

DEPARTMENT OF HUMAN RESOURCES

Human Resources provides 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.

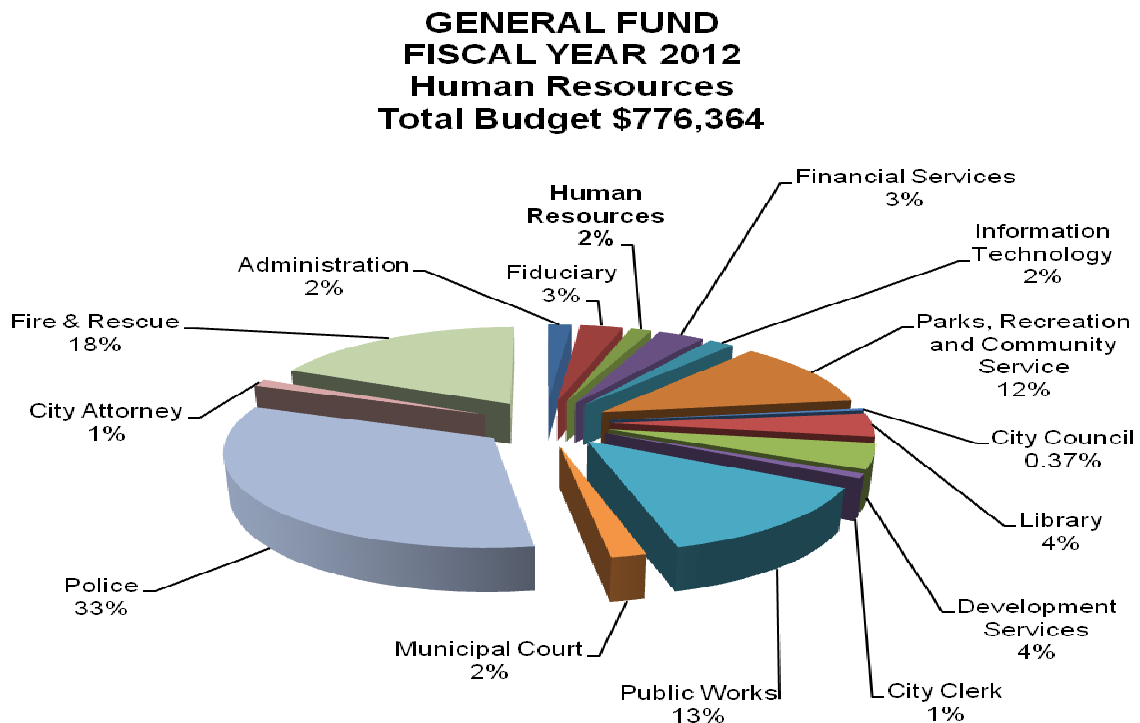
The Human Resources department operational structure is based on:

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.

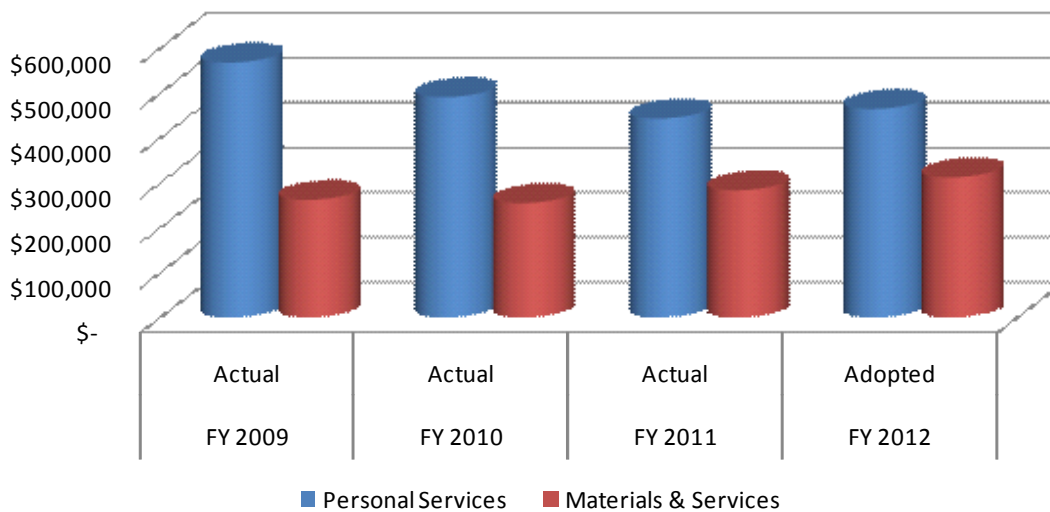
MISSION: To provide quality HR services and products in support of the City of Rio Rancho. We succeed by earning the trust and respect of employees and the community.

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.



HUMAN RESOURCES					
Cost Center 101-2010					
Expenditures					
	FY 2009 Actual	FY 2010 Actual	FY 2011 Actual	FY 2012 Adopted	% Change
Personal Services	\$ 567,678	\$ 490,730	\$ 443,159	\$ 464,331	5%
Materials & Services	261,810	254,437	283,063	312,033	10%
Total	\$ 829,488	\$ 745,167	\$ 726,222	\$ 776,364	7%
Positions Approved*	9	8	6	6	0%

*Full Time Equivalence



Operational Performance Indicators:

Indicator	Actual 2010
% of positions filled from internal candidates for FY11 (excluding Seasonals)	31%
Turnover Rate for calendar year 2010 (excluding Seasonals)	19%
Hours of Safety Training for the contract year ending 5/31/11	34,258
Lost time for Workers Comp for calendar year ending 12/31/10	144 days
Number of Workers Comp injuries for calendar year ending 12/31/10	69