



**City of Atlanta
Department of Human Resources
Quarterly Update
March 27, 2019**

**Presented by
Commissioner Marian Y. Woods**

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EXECUTIVE SUMMARY



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PURPOSE

The City of Atlanta Department of Human Resources (DHR) is a human resource management organization whose purpose is to service, manage and direct the full human resources life cycle of City employees

VISION

One DHR working to manifest the realization the Mayor's Strategic Vision of a World-Class Workforce; meeting business needs in an efficient and timely manner, while providing excellent customer service to One Atlanta

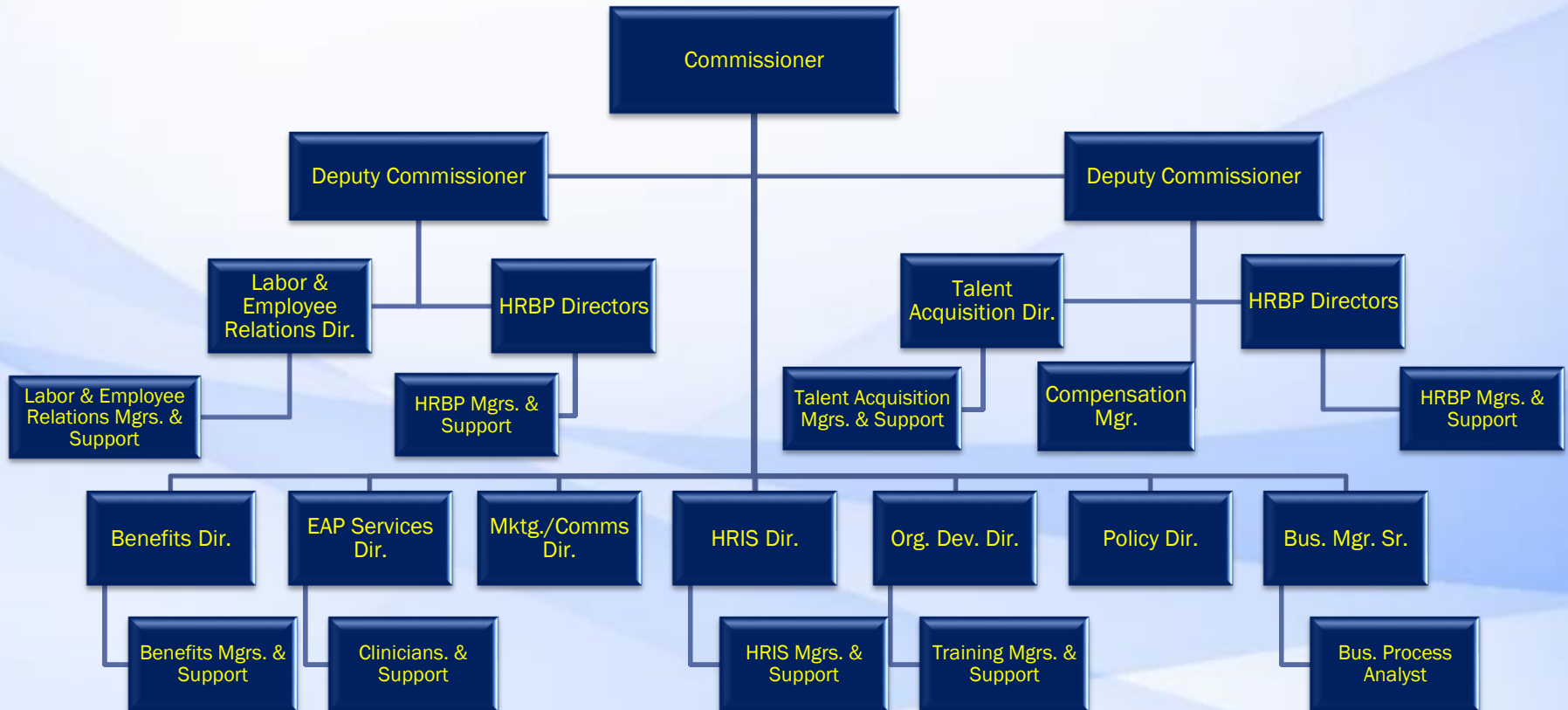
MISSION

To drive policy, partnerships and progress through improved processes, workplace efficiencies and an enhanced customer experience

