

TO: Council
Mayor Stinchcomb

FROM: Sue Wadley, Director of Human Resources

DATE: April 24, 2014

SUBJECT: Human Resources Council Report 4/28/14

Action Item 1— Amendment to the Part Time Salary Ordinance:

With the recent resignation of the full time Accounting Technician, the Finance Director has reviewed the duties and responsibilities of this position and has revised the job description creating a new part time Account Clerk position to replace the full time Account Technician position. This new position requires the addition of a position classification under the part-time salary ordinance. Therefore, I am requesting the addition of an **Office Worker III** classification. The Account Clerk title will be a working title under this classification. The **Office Worker III** classification will be a grade 36. I have attached an updated classification chart with this addition for your review.

So that the recruiting process can begin to fill this position, *a waiver and an emergency are requested.*

Action Item 2 – Entering into an agreement with NeoGov to provide an applicant software for recruitment purposes.

The Human Resources department currently utilizes PeopleAdmin software to provide our online employment application process. The City of Gahanna began using PeopleAdmin in 2011. During that time, they were planning to expand into the government area, but that hasn't really come to fruition and their focus remains mainly in higher education arena.

NeoGov will be able to provide efficiencies that are currently lacking in our current system, such as the creation of the Civil Service eligibility list within the system, etc

We are requesting authorization for the Mayor to enter into an agreement with NeoGov to provide the online process upon expiration of the current agreement with PeopleAdmin. NeoGov is the number one web based application process in the government sector and is used by most municipalities in the Columbus area. They offer many enhancements to increase the efficiency of Recruitment, Applicant Tracking, Reporting and Analysis and HR Automation. NeoGov will improve the efficiency in the application process.

Our current agreement with PeopleAdmin expires in September of this year. The cost of the current PeopleAdmin service agreement is \$5,700.00 annually. NeoGov will have a slightly higher cost this year,

\$5,800.00 to cover implementation and training but the annual cost in future years will be \$4,550.00. This is an annual savings of \$1,150.00.

In order to begin utilizing the new process in July of this year to allow ample time for implementation and training before the agreement with PeopleAdmin expires in September, I am requesting a waiver.

Action Item 3 – The Administration recommends a wage adjustment for non-bargaining unit members.

The administration will bring forth a recommendation for a wage adjustment for non-bargaining unit employees. This recommendation will include non-bargaining unit employees who have not received any type of wage adjustment in 2014. Employees will be required to have met the following requirements to receive the approved wage adjustment. 1) They must be at or above market rate and not in a probationary period. 2) Any employee at market rate who is within their probationary period will receive the applicable wage adjustment upon successful completion of their probationary period. 3) Employees must have received a rating of satisfactory or higher on their most recent performance evaluation within the last 12 months. 4) Employees must not currently be under a performance improvement plan. If under a performance improvement plan, they will be eligible to receive the wage adjustment upon satisfactorily completing of the performance improvement plan.

No wage adjustments shall result in a wage above the top of the salary range established for each position as defined in the appropriate salary ordinance.

Should you have any questions, please do not hesitate in contacting me.

Thank you!