



# CITY OF ATLANTA

## DEPARTMENT OF HUMAN RESOURCES

### QUARTERLY REPORT

**JULY 14, 2021**

PRESENTED BY  
COMMISSIONER JEFFREY B. NORMAN

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## VISION

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

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# OVERVIEW

- Facility and Operations Planning
  - ATLSafeWork
  - Return of non-mission critical employees to in-person duty assignments
  - Reopening of City Facilities to the general public
  - Telework Policy/Telework Agreements
  - COVIDSafe
- Departmental Highlights
  - Mental Health Awareness
  - Learning Management System
  - Updated DHR Homepage
  - Recruitment
  - FY22 Personnel Paper
- Quarterly Headcount Statistics

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Mayor Keisha Lance Bottoms  
**INTRODUCES**  
...

**ATL SafeWork**

The City of Atlanta's new return to work initiative.





# FACILITY AND OPERATIONS PLANNING IN COORDINATION WITH EXPIRATION OF MANDATORY TELEWORK DEPLOYMENT

On **Tuesday, July 6, 2021**, all non-mission critical employees returned to *in-person duty assignments* at their assigned city facilities or received approval to participate in the *optional telework program* as a result of the end of the mandatory telework deployment program.

As part of this process, supervisors and managers have thoughtfully evaluated the suitability of positions for teleworking and whether individually, it is a viable alternative for both the employee and the department's service delivery needs. It is important to note that telework is a privilege, not a right, and must be agreed upon by the employee supervisor and commissioner. Accordingly, all telework agreements were signed by all parties prior to employees being allowed to telework full-time or in a hybrid capacity.


We continue to work with public health experts to evaluate the timeline for reopening City facilities to the general public, but currently anticipate that all city facilities will reopen to the public on **Monday, August 9, 2021**.





# TOOLS: TELEWORK POLICY / TELEWORK AGREEMENT




	<b>CITY OF ATLANTA</b> Department of Human Resources	Control ID	N/A
		Effective Date	11.12.2020
<b>Telework Policy</b>		Revision Number	
		Revision Date	
		Approved By	Jeffrey B. Norman
		Department Policy Owner	Department of Human Resources

## 1.0 INTRODUCTION

- 1.1. The City of Atlanta (hereinafter the "City") considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Teleworking, or working from another location such as home or an office close to home, is an assignment that the City may choose to make available to City Employees ("Employees") when a mutually beneficial situation exists, or that the City may require of Employees due to emergency or exigent circumstances impacting the City or its Employees; or due to a decision that teleworking is an efficient mode of operation for certain City Departments or Employees.
- 1.2. This Telework Policy (the "Policy") will supersede any other existing City of Atlanta policies relating to teleworking and all Telework Agreements will reference and be subject to this Policy. Teleworking is not an employee benefit, but rather an alternative method of meeting the needs of the employer. Teleworking may be appropriate for some employees and jobs but not for others. Conditions for teleworking must be agreed upon by the teleworker and teleworker supervisor. In a telework environment Employees must continue to comply with all other City policies, applicable Department standard operating procedures and Federal, State, and local laws.

## 2.0 POLICY STATEMENT

- 2.1. The City is committed to ensuring the approval and execution of this Policy and related Telework Agreement by the Employee and supervisor as a condition of each of Employee being authorized for teleworking. Any violation of the Telework Policy may result in termination of telework privileges at any time.
- 2.2. In furtherance of this Policy, employees will manage any City assets and resources available to them in an appropriate and responsible manner, including City electronic information and data or technology resources in compliance with City of Atlanta's "Acceptable Use of Assets Policy", which includes provision regarding an Employee's remote use of such assets.

