



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 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 with over 225 employees participating in multiple health screenings and educational topics.
2. Trained 52 employees in a Proactive Workstation Set-up and Injury Prevention program to reduce workplace injuries

and improve workstation efficiency through a Department of Industrial Accident grant

3. Successfully negotiated three successor agreements with City Unions.
4. Work with public safety departments to established new and consistent pre-employment criteria.
5. Revised HR Employment website to include more detailed job postings.
6. Trained Human Resources staff in use of benefits module in FinancePlus to automate benefit records and create departmental efficiencies.
7. Human Resources purchased 1000 flu vaccines and two Human Resources Staff members assisted the Health Department during the employee flu clinic.
8. Added the Wellness Community to new employee orientation and provided training to interested employees to develop awareness of a resource program for employees.
9. Worked with health insurers to provide disease management and assistance for employees and retirees with chronic illnesses.

GOALS AND OBJECTIVES

1. Continue Health and Wellness Day and work with the Health Department to establish monthly health and wellness programs.
2. Continue to negotiate successor agreements with remaining City Unions.

3. Continue to work with health insurers and medication providers to identify areas to develop self help education and awareness programs to promote a healthy lifestyle
4. Continue training and education on workplace safety and harassment prevention policies.
5. Work towards individualized Benefit Statements for employees through employee benefit module.
6. Develop a quarterly electronic newsletter to promote health and wellness and provide updated HR benefit information.
7. Apply for a health and safety grant from the Department of Industrial Accidents.
8. Assist Health Department with Flu vaccines for employees.

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**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	526,573	489,166	537,677	31,091	568,768	725,820	157,052	28%
52 - EXPENSES	223,718	254,400	279,466	-13,990	265,476	582,064	316,588	119%
58 - DEBT AND CAPITAL	1,044	1,050	1,700	0	1,700	1,700	0	0%
SUB-TOTALS:	751,335	744,616	818,843	17,101	835,944	1,309,584	473,640	57%
57 - FRINGE BENEFITS	82,785	89,615	104,832	0	104,832	107,397	2,565	2%
SUB-TOTALS:	82,785	89,615	104,832	0	104,832	107,397	2,565	2%
DEPARTMENT TOTALS:	834,119	834,231	923,675	17,101	940,776	1,416,981	476,205	51%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
0110901 HUMAN RESOURCES	834,119	834,231	923,675	17,101	940,776	1,416,981	476,205	51%
0110992 WORKERS COMPENSATION	0	0	0	0	0	0	0	0%
DEPARTMENT TOTALS:	834,119	834,231	923,675	17,101	940,776	1,416,981	476,205	51%

HUMAN RESOURCES	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
51 - PERSONAL SERVICES	526,573	489,166	537,677	31,091	568,768	725,820	157,052	28%
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SUB-TOTALS:	82,785	89,615	104,832	0	104,832	107,397	2,565	2%
Element Totals:	834,119	834,231	923,675	17,101	940,776	1,416,981	476,205	51%

WORKERS COMPENSATION	ACTUAL 2006	ACTUAL 2007	ORIGINAL	2008		RECOMMENDED 2009	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2008 To 2009	
52 - EXPENSES	0	0	0	0	0	0	0	0%
SUB-TOTALS:	0	0	0	0	0	0	0	0%
Element Totals:	0	0	0	0	0	0	0	0%

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**CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY**

ACCOUNT	POSITION TITLE	RANGE	2008 BUDGET		2009 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Director/Human Resouces	H13	1	107,412	1	110,655
511001	Benefits Manager	H09	1	81,048	1	84,749
511001	Dir AA/Staff Develop	H08	1	78,037	1	80,393
511001	Work Comp/Safety Mgr	H09	1	75,226	1	78,661
511001	Special Proj/Off Mgr	H06	1	52,520	1	54,919
511001	Employment Manager	H08	1	64,288	1	67,224
511001	Benefit/Emp Facilitator	H04	1	43,804	1	45,808
511001	Wkrs Comp/Griev Analyst	H04	0.89	39,117	1	45,452
Account Totals:			7.89	541,453	8	567,859
Report Totals:			7.89	541,453	8	567,859