

Director of Personnel
Workers' Comp. Agent/Labor Service Director

Workers' Comp/Safety Coord

Benefits Manager

Special Proj Manager

Dir AA/Staff Develop

Employment Manager

Admin. Coord

Benefits Specialist

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. Developed new format for Employee Orientation
2. Placed revised Harassment Prevention and ADA policy on the city intranet
3. Received another Department of Industrial Accident grant

4. Continually updated FAQ section of HR City intranet
5. Completed new Right-To-Know training program
6. Completed training for supervisory staff in Dept of Transportation Commercial Drivers License testing program on Alcohol and Drug use
7. Added disease management program through health insurers to increase awareness and prevention.
8. Completed safety training for school custodians and school nurses.
9. Automated life insurance program using provider software
10. Successfully implemented reimbursement program for Medicare Part D

GOALS AND OBJECTIVES

1. Continue Health and Wellness Day and work with the Health Department to continue wellness programs.
2. Revise employment opportunity website to include job descriptions
3. To negotiate successor agreements with City Unions
4. Continue to work with health insurers to identify areas to increase health awareness and promote a healthy lifestyle
5. Develop a workplace safety policy and provide training on the policy

6. Continue working with IT to Implement the use of the Benefit Module in FinancePlus to automate health insurance records, including COBRA
7. Continue working towards individualized Benefit Statements for employees
8. Work with public safety departments to establish consistent pre-employment criteria.
9. Train DPW workforce in CPR, including defibrillator on a voluntary basis
10. Work with Fire Dept to acquire and install defibrillators at Elliot and Craft St. highway divisions
11. Identify and develop system for electronic record retention
12. Assist Health Department with Flu vaccines for employees
13. Work with the Wellness Community to increase cancer awareness and develop resource program for City employees

DEPARTMENT:

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**CITY OF NEWTON BUDGET
DEPARTMENT SUMMARY**

OBJECT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
51 - PERSONAL SERVICES	561,726	526,573	494,365	-2,465	491,900	537,677	45,777	9%
52 - EXPENSES	268,228	223,718	275,092	7,200	282,292	268,916	-13,376	-5%
58 - DEBT AND CAPITAL	0	1,044	1,700	0	1,700	1,700	0	0%
SUB-TOTALS:	829,954	751,335	771,157	4,735	775,892	808,293	32,401	4%
57 - FRINGE BENEFITS	63,176	82,785	84,430	0	84,430	104,832	20,402	24%
SUB-TOTALS:	63,176	82,785	84,430	0	84,430	104,832	20,402	24%
DEPARTMENT TOTALS:	893,130	834,119	855,587	4,735	860,322	913,125	52,803	6%

FUNCTIONAL ELEMENT SUMMARY	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
0110901 HUMAN RESOURCES	893,130	834,119	855,587	4,735	860,322	913,125	52,803	6%
0110992 WORKERS COMPENSATION	0	0	0	0	0	0	0	0%
DEPARTMENT TOTALS:	893,130	834,119	855,587	4,735	860,322	913,125	52,803	6%

HUMAN RESOURCES	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
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WORKERS COMPENSATION	ACTUAL 2005	ACTUAL 2006	ORIGINAL	2007		RECOMMENDED 2008	APPROPRIATION CHANGE	
				ADJUSTMENTS	TOTAL		2007 To 2008	
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%

DEPARTMENT:
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CITY OF NEWTON BUDGET
PERSONAL SERVICES SUMMARY

ACCOUNT	POSITION TITLE	RANGE	2007 BUDGET		2008 RECOMMENDED	
			FTE	SALARY	FTE	SALARY
511001	Director/Human Resouces	H13	1	100,825	1	101,213
511001	Benefits Manager	H09	1	75,476	1	75,766
511001	Dir AA/Staff Develop	H08	1	73,251	1	73,533
511001	Work Comp/Safety Coord	H08	1	65,112	1	65,363
511001	Special Projects Mgr	H06	1	59,371	1	59,599
511001	Employment Manager	H08	1	59,687	1	59,916
Account Totals:			6	433,722	6	435,390
511102	Benefits Specialist	H04	0.9	31,996	0.9	32,119
511102	Admin Coordinator	H04	0.9	37,964	0.9	38,110
Account Totals:			1.8	69,960	1.8	70,229
Report Totals:			7.8	503,682	7.8	505,619