COA DHR ORGANIZATIONAL STRUCTURE



DEPARTMENTAL OVERVIEW



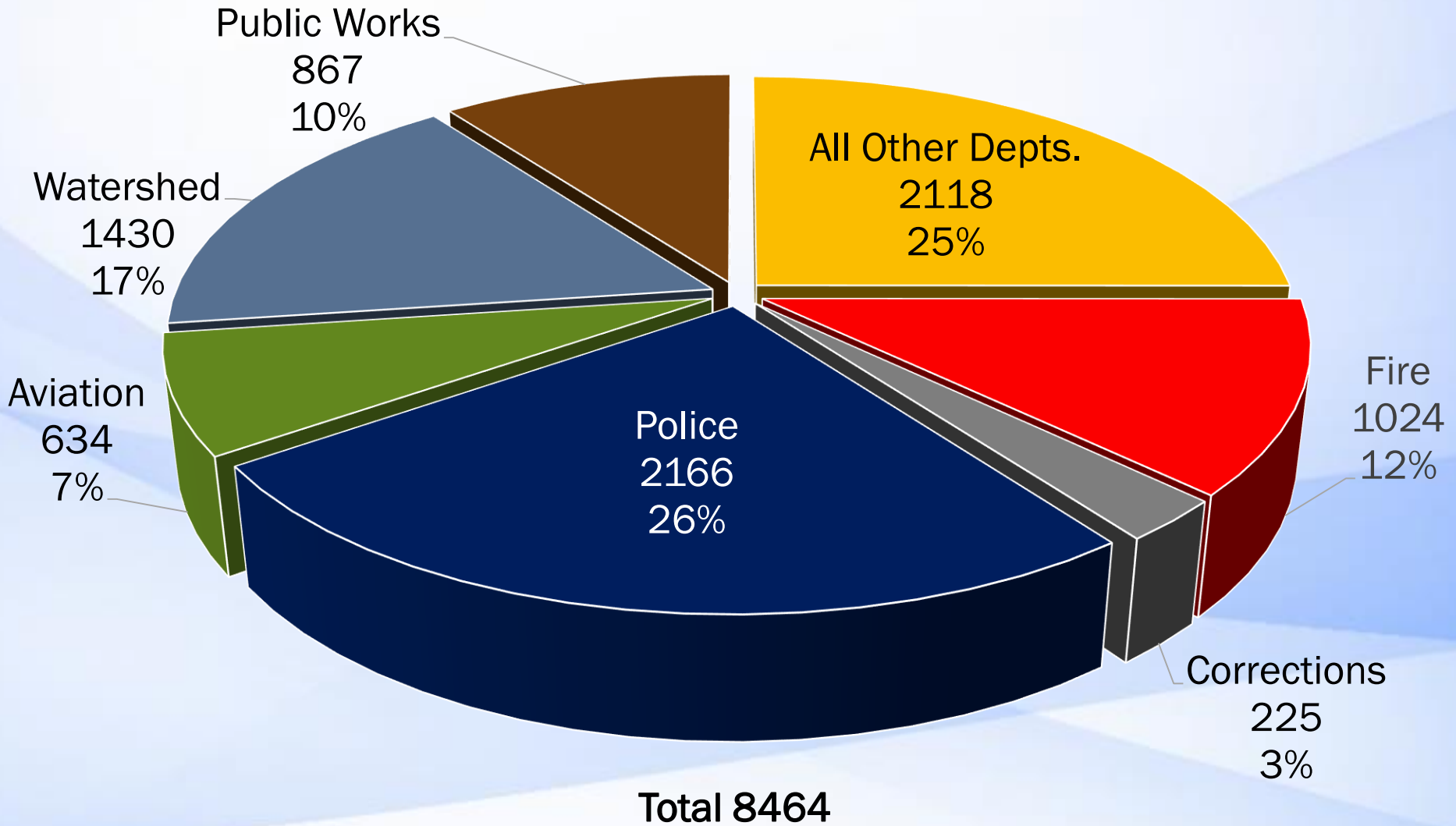
QUARTERLY STATISTICS



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HEADCOUNT AS OF FEBRUARY 28, 2019 BY DEPARTMENT