	<b>CITY OF ATLANTA</b> Department of Human Resources
<b>Telework Authorization &amp; Agreement</b>	

The City of Atlanta (hereinafter the "City") considers teleworking to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Teleworking, or working from another location such as home or an office close to home, is an assignment that the City may choose to make available to some City employees ("Employees") when a mutually beneficial situation exists, or may require for all Employees for a period of time due to emergency or exigent circumstances impacting the City or City employees. It is not an employee benefit, but rather an alternative method of meeting the needs of the employer. Conditions for teleworking are agreed upon by the teleworker and teleworker supervisor in accordance with the City of Atlanta Telework Policy effective \_\_\_\_\_ (the "Telework Policy" or the "Policy").

In accordance with the City of Atlanta's Telework Policy, this Telework Authorization and Agreement (the "Telework Agreement" or the "Agreement") for the ("Department") sets forth the expectations, directions and guidelines for the Department's Employees and their respective supervisor/manager in establishing the terms of each employee's eligibility and responsibilities for teleworking during the period set forth in this Agreement. This Agreement does not supersede any requirements of the Telework Policy.

### **Optional Telework**

This Telework Agreement is for an Optional Telework assignment offered by the City of Atlanta due to a mutually beneficial situation. This Telework Agreement is subject to the needs of the Department and the City, accordingly there may be times that the Employee may be required to physically come into the office or facility at the request of a supervisor to conduct City business.

### **Directed Telework**

This Telework Agreement is for a Directed Telework assignment required by the City of Atlanta as a result of [a business operational decision, an emergency situation, or exigent circumstances]. This requirement for Directed Telework is due to the following emergency:

Like much of the world, the United States, the State of Georgia and the City of Atlanta are responding to an outbreak of respiratory disease caused by a novel coronavirus names "SARS-CoV-2" and the disease it causes named "coronavirus disease 2019" (abbreviated "COVID-19"). The President of the United States announced a national emergency in response to this COVID-19 pandemic, the Governor of the State of Georgia signed a public



# FACILITY AND OPERATIONS PLANNING: COVIDSAFE

The Department of Enterprise Asset Management (DEAM) has worked with Departments to put in place equipment requested to support mitigation, including a **new Clean Desk Policy**. DEAM has also worked diligently to ensure you are returning to a safe work environment by:

- Enhancing cleaning and sanitizing protocols
- Providing necessary PPE for City employees
- Installing hand sanitizing stations throughout City Hall and other facilities
- Enhancing access to our employee assistance program (EAP) and other mental health resources
- Requiring ALL employees to wear face coverings while in City facilities
- Screening temperatures of all employees and members of the public entering City facilities
- Encouraging employees to get vaccinated (vaccinations are currently not required to work and enter city facilities)
- Communicating new policies and requirements

Again, based on public health guidance and the health and safety of all our teams, the **mask mandate** will continue inside of all City facilities.

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The City of Atlanta  
**WELCOMES YOU!**

While COVID-19 vaccinations will not be required to enter City facilities, staff and visitors are highly encouraged to get vaccinated to protect themselves and those around them. In addition, new safety and sanitation measures are in place, including but not limited to:



### Protective Equipment

Masks will be required in City facilities for vaccinated and unvaccinated people. Mask available upon requests.



### COVID/Temperature Screenings

Employees and members of the public entering City buildings will be screened for COVID-19 symptoms and exposure.



### Clean Facilities

Implementation of rigorous cleaning protocols for the bins at the security checkpoint entrances. Increased cleaning frequency and disinfecting throughout City facilities.



### Social Distancing

Clear COVID-Safe markings and reconfigured layouts throughout city facilities.



### Hand Disinfection

Hand sanitizer will be available throughout City facilities. Touchless soap dispensers in restrooms.



### No Water Fountain Use

Discontinued use of water fountains.

