



Personnel Board Meeting

- March 5, 2025
- Presenter:

Cheryl Parkman, Human Resources Director

Small Town Service, Community Stewardship, Future Focus

Agenda

Discussion Item Topic

1. Welcome and Introductions
2. Personnel Board Orientation
3. New Legislation and HR Initiatives
4. Recruitment Activity

Personnel Board Orientation

- **Personnel Board annual meetings**
- **Disciplinary Decision Hearings:** Employees and Department heads can seek review of disciplinary action by the Personnel Board including examining witnesses if appealed first to the Town Manager
- **Meetings Upon Request:** Town Manager or Town Council can request the Personnel Board hold hearings and make recommendations within the limits of the request

New Legislation & HR Initiatives

- **AB 2561 Vacancy Reporting:** Public agencies must present information about their job vacancies, including recruitment efforts and staffing levels, at a public hearing before their governing body.
- **State Bill 1100:** Prohibits employers from requiring a driver's license in job advertisements, postings, applications, or related materials unless driving is an essential function of the job.
- **New Performance Evaluation Software**

Recruitment Activity

Fiscal Year <i>(July 1 – June 30)</i>	Total Number of Recruitments Conducted	Total Number of Applications Received
FY 23-24	35	1349
FY 24-25 (July 1 – Feb 14)	21	1038

Highlights

- Expecting as many recruitments as last fiscal year.
- Increase in applications received per recruitment than in prior years.
- Expanded use of Neogov (human capital management)
- Added and revised some job classifications

Human Resources Information System



Purpose

- To address; inefficiencies, minimize errors, reduce fiscal impacts, compliance risks, and limitations with current HRIS.

Key Functions

- In line with organizational goals to improve automation and productivity by eliminating manual processes for HR and Payroll.
- Analytics and data driven system will improve employee tracking in performance, employee turnover and will aid in forecasting and planning.
- Will reduce legal risks with maintaining accurate employee records.
- Employee self service experience features for time & attendance and Open Enrollment.

Project phase

- Testing HRIS and will be training in May with expected deployment of HRIS system in June 2025.

QUESTIONS?

Thank you for joining us today!