

Jamie Ballinger Notes – HR Transition Team – August 20, 2020

On the call: V. Hatfield C. Fitzgerald, D. Brace, C. Weth, S. Guptail, M. Black, G. Shields, N. Bradshaw, S. King, B. Cunningham, Chief Sharp, P. Bradley, Mark from Information Services, E. Gill, J. Ballinger.

- D. Brace- Stood up the HR office this week and plan to keep moving into that space over the coming weeks.
- G. Shields-HR Director Classification passed on first reading at City Council. Will also likely submit an ordinance re reorganization of executive team (housekeeping function). Vicki, Christine, and George have exchanged some emails re ADA and EEO functions- has a place for CS, a place for the Mayor. For now, things have been tabled and the processes will continue to function as they have been functioning.
- D. Brace- would like for Vicki to look at the job description for the HR Director if she is willing and Vicki agrees to take a look at it.
- C. Fitzgerald- HR office was stood up this week and M. Black is in there full time. C. Fitzgerald asks Vicki if documents for HR are now in the K drive. Vicki has done the request and Vicki will check on that and make sure that it has been accomplished. C. Fitzgerald and Vicki agree that door between offices can be open and both HR and CS can have access to file room. Fleet had an extra printer and that was moved to HR. In response to question from D. Brace, C. Fitzgerald noted that the records are very secure and Vicki and C. Fitzgerald brainstormed ways to keep the records secure. C. Fitzgerald added benefits info she and Vicki discussed to quick user guide. C. Fitzgerald shared the very basic quick guide. She and Vicki developed CS and HR portions together. G. Shields comments that tuition reimbursement could also be under benefits if that is the more logical home for it. Vicki notes that historically it has been under training and development so thinks is likely HR, but she could see it fitting either in benefits or HR. Betsy notes need for very clear process for harassment reporting, etc. C. Fitzgerald working on employee action forms and making those form electronic. C. Weth notes that Katina has done a great job turning around forms. Recruits done with few hiccups. Need to trouble shoot some communication issues. Eligibility Register is managed by CS and C. Fitzgerald thinks Vicki best to speak to that.
- Vicki notes that she and C. Fitzgerald are continuing to talk through things and they are going to sit down to discuss from time of hire through entire process to see what makes most the sense. They are making sure each piece lives where it needs to live. D. Brace asks Vicki and C. Fitzgerald if they need help and/or how group can provide help. Vicki thinks it is just a matter of her and C. Fitzgerald thinking through it. Mark notes Copeland did these things and has now retired and Vicki agreed and notes that everyone is figuring out how all of it works together. Vicki notes that in changing the disposition of an application at the back end and they fail something on the recruiting side affects if stays on or come off of the Register. CS kind of assumed would go to HR, but that affected the Registry. Now, may need to stay in CS to do the data entry with HR having viewing access. Vicki, and Mark, and C. Fitzgerald are talking through it and troubleshooting how to keep it organized. The applicant side is CS. Vicki answers N. Bradshaw question about people on the Registry who have appealed and have been added back to the Registry.
- C. Fitzgerald- Alison is reporting all new hires to the State and asks why these shouldn't be reported as received. Vicki says that is fine, though you get an occasional no show. Vicki will doublecheck and ask.
- D. Brace suggest trouble shooting to N. Bradshaw's question re people getting back on the Registry.

- N. Bradshaw notes some databases on the intranet have come down. They used to be housed in CS. Vicki believes these were a part of the ransomware attack and the versions on there have reverted to outdated versions. Mark notes that he will investigate that and get the proper data back. Vicki has current versions of job descriptions and class specifications and those can be uploaded. N. Bradshaw asks that these be uploaded as soon as possible because used by many.
- Chief Sharp notes that C. Fitzgerald and team have gotten right on things and things have gone well with the new 24 recruits.
- S. King- no questions or issues.
- J. Ballinger notes that she appreciates Vicki and C. Fitzgerald's hard work and notes helpful to have C. Fitzgerald or E. Gill available for CSMB Board questions at CSMB meetings.
- Vicki and D. Brace discussed budgeted vacancy.
- N. Bradshaw notes HR is working on electronic forms, but in the meantime, he would like access to some of these forms from CS. Vicki notes happy to give him the forms, but notes that just the Adobe version might be updated and she will get him copies of all of those with Adobe and Word where possible.