**WE ARE OPEN  
& WE ARE**



**COVID  
SAFE**

#COACOVDSAFE




# MENTAL HEALTH AWARENESS

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**PS/EAP**  
Psychological Services/Employee Assistance Program

*Confidential Assessments*  
*Promoting a Life of Wellness and Work Life Balance*

**Temporary Evening Summer Hours Offered**  
**June 1 2021 thru September 1 2021**  
**Tuesday, Wednesday and Thursday 8am – 8pm**  
**Monday and Friday 8:15am – 5pm**

**Contact 404-546-3074 to schedule an appointment or for more information**

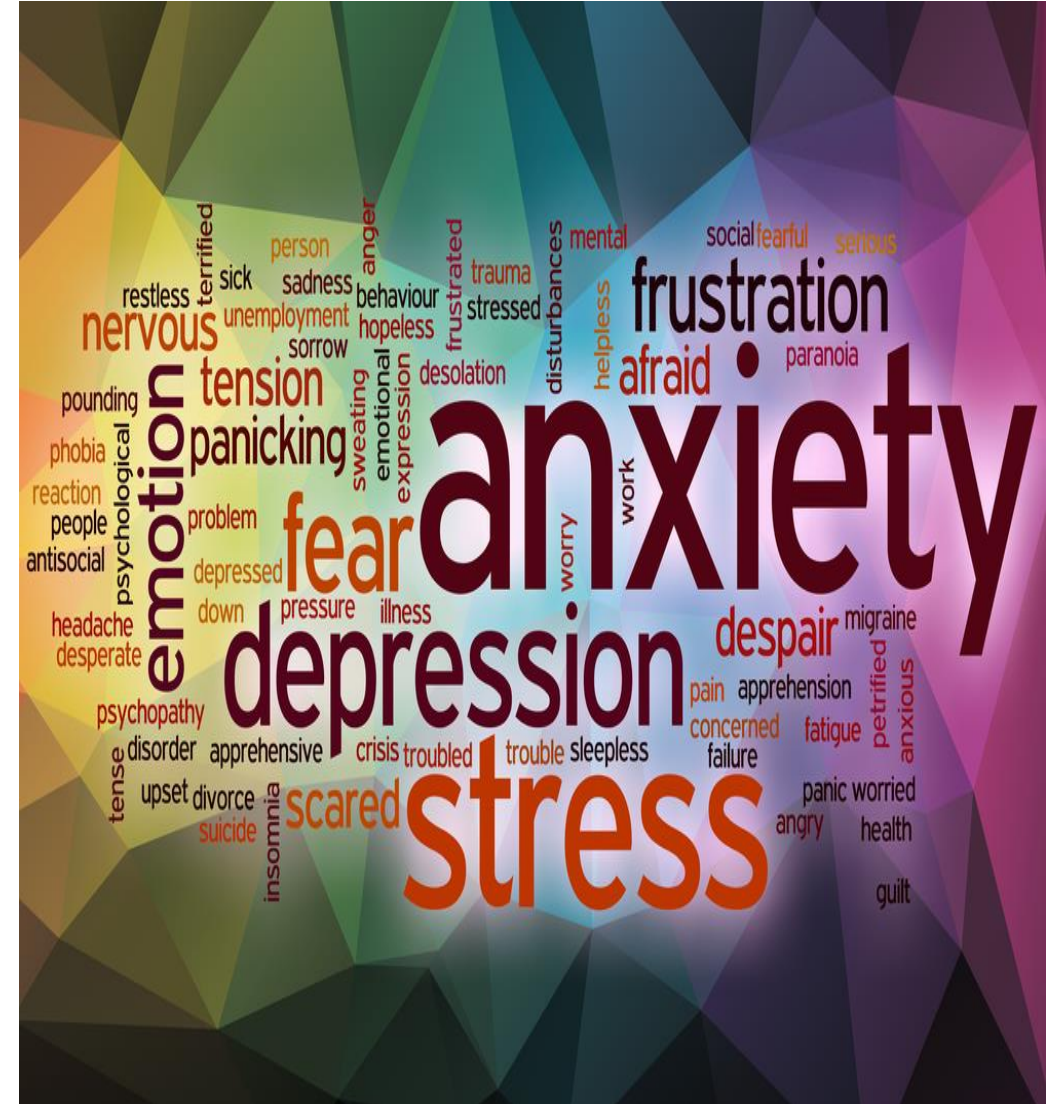
<b>PS/EAP CAN HELP</b>	• Individual & Couple Counseling	• Personal and Work Relationships	<b>CRISIS INTERVENTION AFTER HOURS &amp; WEEKENDS 404-614-6525</b>
	• Consultation	• Anxiety	
	• Stress Management	• Depression	
	• Trauma	• Grief	
	• Emotional Distress	• Marital Issues	
		• Substance Abuse	



