

CITY OF DETROIT FISCAL 2012/13 BUDGET

AGENCY 28 HUMAN RESOURCES DEPARTMENT

MISSION

The mission of the Human Resources Department is to provide services and implement programs that attract, hire, retain and support a qualified and talented workforce.

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 department budget development and monitoring, contract administration, facilities management, accounts payable, and maintenance of employee records. 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 **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** supports the management staff of all city departments by providing consultant and payroll services.

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. Ensure the City's workforce needs are met using various tools such as succession and workforce planning.
3. Provide consistent application of Human Resources policies, practices and procedures.
4. Improve internal business practices to save time, money and resources.
5. Implement medical and pension changes and early retirement incentive program
6. Imposition of new collective bargaining agreements.
7. Implement new payroll system.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL FUND	TOTAL
EXPENDITURES	\$8,007,951	\$8,007,951
REVENUES	<u>2,393,116</u>	<u>2,393,116</u>
NET TAX COST	\$5,614,835	\$5,614,835
POSITIONS	74	74