

CITY OF DETROIT FISCAL 2011/12 BUDGET

AGENCY 28 HUMAN RESOURCES DEPARTMENT

MISSION

The mission of the Human Resources Department is to provide services and implement programs that attract, hire, retain and support a qualified and talented workforce committed to providing timely, quality services to City of Detroit citizens, employees, businesses and visitors, in an environment that contributes to the City's objectives.

DESCRIPTION

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to City departments and agencies in accordance with the City Charter

The **Administrative Services Division** is responsible for department budget development and monitoring, contract administration, facilities management, accounts payable and maintenance of employee records. The **Employee Assistance Center** is also an integral part of this division and is responsible for planning, developing and implementing programs.

The **Employment Services Group** is responsible for recruiting, screening and facilitating the selection of applicants, maintaining and implementing eligible lists for new hires and re-employment, and creating and maintaining the City's position classification and compensation plans.

The **Apprentice Administration Division** is responsible for properly selecting apprenticeship candidates and monitoring student progress: as well as participants' adherence to program's rules and regulations defined by the U.S. Department of Labor and Detroit Apprenticeship Council.

The **Labor Relations Division** is primarily responsible for negotiation and administration of all collective bargaining agreements in accordance with the City Charter and State Law. The **Employee Benefits Office** is responsible for administering medical, dental, optical, life and supplemental benefits for active employees and retirees.

The **Employee Services Division** supports the management staff of all City departments by providing consultant and payroll services.

The **Hearings and Policy Development Division** is responsible for a multitude of functions pertaining to the study and development of proposed policy statements on human resources issues and the maintenance of human resources policies.

GOALS

1. Identify develop and support Human Resources technological needs to enhance process efficiencies, effectiveness and Human Resources staff productivity.
2. Coordinate educational and development opportunities which enhance the skills and abilities of the City's workforce and students of the community.
3. Ensure the City's workforce needs are met using various tools such as succession and workforce planning.
4. Provide consistent application of Human Resources policies, practices and procedures.
5. Improve internal business practices to save time, money and resources.

DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL FUND	TOTAL
EXPENDITURES	\$13,479,212	\$13,479,212
REVENUES	4,999,233	4,999,233
NET TAX COST	\$ 8,479,979	\$ 8,479,979
POSITIONS	134	134