



Personnel Department



2014 Proposed Budget Overview

BASIC MISSION

The Personnel Department provides human resource services, tools, and expert consultative assistance to departments, policymakers, employees, and the public so the City of Seattle's diverse work force is deployed, supported, and managed fairly to accomplish the City's business goals in a cost-effective and safe manner.

- ✓ All city employment opportunities are posted in a single point of contact, [Seattle.gov/Career Center](https://seattle.gov/CareerCenter).
 - ✓ Personnel maintains a system of management Rules that promote consistency in people-related actions and minimize financial risks.
 - ✓ For the people of Seattle, the Personnel Department is the watchdog for equal access to City jobs, fairness in the application of employment criteria and equity in the workplace.
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KEY OUTCOMES AND REMAINING CHALLENGES

- ▶ **Mission accomplished when:**
 - ▶ customers feel employment issues are addressed reasonably;
 - ▶ human resource guidance enables operating departments to meet business needs;
 - ▶ no complaints from employees, or from residents about employees; and
 - ▶ no grievances and no disputes that may be addressed instead through collaboration.
 - ▶ **Monitor key measures, including:**
 - ▶ racial and age-based components of the City workforce;
 - ▶ length of time to fill vacancies;
 - ▶ length of time to process workers' compensation claims and return injured workers to their jobs.
 - ▶ **Strategic Planning Efforts**
 - ▶ Seek to eliminate disparity among City departments with regard to ability to provide local HR services
 - ▶ Expect to complete Citywide people strategy during this upcoming budget cycle.
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ALIGNING MISSION AND BUDGET

- ▶ Personnel's mission to support fair and uniform procedures for recruitment, selection, development and maintenance of a workforce requires a uniform basis for action and decision.
 - ▶ Proposed Budget integrates and streamlines certain business processes to create a single, consistent resource dedicated to employee performance and development.
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