

CITY OF DETROIT FISCAL 2008/09 BUDGET

AGENCY 28 HUMAN RESOURCES DEPARTMENT

STATEMENT OF PURPOSE

The Human Resources Department provides services and implements programs that attract, hire, retain and support a qualified workforce committed to providing timely, high quality services to City of Detroit employees and its citizens, in an environment that contributes to the City objectives.

DESCRIPTION

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to City departments and agencies in accordance with the City Charter.

The **Administrative Services Division** is responsible for central support for all staff and is responsible for all employees' personnel record audit and maintenance.

The **Employee Assistance Center** is also an integral part of this division and is responsible for planning, developing and implementing programs.

The **Employment Services Group** is responsible for recruiting, screening and facilitating the selection of applicants, maintaining and implementing eligible lists for new hires and re-employment, and creating and maintaining the City's position classification and compensation plans.

The **Organization/Employee Development Services Division** coordinates employee training and organization change and development activities, as well as the Apprentice Program and Tuition Reimbursement.

The **Labor Relations Division** is primarily responsible for negotiation and administration of all collective bargaining agreements in accordance with the City Charter and State Law.

The **Employee Benefits Office** is responsible for administering medical, dental, optical, life and supplemental benefits for active employees and retirees.

The **Employee Services Division** provides human resource related technical and professional support and consulting services to City departments and agencies.

The **Hearings and Policy Development Division** is responsible for a multitude of functions pertaining to the study and development of proposed policy statements on human resources issues and the maintenance of human resources policies.

GOALS

1. Identify develop and support Human Resources technological needs to enhance process efficiencies, effectiveness and Human Resources staff productivity.
2. Provide consistent application of Human Resources policies, practices and procedures.
3. Ensure that staffing requirements of City Departments are met in a timely manner.
4. Recruit a talented workforce in a timely fashion.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL FUND	TOTAL
EXPENDITURES	\$25,235,395	\$25,235,395
REVENUES	<u>11,548,199</u>	<u>11,548,199</u>
NET TAX COST	\$13,687,196	\$13,687,196
POSITIONS	281	281