



## CITY OF COLLEGE PLACE

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Human Resources Department  
625 South College Avenue  
College Place, WA 99324  
509-394-8508

# Human Resources

## Budget Narrative Fiscal Year 2021

**Funds:** Current Expense  
**Department:** Human Resources  
**Current FTE's:** 1.25 FTE (HR Manger, Deputy Finance/HR)

### Department Mission:

The City of College Place Human Resources Department serves the City by focusing efforts on its most valuable assets, the employees. This is accomplished through recruitment, hiring, and retention of a diverse, qualified workforce. The department provides direction, technical assistance and training, equal employment opportunity and labor relations.

### 2020 Accomplishments

- Recruit and hire
  - Administrative Assistant I (Community Development)
  - Accounting Clerk II (Utilities)
  - Water Utility Worker
  - Stormwater Engineering Tech
  - Firefighter (Pending)
  - Engineering Intern
  - Building Inspector (pending)
- Wellness Program
  - Applied for and received two wellness grants from AWC
  - Participation in two virtual wellness challenges
  - Will qualify for 2021 Wellness discount
- NEOGOV Implementation (Applicant Tracking System)
- Conferences and trainings
  - Civil Service Conference

- WCIA Building Supervisory Skills 101, 201, & 301
- AWC Healthy Worksite Summit
- Foundations of Implicit Bias
- 2020 Washington Finance Officers Association Conference
- AWC Member Expo (October)
- AWC Wellness Planning Forum
- Monthly staff/department head trainings
- AWC Salary Survey

**Budget Requests for Fiscal Year 2021:**

**Training**

Most of the regular trainings and conferences I attend have been moved to a virtual platform. While this may present challenges, it also has many rewards. I have attended several virtual trainings that I would have been unable to attend due to the cost and distance of travel. The 2021 HR budget does include funds for travel to attend essential conferences and trainings if offered as in-person trainings are a valuable resource for keeping up to date and networking with peers.

**Wellness**

An active wellness program can boost employee morale and encourage healthy behavior. In addition, if the AWC Wellness requirements are met, the City receives a 2% discount on health insurance premiums which totals a savings of approximately \$13,000.00/year. COVID has changed how we run our program. The most notable change has been our inability to get together for quarterly luncheons.

**Human Resource Information Technology**

The 2020 budget had funds allocated to purchase several HRIS modules from NEOGOV to automate recruitment and onboarding. The next step is to purchase the eForms module to electronically house employee personnel files. This would move the Human Resources department towards a more paperless system. The modules that we are currently using have improved our recruitment and hiring process by streamlining tasks and creating a more professional platform for applicants to apply with the City.

**2021 Goals and Recommendations**

2021 will be another busy year for the Human Resources Department. Processing payroll, maintaining appropriate staffing levels, Risk Management, Civil Service Committee, Safety

Committee, and administering the Wellness program are some of the day to day processes. There are other projects as well that don't make a large impact on the budget, but require a large time commitment. I will be working on updating the personnel manual and properly destroying old records as time allows.

Respectfully Submitted,

Shawn Doering  
HR Manager