

# CITY OF STAMFORD HUMAN RESOURCES

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# *Human Resources Department Summary of Functions*

- Serves all of the City of Stamford and classified service positions of the Board of Education.
- **Recruitment, Selection, and Retention:** Leads the City's efforts to foster a workforce of highly qualified and diverse employees.
- **Compliance with State and Federal laws and regulations:** Develops systems and policies to ensure compliance.
- **The Training & Leadership Institute:** Central entity in City government for developing educational programs for City employees to develop work-related skills and abilities for future leadership roles in city government and to enhance the skills and abilities of current leaders.
- **Labor and Employee Relations:** Responsible for designing and administering competitive cost-effective benefit and insurance programs.
- **Retirement Programs:** Administers all programs including retiree medical insurance, three pension funds and the City's deferred compensation program.



# Human Resources Department Changes

- The Career Development Leadership and Training Specialist position was renamed and updated to Career Development Leadership and Training Manager. The main responsibilities include:
  - Administration of the City of Stamford Leadership and Training Institute.
  - Assess and identify career advancement, employee training, and educational needs.
  - Develop, administer, and train supervisors in annual employee performance evaluations.

<b>Individual Line Account</b>	<b>Explanation</b>
<b>Full-Time Salary</b>	Salary increases due to new contracts
<b>Other Salary -Overtime</b>	<ul style="list-style-type: none"><li>• Need to hold multiple police and fire exams during the upcoming year.</li><li>• Exams typically held on weekends.</li><li>• Staff who work weekend hours will be eligible for overtime.</li></ul>
<b>Purchased Other Services – Recruitment &amp; Hiring</b>	Increased fees related to; <ul style="list-style-type: none"><li>• Background checks</li><li>• Recruitment on professional sites and reaching a diverse pool of candidates</li><li>• Various fees for driving records, national criminal databases, and sex offense registries</li><li>• Possible implementation and processing of seasonal employees who require the same rigorous background checks</li></ul>
<b>Utilities &amp; Commodities – Copying &amp; Printing</b>	Printing of: <ul style="list-style-type: none"><li>• New and finalized City contracts (MAA, Nurses, Police, and Fire)</li><li>• New Hire Orientation materials</li><li>• Civil service Exams</li><li>• Various HR projects that require additional written communication with retirees, active members, and applicants.</li></ul>
<b>Utilities &amp; Commodities – Office Supplies &amp; Expenses</b>	Increase of prices for items no longer covered by the CARES Act



# Human Resources Department New Services/Programs

## **Design, implement, and administer an employee evaluation program.**

- Assess department expectations of employee performance and develop relevant criteria to be used to measure performance.
- Design a performance evaluation instrument based on assessment.
- Train supervisors in conducting employee performance evaluations and determine evaluation schedule.
- Follow-up with supervisors to ensure that evaluations are complete.
- Assist supervisors in developing performance improvement plans where necessary.

## **Design and implement an annual "Employee Recognition Program"**

- HR staff, working with department managers, will design a program to recognize employees in several categories such as: employee of the year, manager of the year, team of the year, workplace safety award, personal achievement award, etc.
- Defined criteria will be developed for each award. A selection committee will nominate co-workers for awards, the committee will make selections or recommendations to the Mayor, and a finalist(s) for each award will be selected.
- Awards are presented at an Annual Employee Recognition Ceremony. Employee, manager and team of the year recipients will have their names etched on a plaque located in Government Center lobby.
- This program will complement the employee evaluation program.



# Human Resources Department New & Expanded Services/Programs

## **Expansion of the Leadership and Training Institute's training opportunities.**

- Increase the number of classes offered and add class offerings based on the growing needs of the employee population and evolving dynamics workplace environment.

## **Review and update all job descriptions.**

- HR Managers will devise a process to review each family of jobs with department managers for the following:
  - Listed duties and responsibilities are up to date and accurate;
  - Required skills, knowledge, and abilities are those necessary for the incumbent to successfully perform the duties of the position; and
  - Minimum qualifications to be considered for the position are appropriate for the position and free of artificial barriers for consideration.



# Human Resources Department Key Challenges/Changes for FY 2024-2025

- Ensure and assess that available policies, procedures, and programs are responsive to the growing needs of the staff and align with applicable advancements to guarantee effectiveness and efficiency.
  - Develop and administer an effective and efficient performance management system.
  - Develop and administer an annual employee recognition program.
  - Examine and expand employee training opportunities to respond to the growing needs of the City's workforce.
  - Review and update of all job descriptions
    - Review and update minimum qualifications and ensure compliance with current DEI language.
    - Review and update skills, knowledge, and abilities required for the position.
    - Results of job description review may result in updated pre-employment testing.
- Responsive and effective recruitment to fill open positions.
- Eliminating paper in processing of personnel actions and personnel files.
- Managing a post-pandemic workforce.
  - Balance in-office and remote work.
  - Increase training opportunities online.
  - Developing work-family policies.
- Negotiating labor agreements in a higher inflationary environment.
  - Conclude labor negotiations with 2 bargaining units (IUOE & Dental Hygienists)
- Managing cost-effective employee and retiree benefit programs.
- Continue to migrate retirees to SPP.



