ADMINISTRATIVE SERVICES DEPARTMENT MEMORANDUM

TO: DIANE PELLETIER, FINANCE DIRECTOR

FROM: BRYCE BOLDT, ADMINISTRATIVE SERVICES DIRECTOR

SUBJECT: PERSONNEL ASSISTANT PT to FT

DATE: February 3, 2021

The issue is one of work volume and the ability to move the division's technology forward in order to realize greater levels of effectiveness and efficiency in the administration of personnel.

The City of Boulder City has 321 employees, which belong to 14 different group types (i.e., full-time, part-time, non-represented, eight different collective bargaining units). There is currently one full-time employee (Personnel Analyst) and one part-time employee (Personnel Assistant) whose time is dedicated to legal compliance, recruitment, on-boarding, training, and modernizing antiquated processes and procedures.

The part-time Personnel Assistant assists with the recruitment and selection functions, preparing job announcements, assisting in the application screening process, preparing assessment materials, administering assessments, processing new hires, coordinating pre-employment screenings such as criminal background checks, drug testing, medical examinations, assisting new employees with the completion of documents, reviewing documents for accuracy, and following up on incorrect or missing items.

The part-time Personnel Assistant is responsible for managing all workers compensation cases which requires coordination between: employee, supervisor, payroll, workers' comp insurance and health care facilities. In addition, the Personnel Assistant processes new hires, promotions, transfers, separations, verifications of employment, and performance evaluations.

The part-time Personnel Assistant assists internal and external customers with a variety of general and technical personnel related information. This information requires ongoing and specialized knowledge to understand the laws, regulations and contractual obligations of each group. The part-time Personnel Assistant has performed exemplary work related to the scanning of all active employee personnel files, digitalization of the worker's compensation process, development and implementation of the in-house intranet, digitalization of the employee performance evaluation process and the on-line training program.

The above accomplishments were completed in large part with 19 hours a week from the Personnel Assistant, a summer graduate intern hours, and additional hours from the weekend office assistant. However, the work hours of the intern and the weekend office assistant are not available and the Office of Personnel Administration still needs to run day-to-day operations of system file maintenance with incoming paperwork. Moreover, future projects include scanning all former employee files and the creation of a complete digital experience from pre-employment to post-employment. These endeavors will be time consuming and labor intensive. The scanning of former employee files will be a multi-year process. In addition to these goals, the Office of Personnel Administration still has the day-to-day operations of system file maintenance with incoming paperwork.

To remain as we are will delay the development of efficiencies such as reducing redundant key strokes. Once data is entered into a form, we should not have to re-key that data again. Developing forms that interface with our enterprise system is one way to accomplish such efficiencies. To get this division's chin above the water and grasp the efficiencies and effectiveness that technology hold and maintain those gains, I am requesting the part-time Personnel Assistant be upgraded to full-time.

Total annual investment: $83,107
Current PT Costs: $18,424

1st FY Costs: $64,683