

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

To view job descriptions click here.





Recruitment Philosophy

- 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

"Pickle" Program Recognize staff who demonstrate:

- Excellent customer service
- Attitude
- Being Consistent
- Teamwork







- 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

new backpacks and/or underwear to youth experiencing homelessness.

Find marked containters 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

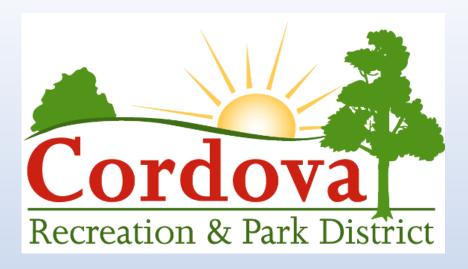
- Fair and consistent treatment to all employees
- Investigate all employee grievances
- Train management and supervisors on personnel laws and regulations
- Train on handling personnel actions
- Prepare or review remediation or disciplinary actions





Training and Development

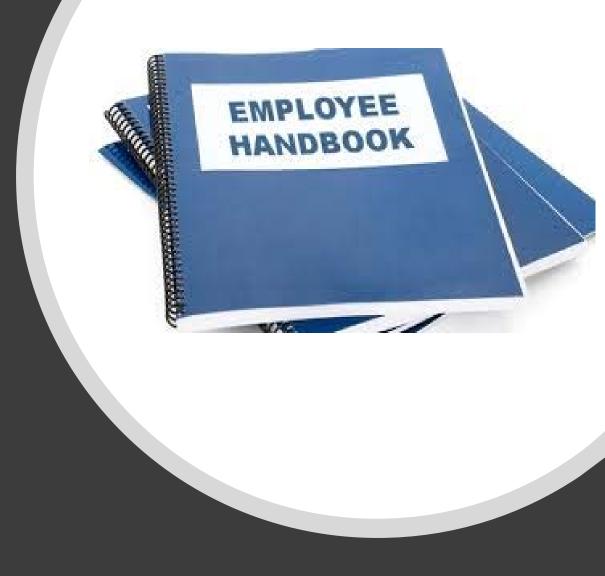
- Attend Employment related trainings for District compliance
- Provide New Hire Orientation
 - History of District
 - District customer service philosophy
 - Personnel policies
- Conduct mandated and staff trainings





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!