**PS/EAP** is an added health benefit that offers **FREE** Short-Term Services to the City of Atlanta Employees and their immediate family members living in the same household.

**PS/EAP** follows the guidelines on confidentiality set by the State of Georgia Board of Psychological Examiners and the Board of Professional Counselors, Social Workers, Substance Abuse Professionals and Marriage & Family Therapist. All clients sign informed consent form prior to counseling, which includes information about confidentiality.

Our **Clinical Staff** are all licensed in the State of Georgia and includes licensed psychologists, counselors, and substance abuse professionals.







# LEARNING MANAGEMENT SYSTEM (LMS)





# Oracle Learn Module

## Key Features

- Create/modify course offerings to meet targeted training (e.g., compliance training to specific group of employees)
- Track employee enrollments, attendance, and completion through assessment/questionnaire
- Define learning path for new hires
- Create pre-requisite courses for specialization
- Track and monitor team's enrollment status (Manager Self-Service)
- Enroll/withdraw from course offerings and view transcripts (Employee Self-Service)
- Participate in Self-Paced Learning, Virtual Instructor-Led Learning, and Instructor-Led Learning within Learning Management System (LMS)
- Engage in distance learning through the LMS's Virtual Platforms





# Oracle Learn Module

## Benefits

➤ **ATLcloud Learn offers employees the ability of self-service:**

- Self-enroll in and withdraw from training classes
- Attend training classes
- View training transcripts
- View upcoming and overdue training classes
- Rate & recommend training classes to peers

➤ **ATLcloud Learn offers Managers the ability of all employee self-service functions, plus**

- Ability to view team's enrollment status
- Recommend training classes to team
- View team's completion status
- View overdue training classes for team members





# UPDATED DHR HOMEPAGE

## Quick Links

The Department of Human Resources home page (link below) has been updated to reflect easier access to "high priority" jobs and DHR services.

<https://www.atlantaga.gov/government/departments/human-resources>

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**Employment Opportunities**

CLICK HERE

**Police Department**  
Job Opportunities

CLICK HERE

**Fire & Rescue Department**  
Job Opportunities

CLICK HERE

**E911 Communications Dispatcher**  
Job Opportunities

CLICK HERE

**Public Works Environmental Service Worker**  
Job Opportunities

CLICK HERE

**Employee & Retiree Benefits**

CLICK HERE

**Employee Assistance Program (EAP)**  
Psychological Services

CLICK HERE

**Open Records Request**  
Human Resources

CLICK HERE

**Civil Service Board**

CLICK HERE



# COA CANDIDATE RECRUITMENT

## Career Fairs

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**GET HIRED**

**ATL Airport Career Fair**

June 30, 2021  
10 a.m. – 5 p.m.  
Georgia International Convention Center  
2000 Convention Center Concourse  
College Park, GA 30337  
(off Camp Creek Parkway)

**DRESS TO IMPRESS**

On-site parking is \$10 and space is limited. Please consider taking MARTA and connect to the free ATL SkyTrain to the GICC.