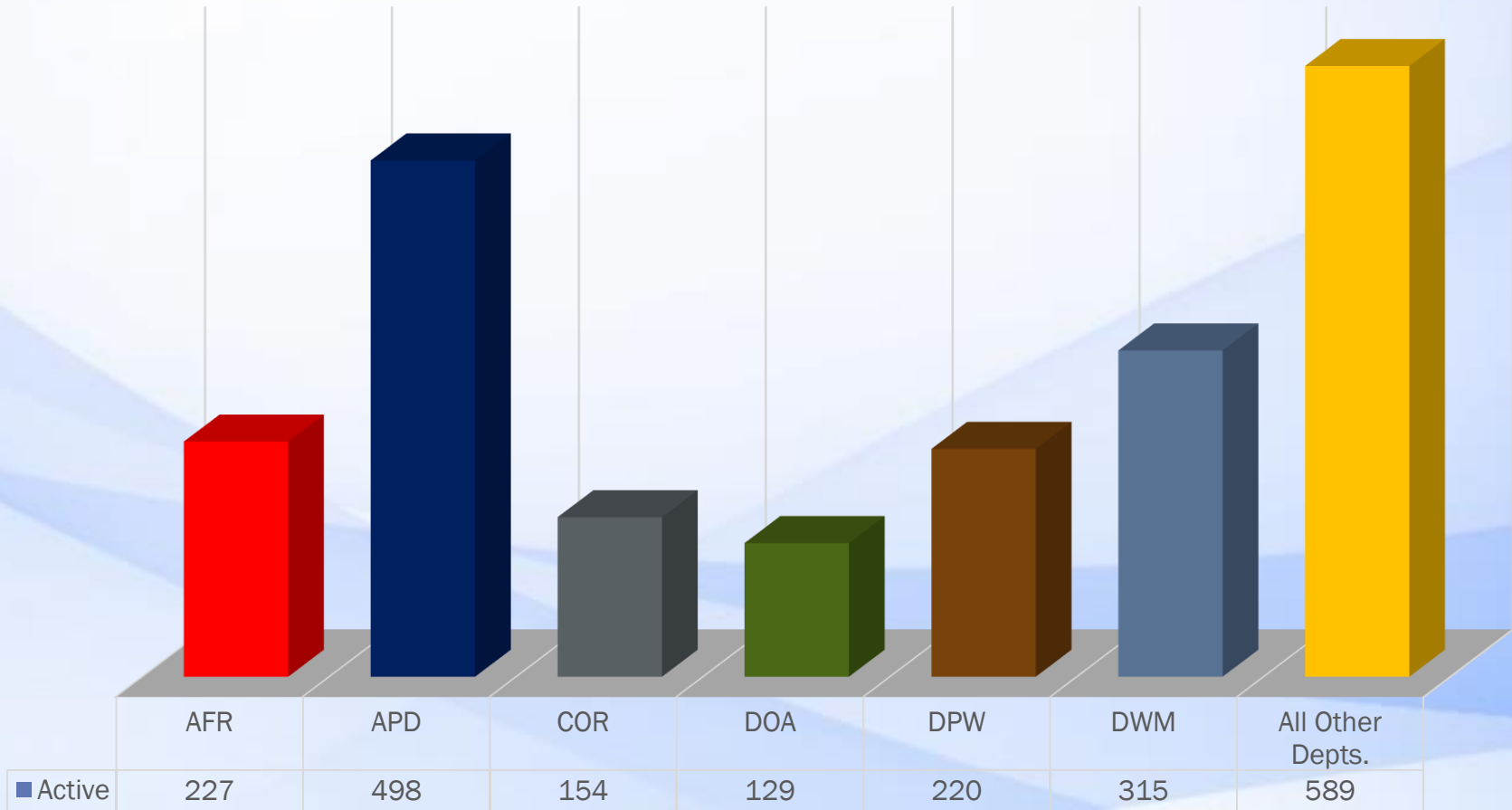


HEADCOUNT TOTALS OVER (10 YEARS) BY DEPARTMENT



VACANCIES AS OF FEBRUARY 28, 2019

