

DEPARTMENT OF HUMAN RESOURCES

Human Resources was recreated from a division to a department in 2007 to provide direct personnel services to all City employees and elected officials. The department is a full service, centralized office that provides information and assistance to approximately 850 regular and seasonal employees throughout Rio Rancho.

Human Resources services include HR administration, benefit administration, classification development, employment processing, employee and labor relations, education and safety training, workers compensation, youth worker programs and other related functions. Staffing includes an HR Administrator, HR Representatives, Benefit Administrator and an Executive Assistant.

The Human Resources department operational structure is based on:

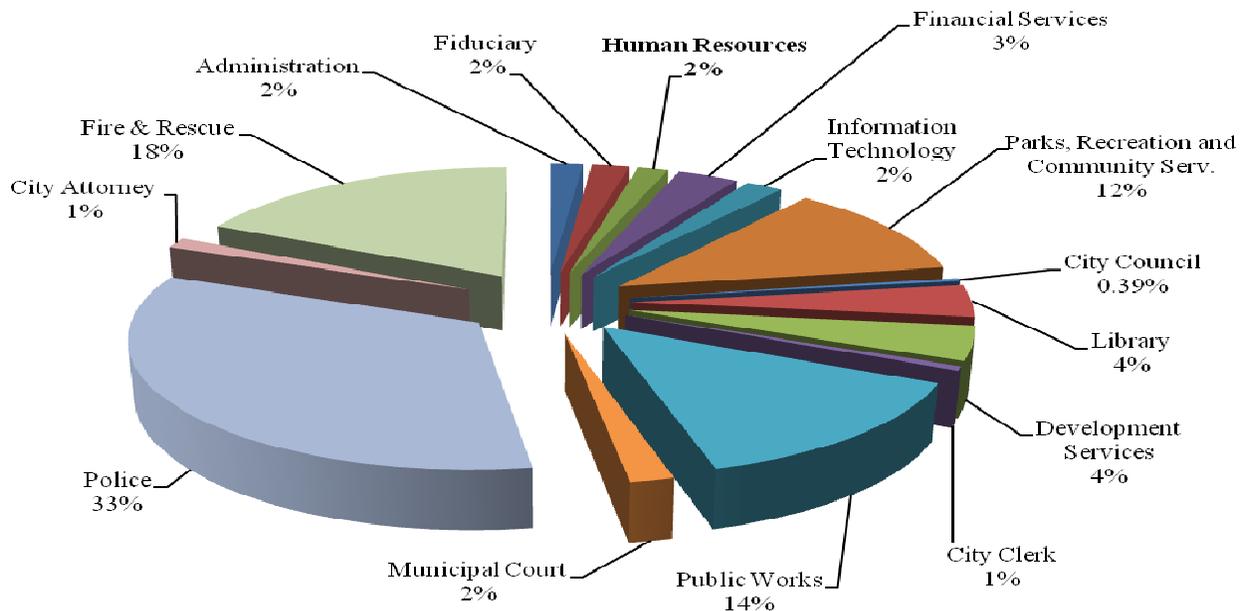
PURPOSE: To support the City's total operations through quality HR services and products.

VISION: To attain superior employee service while adhering to policy and regulations.

MISSION: To provide quality HR services and products in support of the City of Rio Rancho. We succeed by earning the trust and respect of employees and the community.

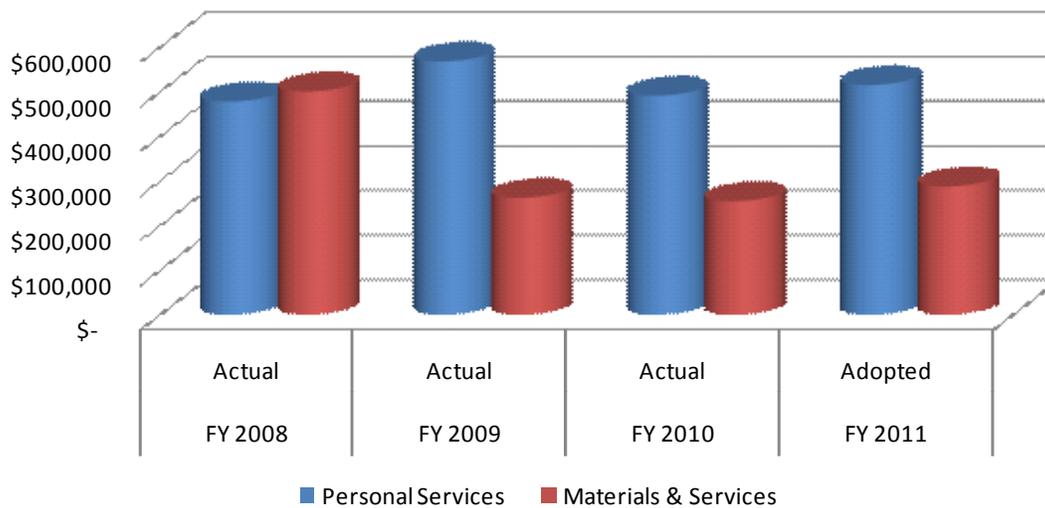
Values that support our mission and vision include applying policies and practices fairly and consistently, producing accurate and reliable information and providing a model of ethical behavior.

GENERAL FUND FISCAL YEAR 2011 HUMAN RESOURCES Total Budget \$801,914



HUMAN RESOURCES					
Cost Center 101-2010					
Expenditures					
	FY 2008 Actual	FY 2009 Actual	FY 2010 Actual	FY 2011 Adopted	% Change
Personal Services	\$ 477,606	\$ 567,678	\$ 490,730	\$ 514,553	5%
Materials & Services	500,139	261,810	254,437	287,361	13%
Total	\$ 977,745	\$ 829,488	\$ 745,167	\$ 801,914	8%
Positions Approved*	9	9	8	6	-25%

*Full Time Equivalence



Operational Performance Indicators:

- # initial job postings
- # applications received
- % of job postings filled from internal candidates
- Turnover Rate (Annual)
- hours of safety training