



Personnel Committee Meeting

JANUARY 2025

2024 Recap

Compensation Changes

Benefits

Leaves and Workers' Compensation

Policy and Compliance

Recruiting

Training and Development

Process Improvements/HRIS

Compensation Changes

430 Base Compensation changes in 2024

- 25 changes for equity adjustments based on salary study for the following positions:
 - Finance Officer, Financial Analyst, Human Resources Manager, Park Maintenance Technician I, Pool Maintenance Specialist, Procurement and Contract Specialist, Recreation Supervisor, Senior Facilities Maintenance Technician, Senior Human Resources Analyst, Parks and Facilities Manager
- 13 promotions
- Remainder are step increases, COLA's, and reactivations at an updated rate

Benefits Review and Enhancements

- Amendment of the FSA plan to eliminate the run-out period, enabling IRS limit rollovers into the new plan year along with increasing the maximum contribution amounts. Additionally, the following actions were completed:
 - Created a new 2025 Benefits Summary
 - Distribute all communications regarding updated open enrollment benefits & rates
 - Developed Learning Management System based training for open enrollment
- Reviewed and recommended amendments to 457(b) plan
 - Added casual employees to the 457 plans
 - Recommended fund changes and reviewed float periods
 - Increased participation through the financial awareness campaign and new hire orientation education. (The plan balance as of 09/30/2023 was \$6.3 million. The plan balance as of 09/30/2024 is \$8.3 million. There has been a 16% increase in participation from 2023 to 2024.)
- Implementing expanded coverage for STD based on analysis (Aflac, CA state disability program.)
 - Employees with over 1250 hours will be enrolled.
 - The proposed strategy aims to close the gap in STD coverage for employees eligible for FMLA/CRFA leave while leveraging our group plan rates with NYL.
- Managed the offboarding and onboarding of employees to benefits – 12 benefitted added while 10 employees or dependents were removed

Leaves and Workers' Compensation

- Pregnancy – 2
- Parental leave – 2
- Medical leave for self – 7
- Medical leave for family – 1
- Workers' compensation medical leave – 1

- Lost time – 3 employees
- Reduced work activity – 2 employees



Policy and Compliance

Employee Handbook for 2025

Compliance Tracking

- Trainings (compliance only) - 472
- Work permits - 109
- Work authorizations - 3
- TB - 93
- ACA Watchlist - 14

Notices/postings

Discrimination testing

Medicare notifications

Recruiting

- 2024 total new hires = 134
 - 36 Reactivated/returning employees
 - ~100 Deactivated employees (January clean up, plus end of season in September)
- Average days from application to onboarding is 21 days
- Average days from when the offer is sent to onboarding is 11 days
- Since starting with the ATS, we have had 1479 applicants
- Attended 7 recruiting fairs including the Livermore Library, Granada and Livermore High, Las Positas and Tri Valley Careers

Headcount

	1/1/2024	3/1/2024	4/1/2024	5/1/2024	6/1/2024	7/1/2024	8/1/2024	9/1/2024	10/1/2024	11/1/2024	12/1/2024
ACA	2	2	2	2	2	2	2	2	2	0	0
Casual	171	171	135	144	172	221	221	147	124	121	125
Part time benefitted	26	26	19	17	24	17	15	14	13	17	17
Pensioned exempt	12	12	10	10	12	12	11	11	11	11	11
Pensioned non exempt	26	26	25	24	26	22	22	22	22	22	22
Regular Employees	56	53	54	56	54	56	58	60	61	62	62

Training and Development

April – Supervisor Training on Labor Law

May – Workplace Violence = 287 completed since May either in-person or through LMS

August – LARPD Leadership Academy began the 6-part series ended in December

December – Performance Management for Supervisors

Year-round – Harassment Prevention = 185 completed this year

YTD completed trainings = 628

Numerous pop-up trainings delivered at supervisor meetings on “how-tos”

Internship program restart

Performance reviews – benefitted employees

Recognitions

Summer Picnic

Extra Mile Award

Process Improvement Considerations/HRIS

- UKG/Kronos – existing human resources information system, used for HR and payroll
 - HR's goal is to put as many employee resources as possible into one easy-to-access location
 - Single Sign-On (SSO) is ideal so employees do not need to enter username and password multiple times
 - Want to research expansion options within UKG/Kronos as follows:
 - Ready Learning LMS platform
 - Applicant Tracking
 - People Insights
 - Advanced Scheduler
 - Bryte AI
 - Keeping all functions in one system will minimize the admin work for our service delivery staff