BY DEPARTMENT

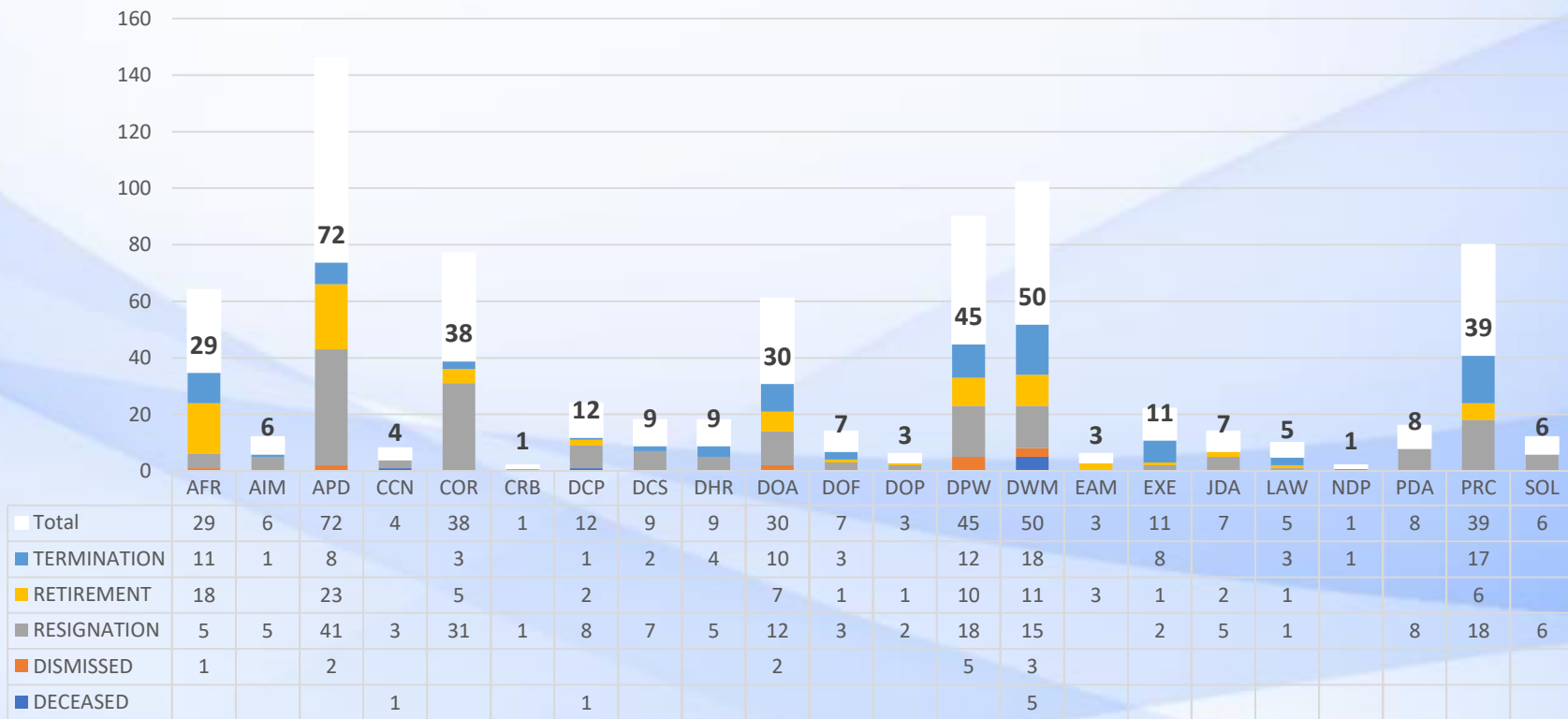


Total Vacancies 2132
 (1466 after abolishing 666 vacancies)