REGISTER NOW  
[WWW.ATL.COM/CAREERFAIR](http://WWW.ATL.COM/CAREERFAIR)

presented by Hartsfield-Jackson Atlanta International Airport

SCAN TO LEARN MORE

**District 10 Councilmember Andrea L. Boone in partnership with Integrity Transformation CDC invite you to a**

**COMMUNITY JOB FAIR**

**Thursday July 8, 2021 10AM - 12 NOON**

**C.T. Martin Recreation Center**  
3201 M.L. King, Jr. Drive SW  
Atlanta, Ga. 30311

**JOB SEEKERS:**  
Large corporations in attendance  
Background-friendly jobs available  
Interviews on the spot

Must wear a mask  
Dress for interviews  
Bring resume if you have one

For more information:  
**404-330-6055**

**OPORTUNIDADES DE EMPLEO**

¡La Ciudad de Atlanta está contratando!

La ciudad de Atlanta está buscando a personal calificado y talentosa con pasión para mejorar sus comunidades. ¡APLICA HOY!

**A continuación se presentan algunas posiciones de trabajo disponibles:**

**TRABAJADOR(A) DE SERVICIO AMBIENTAL**  
Responsable de mantener los terrenos que ayudan a mantener la ciudad de Atlanta hermosa. Los deberes incluyen, pero no se limitan a: cuidado de jardines, retiro de hojas y recolección de basura usando una variedad de equipos y herramientas bajo la dirección del supervisor.  
**Requisito: Permiso de Trabajo**

**OPERADOR(A) DE EQUIPOS DE RESIDUOS SÓLIDOS**  
Responsable de operar el equipo ambiental y asegurar el mantenimiento adecuado de los vehículos. Los deberes y responsabilidades incluyen la limpieza de camiones de basura de carga trasera convencional y camiones de volteo; vaciar los contenedores de eliminación de desechos; mantenimiento de los vehículos. **Requisito: Permiso de Trabajo**

**CONDUCTOR DE RESIDUOS SÓLIDOS - CDL**  
Responsable de operar camiones de basura, vehículos y otros equipos. Una licencia de conducir comercial de Georgia válida con el respaldo de la clase A o B es preferida pero no requerida. Los deberes incluyen, pero no se limitan a; operar camiones, equipo, realizar reparaciones, etc.  
**Requisito: Permiso de Trabajo, Licencia de Conducir Válida**

**PARA MÁS INFORMACIÓN, ENVÍE "TRABAJOS" AL 90835**



# FY22 PERSONNEL PAPER

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CITY OF ATLANTA

FY 2022

PERSONNEL BUDGET ORDINANCE  
&  
SUPPORTING DOCUMENTS

21-O-0289

Department of Human Resources  
Jeffrey B. Norman, Interim Commissioner

Thursday, July 1, 2021

**Atlanta Police Department  
Phase IV Compensation**

We are pleased to announce the final phase of the Atlanta Police Foundation-sponsored compensation study for Sworn APD ranks, to include adjustments for Deputy Chiefs, Majors and Captains, and the final adjustment for Lieutenants and Sergeants bringing them to 100% of the competitive benchmark has been approved. We are excited about the progress that has been made in ensuring that our compensation program is competitive.

The increases for eligible sworn employees are effective July 1, 2021 and will appear on the July 16th paycheck.

In addition, the incentive program for Sworn personnel has also changed from a % of base pay to a flat rate amount. The flat rate is a fixed amount that will be added to base for employees earning the incentive. This includes an education incentive for all ranks up to Deputy Chief.

The new salary and incentives are effective July 1, 2021 and replaces any previous salary and incentive programs and will not be paid retroactively. Please see the attached new salary ranges for all sworn levels and the new incentive program.

