50 Raffle
- FCUSD Homeless Children
  - Christmas Gifts
  - Backpacks/Underwear
- Cordova Food Locker



Partner up with us to benefit  
Rancho Cordova's  
homeless youth.

**Donate**  
new backpacks and/or  
underwear to youth  
experiencing homelessness.

Find marked containers at:

Hagan Community Park  
2197 Chase Drive

Mather Sports Center  
3755 Schriever Avenue

CRPD Administration Office  
2729 Prospect Drive

Neil Orchard Senior  
Activities Center  
3480 Schriever Avenue

**We are collecting donations  
until the end of 2018.**





# Compensation & Development

- Recruit and retain quality employees
- Morale and satisfaction
- Reward and encourage peak performance
- Encourage District loyalty
- Payroll Philosophy:
  - Compliance with all applicable laws and regulations
  - Accuracy
  - Excellent Customer Service



# Safety & Risk Management

- Head of Safety Committee
- Liaison for CAPRI visits/audits
- Recipient and respondent to all claims
- Investigate all claims
- Manage all Workers' Compensation Claims



# Employee Relations

- Fair and consistent treatment to all employees
- Investigate all employee grievances
- Train management and supervisors on personnel laws and regulations
- Train on handling personnel actions
- Prepare or review remediation or disciplinary actions





# Training and Development

- Attend Employment related trainings for District compliance
- Provide New Hire Orientation
  - History of District
  - District customer service philosophy
  - Personnel policies
- Conduct mandated and staff trainings



# Goal for 2018/19: Personnel Policies

- Review and re-write entire personnel policies
- Analysis of up to eight (8) local agencies
- Employee committee review and input
- Meet with Personnel Committee Quarterly
- Present first half to Board in summer 2018
- Present final Personnel Policies to Board in winter of 2019







## More about the HR Department

- District office management
- IT contract liaison
- Hospitality
- ADA 504 Coordinator for the District
- (2) Residents of the community

# Putting the “Human” in Human Resources



## Strive

- Excellent external customer service
  - Show respect and care for our community; give back
  - Be knowledgeable and find solutions
  - Treat every encounter as an opportunity to show who we are

## Strive

- Excellent internal customer service
  - Genuinely care about employees, their families, & their success
  - Be knowledgeable, be updated on laws, procedures, & practices
  - Responsive & helpful; be a resource!