TERMINATIONS (NOV. 1, 2018 – FEB. 28, 2019) BY REASON/DEPARTMENT

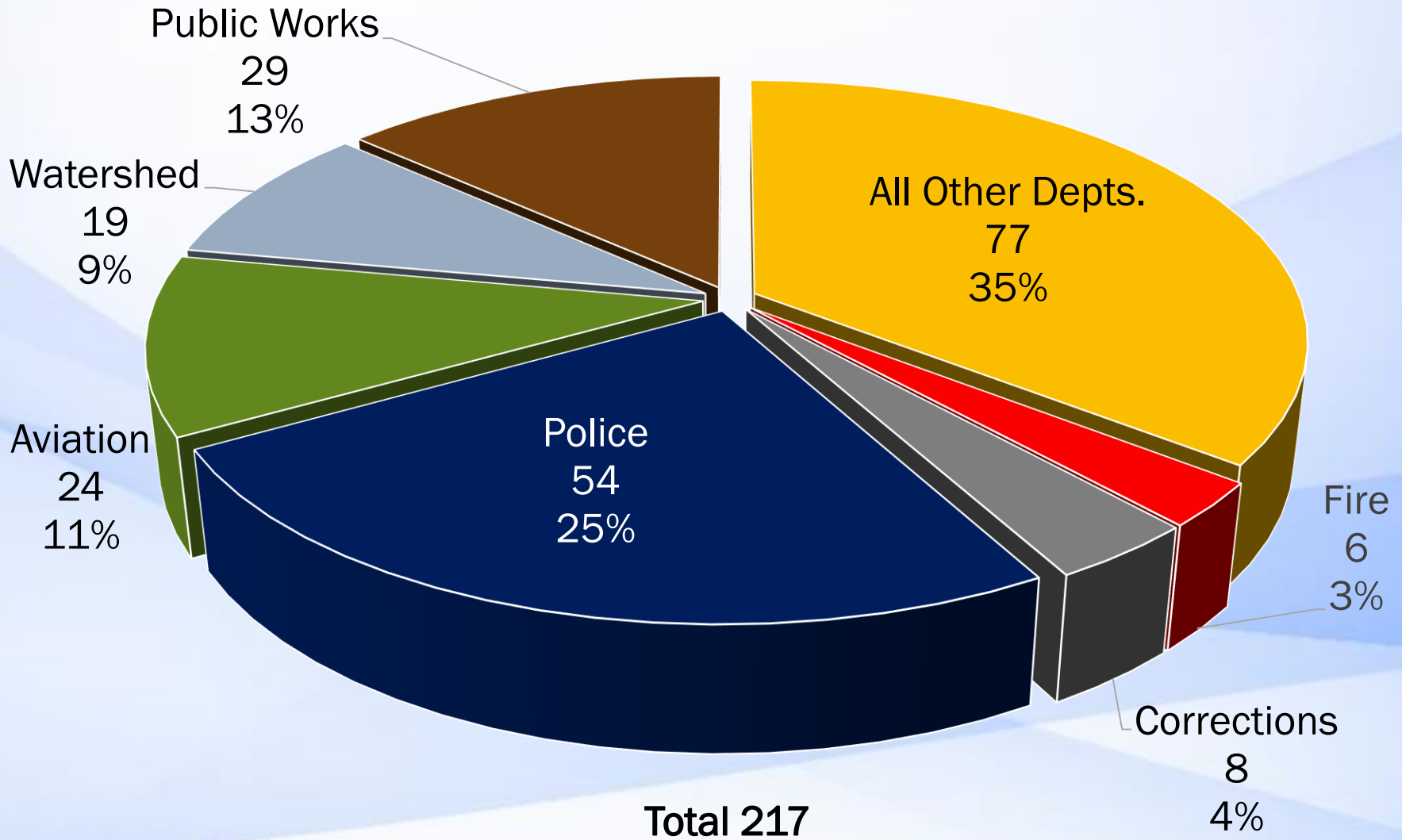


COA Terminations (November 1, 2018 to February 28, 2019)
By Department and Reason Code