# Human Resources Department Key Challenges/Changes for FY 2024-2025

Bargaining Unit	Term of Agreement	Bargaining Status
Dental Hygienists	7/1/2020 – 6/30/2024	Scheduling start of negotiations – Mar. '24
UAW	7/1/2022 – 6/30/2025	Current CBA
MAA	7/1/2023 – 6/30/2026	Current CBA
IUOE Local 30 – Operations	7/1/2019 – 6/30/2024	In negotiations – started Mar. '24
Nurses Association	7/1/2023 – 6/30/2026	Current CBA
Assistant Corp. Counsels	7/1/2022 – 6/30/2025	Current CBA
Fire Local 786	7/1/2019 – 6/30/2025	Current CBA
Police Association	7/1/2022 – 6/30/2026	Current CBA
IUOE Local 30 WPCA Custodians & Maint. Workers	7/1/2021 – 6/30/2025	Current CBA



# *Human Resources Department Highlights, Efficiencies, & Service Improvements FY 2023-2024*

- Continued to migrate employees and retirees to State Partnership Plan (SPP).
  - Fire Local 786
  - Police Association
  - MAA
- Labor Settlements
  - Fire Local 786
  - Police Association
  - MAA
  - Nurses
- A concentrated effort to develop an Applicant Tracking System (ATS) to improve the recruitment and hiring experience.
- Conducted 15+ training and development sessions under the Training and Leadership Institute.



# Human Resources Department Highlights, Efficiencies, & Service Improvements FY 2023-2024



## Personnel Transactions

Category	Sub Category	Period	
		7/1/2022-6/30/2023	7/1/2023-3/24/2024
Active Employee Changes	Department Change	102	51
	Increase Hours	6	54
	Location Change	12	9
<b>Active Employee Changes Total</b>		<b>120</b>	<b>114</b>
Comp Changes	QWI	1,213	2,532
	Job Reclassification	55	38
	Promotion	65	56
	Reallocation	11	10
	Step Increase	299	205
	Minimum Wage Increase	-	146
<b>Comp Changes Total</b>		<b>1,643</b>	<b>2,987</b>
Hires	Benefits Eligible	126	94
	Non Benefits eligible	456	136
<b>Hires Total</b>		<b>582</b>	<b>230</b>
Terminations	Retirement	61	42
	Termination	302	485
<b>Terminations Total</b>		<b>363</b>	<b>527</b>
<b>Grand Total</b>		<b>2,708</b>	<b>3,858</b>



# Human Resources Department

## Highlights, Efficiencies, & Service Improvements

### FY 2023-2024

Recruitment/Employment		Pension Valuation Reconciliation			
<b>Total Applications Processed</b>	<b>2552</b>		<b>Actives</b>	<b>Retirees</b>	<b>Totals</b>
<b>Written Exams</b>	<b>23</b>	CERF	Milliman	Milliman	
<b>Training &amp; Experience Exams</b>	<b>39</b>	Custodians	104	214	<b>318</b>
<b>Job Postings</b>	<b>62</b>	Fire	257	241	<b>498</b>
		Police	293	364	<b>657</b>
<b>Police Employment Candidates</b>		<b>Total All Records</b>			<b>1,473</b>
<b>Entry Level Exam</b>	<b>265</b>	<b>City and Classified BOE OPEB Valuation</b>	<b>Actives</b>	<b>Retirees</b>	<b>Totals</b>
<b>Lateral Exam</b>	<b>15</b>		<b>1,379</b>	<b>855</b>	
<b>Promotional Exam</b>	<b>0*</b>	<b>Total All Records</b>			<b>2,234</b>
<b>Total</b>	<b>280</b>	<b>Required 2023 1095-C Forms Produced</b>	2,388		
<b>Fire Employment Candidates</b>		<b>Unemployment claims in CY2023 (processed/responded )</b>	<b>142</b>		
<b>Entry Level Exam</b>	<b>0**</b>				
<b>Promotional Exam</b>	<b>91</b>				
<b>Total</b>	<b>91</b>				

\*All Police promotional list were extended for one additional year. List expired in March 2024. Promotional recruiting scheduled to begin in May 2024.

\*\*Fire entry level eligibility list extended for one additional year. List will expire this year.

# Human Resources Department Organizational Chart

Proposed FY 24-25

## City of Stamford Office of Legal Affairs Human Resources

Eliminated

Assistant Director of HR (1)  
HR Customer Service Rep. (1)

Updated Title

Career Development (1)

