

ADMINISTRATION & FINANCE DEPARTMENT PERSONNEL SUBCOMMITTEE SUBCOMMITTEE REPORT

FIVE GOALS

- **Goal 1:** Establish a culture of excellence among City employees.
 - **Strategy A:** Develop a mission &/or vision statement.
 - **Strategy B:** Define and reward excellence.
 - **Strategy C:** Create a culture in which systems improvement & innovation are recognized.
 - **Strategy D:** Promote targeted education programs.
 - **Strategy E:** Encourage employee retention and development through training opportunities.

- **Goal 2:** Improve service delivery; develop and implement HR programs to increase productivity and effectiveness across City departments.
 - **Strategy A:** Ensure business practices are conducted in ethical, professional and transparent manner.
 - **Strategy B:** Accountability/Empowerment.
 - **Strategy C:** Adhere to legal and regulatory requirements.
 - **Strategy D:** Develop knowledge of City issues.
 - **Strategy E:** Utilize data from other cities and benchmark best practices.
 - **Strategy F:** Use employee based teams to identify areas for improvement.

- **Goal 3:** Recruit and retain the best qualified individuals who reflect the City itself.
 - **Strategy A:** Provide opportunities for all employees to participate in professional development.
 - **Strategy B:** Utilize corporate and non-profit partners to share and/or underwrite training on subjects in business, teamwork and technology.
 - **Strategy C:** "Train the Trainer" and "lunch & learn" settings to provide opportunities for employees to learn from one another, develop skills in public speaking, presentation, cross training, and technical skills.
 - **Strategy D:** Enhance recruitment strategies to attract high quality applicants.

- **Goal 4:** Establish a citywide communications system to "Move HR Agenda" forward in a coordinated and consistent manner --- key role and accountability for department heads.
 - **Strategy A:** Quarterly Department Head meetings to coordinate implementation of initiatives.
 - **Strategy B:** Citywide communication media to all employees on HR initiatives.

- **Goal 5:** Establish clear expectations and accountability for ALL City employees -- from the least senior entry level position to the most senior department head.
 - **Strategy A:** Develop & implement a fair performance evaluation system.
 - **Strategy B:** Develop and implement an equitable system to provide supervisors with feedback and input from those they supervise.
 - **Strategy C:** Create systems which give City employees clear understanding of their individuals roles and their department's initiatives and priorities.

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INNOVATION & PERFORMANCE

SUBCOMMITTEE REPORT

SUBCOMMITTEE NAME

Administration & Finance Department – Personnel Subcommittee

CHAIRPERSON Debbie Lestitian

MEMBERS

Sarah Mandell – Subcommittee Chair	Tamiko Stanley	Gretchen Love	
Paul Nawrocki	Lou Camerlengo	Mary Dunn	Amy Barry
David Lagnese	Steve Jordan	Jim Carroll	Sabrina Clark
Bill Elm	Paul Furiga	Louis Kushner	Yvonne Roebuck

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