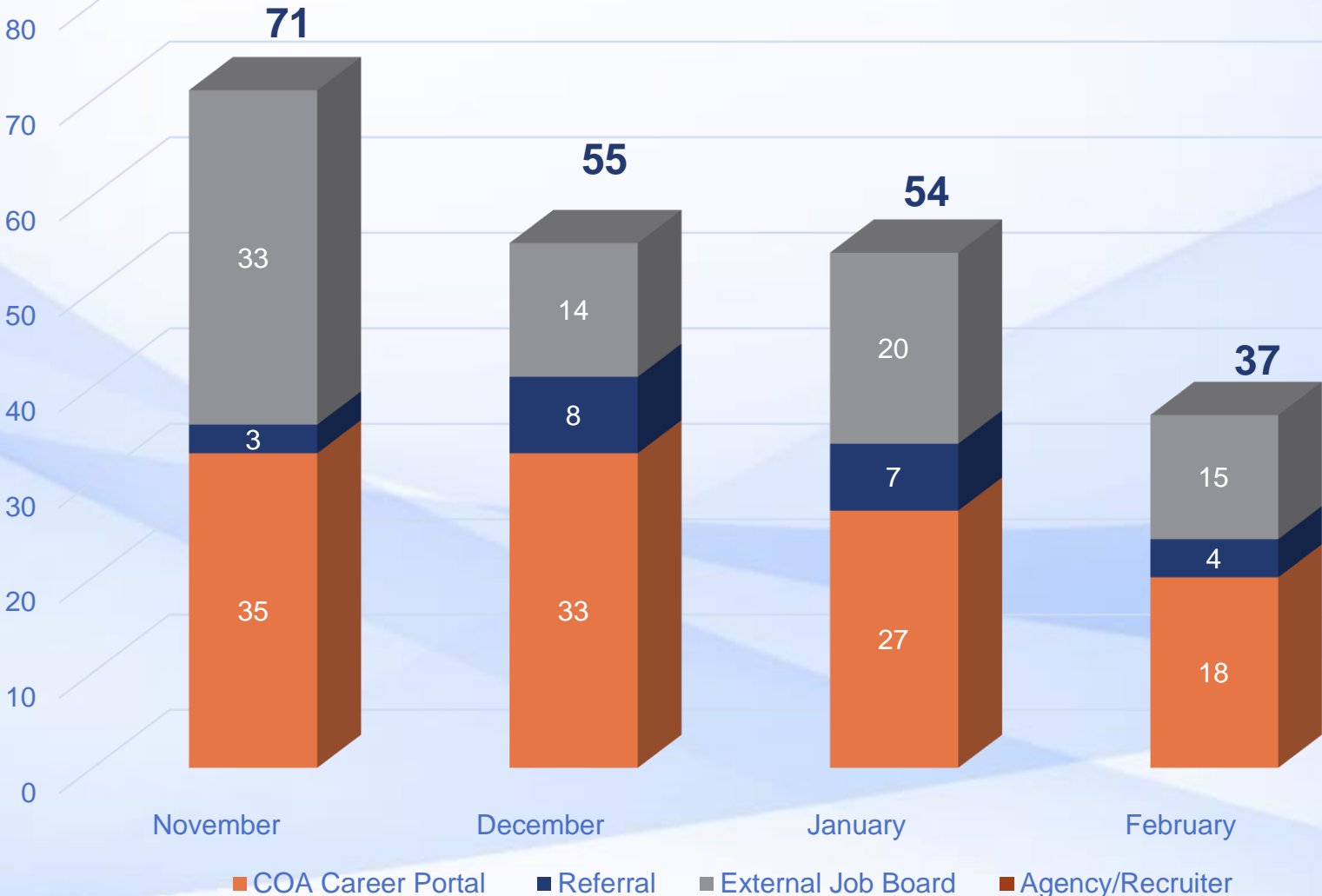


Total Terminations 385

HIRES/REHIRES (NOV. 1, 2018 – FEB. 28, 2019) BY DEPARTMENT



TALENT ACQUISITION (NOV. 1, 2018 – FEB. 28, 2019) BY MONTH/SOURCE



ACCOMPLISHMENTS





Headcount Reconciliation

Three legged stool approach to Headcount Reconciliation and preparation for the FY20 Budget Planning Process



Abolishment Personnel Paper

- Abolished zero funded vacancies citywide
- Abolished 665+1 zero funded vacancies
- Status - Complete

FY19 Clean-up Personnel Paper

- Clean-up any positions that are not properly assigned to employees citywide
- Includes extra help, working out of class positions, and employees slotted incorrectly by DHR
- Status – Met with department heads in preparation for FEC presentation on 3/27/2019

FY20 Budget Personnel Paper

- Workforce planning sessions with department heads
- Determine appropriate level of vacancies for FY20
- All budgeted positions in FY20 Personnel Paper will be funded

ACCOMPLISHMENTS



General

- Continue to make great strides in establishing working relationships/partnerships with City leaders, department heads, key stakeholders and union representatives
- Received local and national recognition as one of the top work places by The Best & Brightest Companies To Work For 8 years in a row

Policies & Procedures

- Updated policies for compliance, governance and to enhance the customer experience
- Continue to improve processes related to Talent Acquisition, HRBP functionality, interdepartmental communications, and HRIS transactions and payroll interface to drive accuracy and efficiencies

Compensation

- Continue to make strides in addressing APD compensation and recruitment efforts (Phase II analysis underway)
- AFR compensation study is in process

ACCOMPLISHMENTS



Civil Service Board

- Civil Service Board hearing backlog continues to be improved. We are in the process of finalizing the appointment of 2 board members/ad hoc hearing officers to have a complete board for the first time in more than a year

Health & Wellness

- Pre 65 COA Retirees covered by the COA retirement medical plan are now able to use the Wellness Center (as of Jan. 1, 2019)
- Completed Flu Shot Campaign – COA Wellness Center
- Completion of the Open Enrollment Process

