

# Human Resources



**2019/20 Proposed  
Biennial Budget  
*September 26, 2018***

***Jean Stanley  
HR Manager***

# Division Organizational Chart

**Jean Stanley**  
HR Manager - 1.0 FTE

- Division Direction and Administration
- Representation on Management Team
- Develop and administer uniform policies, procedures and programs
- Recruitment and selection
- Classification and compensation
- Benefits Administration
- Labor Relations
- Safety and Training

**Sun So**  
HR Analyst - 1.0 FTE

- Serves as Civil Service Secretary/Chief Examiner
- Liaison for Worker's Compensation
- Federal Way Retirement System Board
- Safety Committee
- Training
- Wellness Committee

**Julianne Briggs**  
HR Analyst - 1.0 FTE

- Benefits Administration
- Assists with monitoring compliance for the ACA
- Maintain and updates HRIS with payroll changes
- Wellness Committee/Program
- Recruitment Coordination
- Records Management/PDA's

**Anna Thach**  
HR Admin. - .5 FTE

- Facilitates daily office operation of division
- Intakes, processes, and records all applications
- Coordinate Interviews
- Corresponds with all applicants via letter, phone, email
- Distributes and processes mail
- Filing

# 2017/18 Key Accomplishments

- **Health and Wellness**

- *Successfully manage self funded medical plan; controlling premium increases*
- *Monitor temporary employee hours to ensure compliance with Affordable Care Act*
- *Manage online Wellness Your Way program*
- *Maintain employee and spouse web portal participation*
- *Increased onsite biometric screenings by 34%*
- *Quarterly Committee meetings to evaluate and modify program as needed*



- **Recruitment**

- *Coordinated 80 recruitment processes per year*
- *Welcomed 55 regular full-time/part-time employees*
- *Hired 240 temporary/seasonal employees*

- **Labor Relations**

- *On-going negotiations with three of four bargaining units*

# Unfunded Needs

- **Increase .5 Administrative Assistant to 1.0 FTE** **\$31,250**
    - *General admin. duties; 33% increase in recruitments; 48% applications*
  - **Increase Training - \$6,500 to \$10,000** **\$ 3,500**
    - *Mandatory Training for City Staff has increased over the years but budget remained the same*
  - **Increase Printing/Photo Services - \$9,530 to \$12,000** **\$ 2,470**
    - *Cost of letterhead, envelopes, and business cards – outside our control; typically spend \$11,000-\$14,000*
  - **Increase Advertising - \$300 to \$4,000** **\$ 3,700**
    - *AWC now charges \$350 for 10 postings on Job Net; Professional Associations charge for online advertising which is getting passed to departments*
  - **Increase Professional Development - \$807 to \$1,500** **\$ 700**
    - *Labor Relations Conference, WAPELRA Conferences, Civil Service Conference*
  - **Increase lodging for attendance - \$624-\$800** **\$ 200**
- TOTAL: \$41,820**

# 2019/2020 Goals

- Reach agreement with 4 bargaining units
- RFP for Wellness Vendor
- RFP for Classification/Compensation Study
- Work with the selected vendor on study

Questions?