

AGENDA
SPECIAL GENERAL ADMINISTRATION & PERSONNEL COMMITTEE
VILLAGE OF HOFFMAN ESTATES
January 26, 2015

Immediately Following Public Works & Utilities

Members: Gayle Vandenberg, Chairman
Gary Stanton, Vice-Chairman
Karen Mills, Trustee
Anna Newell, Trustee
Gary Pilafas, Trustee
Michael Gaeta, Trustee
Mayor William McLeod

I. Roll Call

NEW BUSINESS

1. Request approval of the Human Resources Management Department restructuring.

II. President's Report

III. Other

IV. Items in Review

VI. Adjournment

COMMITTEE AGENDA ITEM

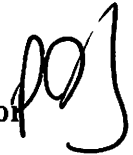
VILLAGE OF HOFFMAN ESTATES

SUBJECT: Human Resources Department Restructure 2015

MEETING DATE: January 26, 2015

COMMITTEE: General Administration and Personnel

FROM: Patrick J. Seger, Human Resources Management Director



PURPOSE: To discuss staff's recommendation for approval of Human Resources Management Department Restructure.

BACKGROUND: As a result of a planned retirement of current Human Resources Coordinator effective February 2, 2015, it was decided to evaluate the Department's overall staff structure including responsibilities and skills required within each position to more effectively meet the current and future challenges that the HRM Department will face, including the potential of a succession plan.

DISCUSSION: The restructure includes adding additional responsibilities to the current HRM Coordinator position resulting in a title change to Assistant to the HRM Director. New responsibilities would be focusing on employee retention through the coordination of an employee training, and increased administrative responsibilities with both state and federal law regulations (i.e. FMLA, ADA and PPACA). This position would also serve as a backup the Director of HRM when appropriate. Also, the HRM Department restructure recommends changing the responsibilities of the HRM Specialist position, resulting in a title change to HRM Generalist. The reclassified position would add responsibilities in the area of employee recruitment through the coordination of a new employee orientation processes. Also, the position will be taking on a greater role serving employees regarding appropriate policy/benefit questions.

FISCAL IMPACT: The planned restructure of the HRM Department has no negative financial impact to the budget.

RECOMMENDATION: Approval of the HRM Restructure 2015 as proposed.

Attachments

Human Resources Management Department

Restructure 2015

Human Resource Management Director

- Human Resource Administration
- Policy Development & interpretation
- Negotiations & contract administration
- Risk Management
- Investigations and recommendations for solution
- IPBC Board Liaison
- *Emergency Resources Director**
- *Cultural Awareness Commission Liaison**

Risk Manager

- Safety
- Loss Prevention
- Workers' Compensation
- Insurance Procurement
- Assists the Assistant to HRM Director in Training Coordination

Assistant to HRM Director

- Administer FMLA, COBRA, IMRF, deferred compensation & 125 flexible benefit plans
- Schedule/assist with annual servicing open enrollment of plans
- Receive and respond to inquiries regarding contracts, policies and procedures, compensation and practices.
- Review performance evaluations and Personnel Action Notices
- Special Projects
- Creation and preparation of data reports for payment of employees' health insurance premiums
- Serves as Village IPBC alternate
- Coordinates Village Tuition Reimbursement Program
- Review/Calculate/Adjust benefit days; answer related questions
- Prepare new/separating employees' paperwork
- Coordinate staff coverage and activity for department
- Responsible for records retention program
- Emergency Resources back-up for Director
- Researches, drafts and recommends policy updates for Personnel Policy Manual and HRM policies and procedures
- Coordinates Employee Training and Career Development
- Employee Wellness Coordinator

Human Resources Generalist

- Administer all aspects of recruitment and hiring process
- Prepare Monthly Staffing Reports
- Research, recommend and perform best practices of recruitment administration, comprehensive orientation program and exit interviews
- Gather, compile and analyze data and create spreadsheets for Salary and Benefit Analysis
- Conduct annual survey, update and maintain Tuition Reimbursement Program
- Perform special projects for HRM Director & Risk Manager
- Coordinate front counter and serve as backup as needed
- Write & revise job descriptions
- Coordinate the Sungard and Access databases and department records
- Assist HR Administrative Coordinator with records retention and destruction

PT Staff Assistant (25 hrs.)

- Sort and distribute all incoming and outgoing mail
- Maintain Sungard and Access databases and department records
- Update employee files
- Serve as primary customer service agent at front counter in answering phones and greeting customers
- Provide assistance in various human resource functions
- Order supplies, process and track bills
- Process Employee Anniversary Program

HRM Budget

Personnel	Range	Hourly Rate	Hours per week	Total Annual	FICA 6.20%	Medicare 1.45%	IMRF 14.00%	TOTAL
<i>2015 proposed (Budget) if department remains as currently constructed:</i>								
2.5% increase								
Vacant	Administrative Staff Assistant	10		\$ -	\$ -	\$ -	\$ -	\$ -
Francie	HRM Coordinator	17	\$ 32.801	40.0	\$ 68,227.08	\$ 4,230.08	\$ 989.29	\$ 9,551.79
D'Ann	HR Staff Specialist	14	\$ 25.179	40.0	\$ 52,372.38	\$ 3,247.09	\$ 759.40	\$ 7,332.13
								<u>\$ 146,709.23</u>
<i>2015 Reorganization</i>								
2.5% increase								
New position	Assistant to HRM Director	19	\$ 30.104	40.0	\$ 62,617.25	\$ 3,882.27	\$ 907.95	\$ 8,766.42
Reclassification New title D'Ann	Human Resources Generalist	17	\$ 26.500	40.0	\$ 55,120.00	\$ 3,417.44	\$ 799.24	\$ 7,716.80
								<u>\$ 143,227.36</u>
Savings from reclass								<u>\$ 3,481.87</u>