Retirement

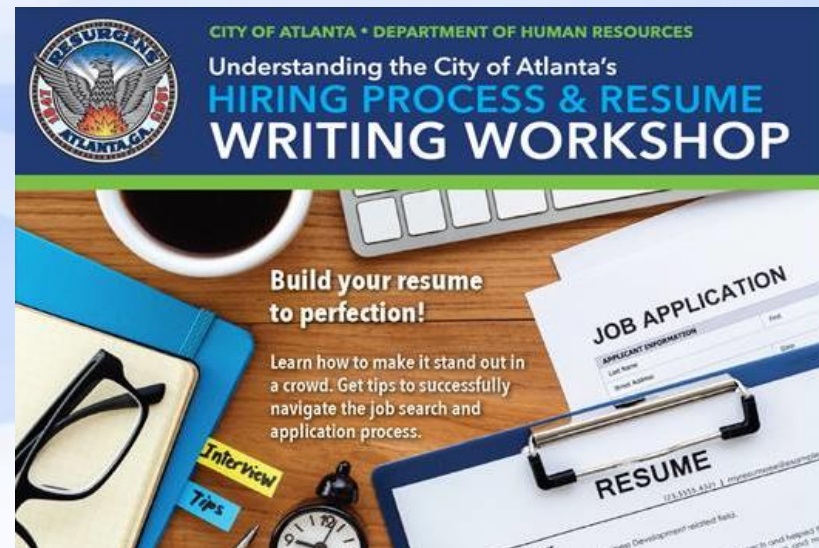
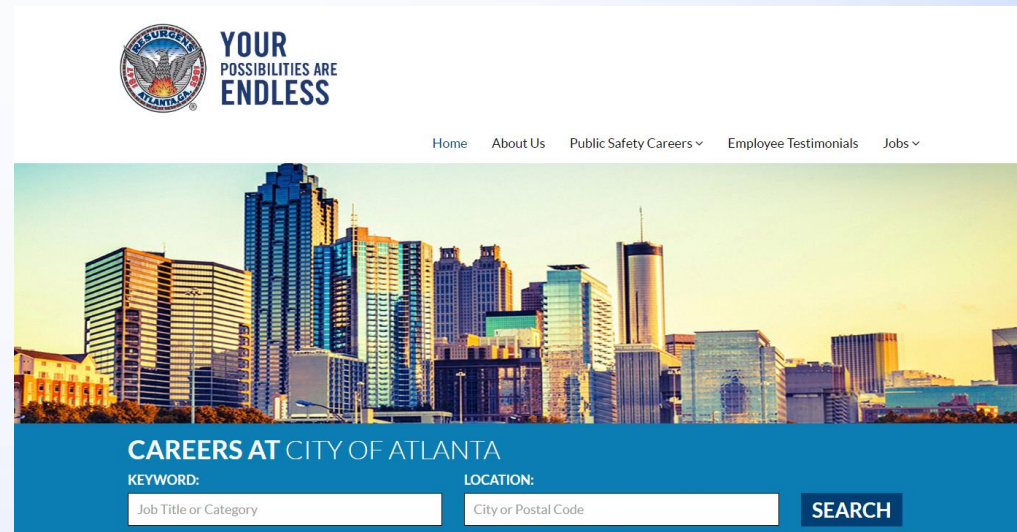
- Completion of COA Pension Investment Board Elections and Installation of Elected Board Members and subsequent training for all board members
- Financial Wellness Initiatives including VOYA one on one financial planning and savings meetings, Financial Wellness Fair, and Free Tax Preparation

ACCOMPLISHMENTS



Recruiting

- Launching a new Careers Portal to improve the candidate experience and ease of searching job postings
- Implemented monthly Community Outreach Initiatives to educate City of Atlanta's Constituents on Resumes Writing and our Hiring Processes
- Continue to participate in job fairs and recruitment events citywide



STRATEGIC PRIORITIES



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World-Class Workforce

- Continuing to enhance recruitment, retention and development of a world-class workforce
- Performance management and accountability refinement
- Succession planning
- Formalization/standardization of COA Internship program (will roll out formal training for managers within the next few weeks)

Total Rewards

- Working on analysis and the implementation for the Phase II strategy related to compensation/structure for APD and all other COA employees
- Pension board development and enhancement

STRATEGIC PRIORITIES



Health & Wellness

- Employee Wellness Center strategy for increased awareness/access, utilization, and a re-grand opening event
- Resolve outstanding Other Post-Employment Benefits (OPEB) matters

Infrastructure & Services

- ATL Cloud (Oracle HCM) project – launched platform on Jan. 7, 2019
- Headcount reconciliation initiative – Phase II of the process underway, with Phase III to coincide with the FY20 Budget Planning process
- Data integrity initiative – data is being scrubbed and cleaned in conjunction with the ATL Cloud implementation and Headcount reconciliation efforts



Customer Experience

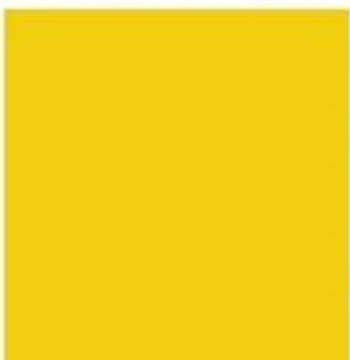
- Continuing to make policy updates to ensure an exceptional employee life cycle experience for management and employees alike
- Will review and legislate necessary updates to Code of Ordinances
- Continuing to facilitate working relationships with COA departmental leaders, other key stake holders and union representatives to foster collaboration



QUESTIONS



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