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The Mayor and City Council shall discuss and possibly take action on a request to transfer $9,500 from contingency funds to cover the cost of double-filling for an HR Analyst who is resigning from the City. Discussion and Action.

The HR Department is staffed by three full-time positions and a part-time customer service clerk. The resignation of our full-time HR Analyst in June is coming at a particularly busy time in the HR Department. Between now and our incumbent's resignation date, the HR Department will be coordinating an Open Enrollment process, working side-by-side with the Classification and Compensation consultant, finalizing and implementing any changes negotiated by the Fire and Police unions, programming MUNIS and creating policies that are mandated to implement the changes required by the Fair Wages and Healthy Families Act which is effective July 1, 2017.   In May, HR is also assisting Copper Sky with bringing on their aquatics staff and summer camp recreation aides.

The HR Analyst position is responsible for all MUNIS transactions, benefit administration, and supporting the PSPRS functions such as scheduling Board meetings, processing new hires and retirees through the system. The HR Analyst works closely with the Department Director to coordinate the City's wellness activities, and is the project leader for recruiting, hiring, assigning and terminating our high school interns twice a year. This position reviews and processes all worker's compensation claims, FMLA applications, and short-term disability claims.

Staff is hopeful that a candidate can be identified in time to spend five to six weeks cross-training with our current employee to mitigate the transition process. This item will be presented by Human Resources Director Kathy Haggerty.

Staff recommends Mayor and City Council approve the budgetary transfer of $8,300 from contingency funds to the HR Department to support the cross-training of a new HR Analyst.