



Course Title: *HR Liaison*

Course Description

This course is designed as an instructional overview on a wide range of HR functions for which many City staff members and timekeepers are responsible. Topics include position control, job vacancies, transitioning new employees, performance evaluations, employee records and retention, employee status/pay changes (ESMTs), grievances, and retirement.

Goal

At the conclusion of this class you will have working knowledge of HR functions that timekeepers perform

Learning Objectives

- Your role as HR Liaison
- Job vacancies and selection processes
- Performance appraisals and salary increases
- New employees and personnel files
- Records retention and public records requests
- Employee Status Maintenance Change forms
- Everything you ever wanted to know about ESMTs but were afraid to ask!
- Grievances and employee discipline
- Longevity
- Employee separation
- Retirements and DROP
- Position Control
- Job vacancies and selection processes

Open to: Timekeepers

Organizational Needs Addressed: City Manager's Transformation Goals: Emphasize Professionalism and Skills, Individual Contributor Development; Investment in Employees Transformation Plan: Empowering Employees, Improving Employee Morale; GRU Balanced Scorecard Strategic Objective: Ensure Employee Continuity

Competencies Addressed: Effectiveness and Productivity, Planning and Organizing, Professional Development

Length of Class: Four Hours