

HUMAN RESOURCES – 2024 BUDGET FIRST QUESTIONS

A. PERSONNEL CHANGES OVERVIEW

Add Deputy Director:

- Training planning and development, previously assigned to Training Coordinator, will be assumed by this position. Acts as training instructor for certain topics.
- Will assist the Department in oversight, communication and coordination of staff and provide daily direction and management of internal processes.
- Will assist as a point of contact for labor issues, communication with unions, facilitating CBA's, and advising on disciplinary matters.
- Assist Department Director with budget preparation and monitoring, financial oversight.
- Assist Department Director with project management, operational visioning and goal setting and attainment.

Eliminate Training Coordinator – Restore HR Coordinator position. Budget Neutral.

- Training duties assumed by the Deputy Director
- Position will provide critical administrative support.
 - Correspondence and reporting
 - Maintaining personnel files
 - Processing invoices, requisitions, and purchase orders
 - Employee engagement and customer service
 - Training support functions – scheduling, reservations, coordination

B. BUDGET

- Personnel impacts the HR budget. The Deputy Director position adds \$91,286 to Permanent Wages.