



HUMAN RESOURCES DEPARTMENT

DEPARTMENT DESCRIPTION

In accordance with Article VI, Section 2-221 of the City of Newton Ordinances, the Human Resources Department provides leadership and expertise in attracting, developing, and sustaining a diverse workforce committed to quality public service.

The department is responsible for the local administration of the Massachusetts Civil Service system as directed in Chapter 31, participates in labor negotiations and the administration of collective bargaining contracts with the City's ten (10) employee unions. The Human Resources Director acts as the Mayor's representative in all grievance and arbitration cases, and the administration of a sound wage and benefit plan. The Department is charged under the ordinances with the responsible development and interpretation of all Human Resources policies and procedures and the issuance of advice to department heads on all personnel matters.

Additional significant responsibilities of the Human Resources Department include administration of all laws, federal, state and local ordinances, and all mandated safety training programs. The department also administers the City's unemployment (Dept. of Employment and Training) program, which includes approving all valid claims, protesting invalid claims and attending hearings. In addition, this department

administers Workers Compensation, Family and Medical Leave Act, COBRA and the Americans with Disabilities Act.

In accordance with the Mayor's policy on Affirmative Action, the affirmative action element is responsible for maintaining and updating the City's Affirmative Action, Minority and Women's Business Enterprise (MBWE), and contract compliance programs. Affirmative Action requires outreach to identify minorities and women for city positions along with processing affirmative action related issues that may arise. MBWE requires assisting the Chief Procurement Office in identifying minority contractors and vendors to perform and supply goods and services to the City. Contract compliance requires the monitoring of the City's construction contracts to insure that minorities are being employed. This element is also responsible for working with the Planning Department in the monitoring of the City's Fair Housing Program. The staff development element is responsible for assisting employees in obtaining needed trainings that will increase their skills and provide necessary training for promotional opportunities.

ACCOMPLISHMENTS

1. Conducted successful Employee Health and Wellness Day, providing health screenings and educational topics, to over 330 employees, an increase in participation of 32% over the prior year.

2. Successfully negotiated two successor agreements with City Unions.
3. Revised HR website to include current collective bargaining agreements.
4. Trained Department Heads in the updated Family and Medical Leave act, Americans with Disability Act and impacts on Workers Compensation.
5. Human Resources purchased 850 flu vaccines and assisted the Health Department during the employee flu clinic.
6. Added Department of Transportation, Commercial Drivers License training to new employee orientation in order to expedite process.
7. Provided Hostile Work Environment and Sexual Harassment Training to off-site workforce.
8. Expanded Pharmacy benefit program beyond the Canadian Prescription Drug program to include other cost effective options, including generic, over the counter and other off shore programs.
9. Continued working with health insurers to provide disease management and assistance for employees and retirees with chronic illnesses, program increased by 21 participants.
10. Coordinated Team Building and Goal setting for ten managers.
11. Provided management training for two new division managers.

GOALS AND OBJECTIVES

1. Continue Health and Wellness Day and collaborate with the Health Department to develop innovative health and wellness programs to meet employee interests
2. Continue to negotiate successor agreements with City Unions.
3. Expand programs available through health insurers and medication providers to identify areas to develop self help education and awareness programs to promote a healthy lifestyle
4. Evaluate employee injury claims and focus training and education on workplace safety and injury prevention.
5. Develop a total compensation statement for employees through employee benefit module.
6. In collaboration with the Health Department develop a quarterly electronic newsletter to promote health and wellness.
7. Apply for a health and safety grant from the Department of Industrial Accidents to prevent injuries at the Library.
8. Purchase flu vaccines for employees and assist the Health Department on Flu Clinic days.
9. Update City's pre-employment background check policy.
10. Coordinate training to comply with updates in FMLA, COBRA and Privacy laws.

DEPARTMENT:

109 - HUMAN RESOURCES

**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	489,166	575,148	725,820	-112,360	613,460	603,645	-9,815	-2%
52 - EXPENSES	167,942	153,798	104,774	1,750	106,524	107,174	650	1%
58 - DEBT AND CAPITAL	1,050	1,090	1,700	0	1,700	1,700	0	0%
SUB-TOTALS:	658,158	730,036	832,294	-110,610	721,684	712,519	-9,165	-1%
57 - FRINGE BENEFITS	176,073	329,675	584,687	28	584,715	213,028	-371,687	-64%
SUB-TOTALS:	176,073	329,675	584,687	28	584,715	213,028	-371,687	-64%
DEPARTMENT TOTALS:	834,231	1,059,710	1,416,981	-110,582	1,306,399	925,547	-380,852	-29%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
0110901 HUMAN RESOURCES	834,231	1,059,710	1,416,981	-110,582	1,306,399	925,547	-380,852	-29%
DEPARTMENT TOTALS:	834,231	1,059,710	1,416,981	-110,582	1,306,399	925,547	-380,852	-29%

HUMAN RESOURCES	ACTUAL 2007	ACTUAL 2008	ORIGINAL	2009		RECOMMENDED 2010	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2009 To 2010	
51 - PERSONAL SERVICES	489,166	575,148	725,820	-112,360	613,460	603,645	-9,815	-2%
52 - EXPENSES	167,942	153,798	104,774	1,750	106,524	107,174	650	1%
58 - DEBT AND CAPITAL	1,050	1,090	1,700	0	1,700	1,700	0	0%
SUB-TOTALS:	658,158	730,036	832,294	-110,610	721,684	712,519	-9,165	-1%
57 - FRINGE BENEFITS	176,073	329,675	584,687	28	584,715	213,028	-371,687	-64%
SUB-TOTALS:	176,073	329,675	584,687	28	584,715	213,028	-371,687	-64%
Element Totals:	834,231	1,059,710	1,416,981	-110,582	1,306,399	925,547	-380,852	-29%

DEPARTMENT:
109 - HUMAN RESOURCES

**CITY OF NEWTON BUDGET
 PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2009 BUDGET		2010 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Director/Human Resouces	H13	1	110,655	1	111,210
	Benefits Manager	H09	1	84,749	1	86,452
	Dir AA/Staff Develop	H08	1	80,393	1	80,796
	Work Comp/Safety Mgr	H09	1	78,661	1	80,243
	Special Proj/Off Mgr	H06	1	54,919	1	56,023
	Employment Manager	H08	1	67,224	1	68,576
	Benefit/Emp Facilitator	H04	1	45,808	1	46,587
	Wkrs Comp/Griev Analyst	H04	1	45,907	1	46,534
Account Totals:			8	568,315	8	576,420
Report Totals:			8	568,315	8	576,420