If you have any questions or need additional information, please contact your APD HR Business Partner:  
Liane Taylor - [litaylor@atlantaga.gov](mailto:litaylor@atlantaga.gov)



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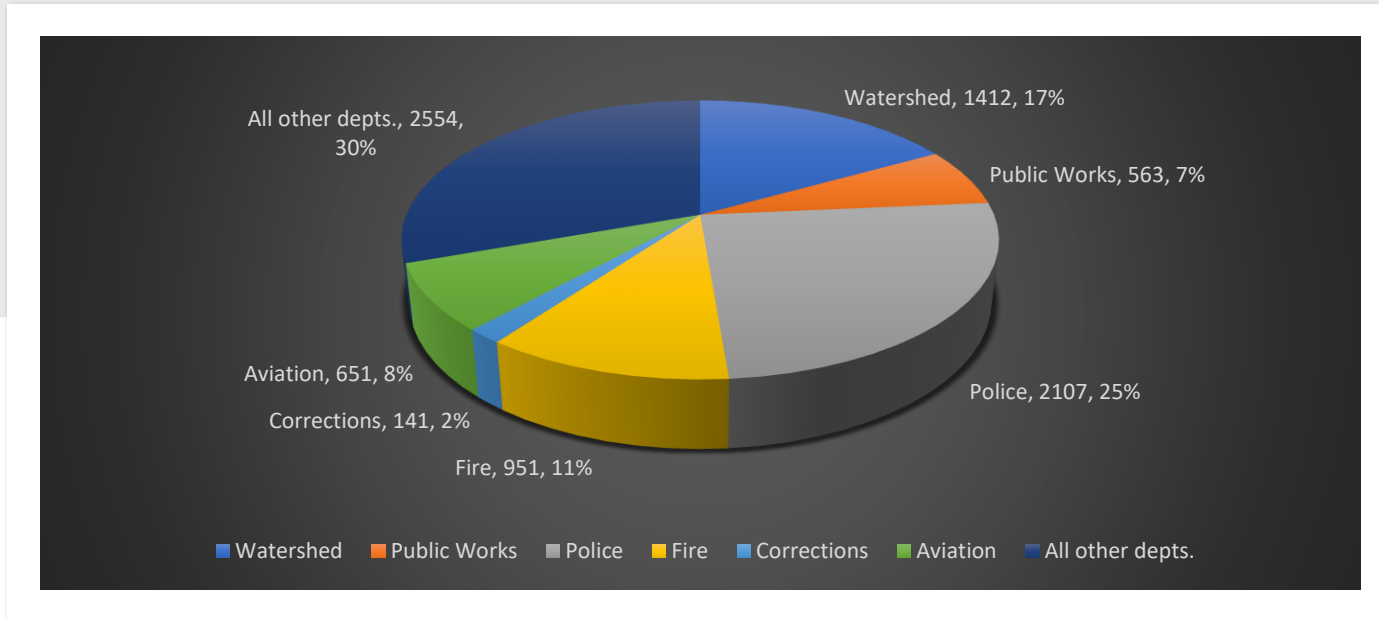
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# QUARTERLY HEADCOUNT STATISTICS



# TOTAL 8274



## • **HEADCOUNT AS OF JULY 8, 2021**

- **FTE counts cover General Fund, Enterprise Funds, and Trust or Grant Funded positions**







# ALL DEPARTMENTS By Count

**Total Active Employees 8,379**

Division Name	Employee Count
Atlanta Fire Rescue	951
Atlanta Information Management	120
Atlanta Police Department	2,107
Audits	18
Citizens Review Board	11
City Council	98
Corrections	141
Department of Aviation	651
Department of City Planning	239
Department of Customer Service	100
Department of Finance	154
Department of Grants and Community Development	6
Department of Human Resources	119
Department of Procurement	54
Department of Public Works	563
Department of Transportation	287
Department of Watershed Management	1,412
Enterprise Asset Management	98
Ethics	14
Executive Offices	238
Judicial Agencies	127
Law	87
Parks and Recreation	671
Public Defenders	37
Solicitor Offices	76



Active Employee Headcount

Includes all Active/Suspended Employees (Full Time, Part Time, Seasonal, Extra Help) and Excludes Non Workers (Contractors/Retirees)

FTE counts cover General Fund, Enterprise Funds, and Trust or Grant Funded positions



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# QUESTIONS?

