



## Legislation Text

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### Agenda Information Sheet

**DEPARTMENT:** Human Resources

**CM/ ACM:** Bryan Langley

**Date:** August 1, 2016

#### **SUBJECT**

Receive a report and hold a discussion regarding the Human Resources Department strategic plan and operations.

#### **BACKGROUND**

Human Resources (HR)--consisting of nineteen (19) full-time employees who are committed to providing exceptional customer service--serve as partners to departments within the organization to provide advice, support, and recommendations to effectively utilize and manage the City's most valuable asset - its people! HR's strategic role is to provide an avenue by which managers can attract and retain quality employees. This includes a competitive compensation and benefits package, dynamic recruiting program, sound risk management and safety program, cutting edge training program, and recommending short-term and long-term human resource management decisions. HR is also a resource for employees to use when they have challenges or concerns related to the workplace, their position, and/or their supervisor(s).

The HR Department has the following core service areas:

- Training and Employee Development,
- Organizational Development,
- Compensation and Classification,
- Recruitment and Selection/Placement,
- Employee Relations/Consultation,
- Employee Drug Testing Administration,
- Employee Records,
- Employment Legal Compliance,
- FMLA and Other Leave Benefits Administration,
- Employee Special Events,
- Employee Benefits Services,
- Insurance Procurement,
- Health Insurance and Risk Retention Fund Administration,
- Safety and Claims Administration,

- Civil Service Administration,
- HR Payroll Administration, and
- Employee Wellness.

Through these core service areas, HR staff members strive to focus on employees' needs-mind, body, and soul-so they can focus on their jobs and serve our customers. In other words, HR provides benefits, programs, and services designed to provide peace of mind for employees in an effort to minimize stress and increase morale-all of which helps provide for a more productive employee.

The City of Denton organization has adopted five key focus areas (KFA):

1. Organizational Excellence
2. Public Infrastructure
3. Economic Development
4. Safe, Livable, & Family Friendly Community
5. Sustainable and Environmental Stewardship

While almost every department can impact every KFA, as an organization we have identified the HR Department's primary impact under KFA 1 - Organizational Excellence. HR has developed a three-year strategic plan that includes tasks that support the goals and objectives identified under KFA 1. The plan has been attached for Council reference.

During this meeting, Council will be provided a brief overview of HR's role, operations, and services. A few tasks from the strategic plan will also be highlighted.

## **STRATEGIC PLAN RELATIONSHIP**

The City of Denton's Strategic Plan is an action-oriented road map that will help the City achieve its vision. The foundation for the plan is the five long-term Key Focus Areas (KFA): Organizational Excellence; Public Infrastructure; Economic Development; Safe, Livable, and Family-Friendly Community; and Sustainability and Environmental Stewardship. While individual items may support multiple KFAs, this specific City Council agenda item contributes most directly to the following KFA and goal:

**Related Key Focus Area:**     **Organizational Excellence**  
**Related Goal:**                **1.2 Develop a high-performance work force**

## **EXHIBITS**

Exhibit 1 - HR Strategic Plan 2016-2018

Exhibit 2 - PowerPoint Presentation: "Human Resources and What Matters Most"

Respectfully submitted:  
Carla Romine  
Director of Human Resources

