



STAFF REPORT

Report To: Board of Supervisors **Meeting Date:** August 18, 2022

Staff Contact: Melanie Bruketta, Human Resources Director

Agenda Title: For Discussion Only: Discussion and presentation of the annual report from the Human Resources Department for Fiscal Year 2022. (Melanie Bruketta, mbruketta@carson.org)

Staff Summary: One of Carson City's goals adopted as part of the Strategic Plan for Fiscal Years 2022-2026 is organizational culture, to "Foster innovation, productivity, and professional growth through a cohesive, ethical, and positive work environment." An objective identified under this goal is the strengthening of employee development. The preparation of an annual Human Resources report for presentation to the Board of Supervisors is intended to help facilitate accomplishment of that objective.

Agenda Action: Other / Presentation **Time Requested:** 10 minutes

Proposed Motion

N/A

Board's Strategic Goal

Organizational Culture

Previous Action

N/A

Background/Issues & Analysis

The City adopted a Strategic Plan for Fiscal Years 2022-2026. One of the City's established goals in that Strategic Plan is organizational culture, and an objective identified under this goal is the strengthening of employee development. This is the first annual Human Resources report to be presented to the Board of Supervisors for the purpose of furthering employee development. The report reviews the strategic plan objectives, workforce, employee engagement and development.

Applicable Statute, Code, Policy, Rule or Regulation

N/A

Financial Information

Is there a fiscal impact? No

If yes, account name/number:

Is it currently budgeted? No

Explanation of Fiscal Impact:

Alternatives

N/A

Attachments:

[Annual Report.pdf](#)

Board Action Taken:

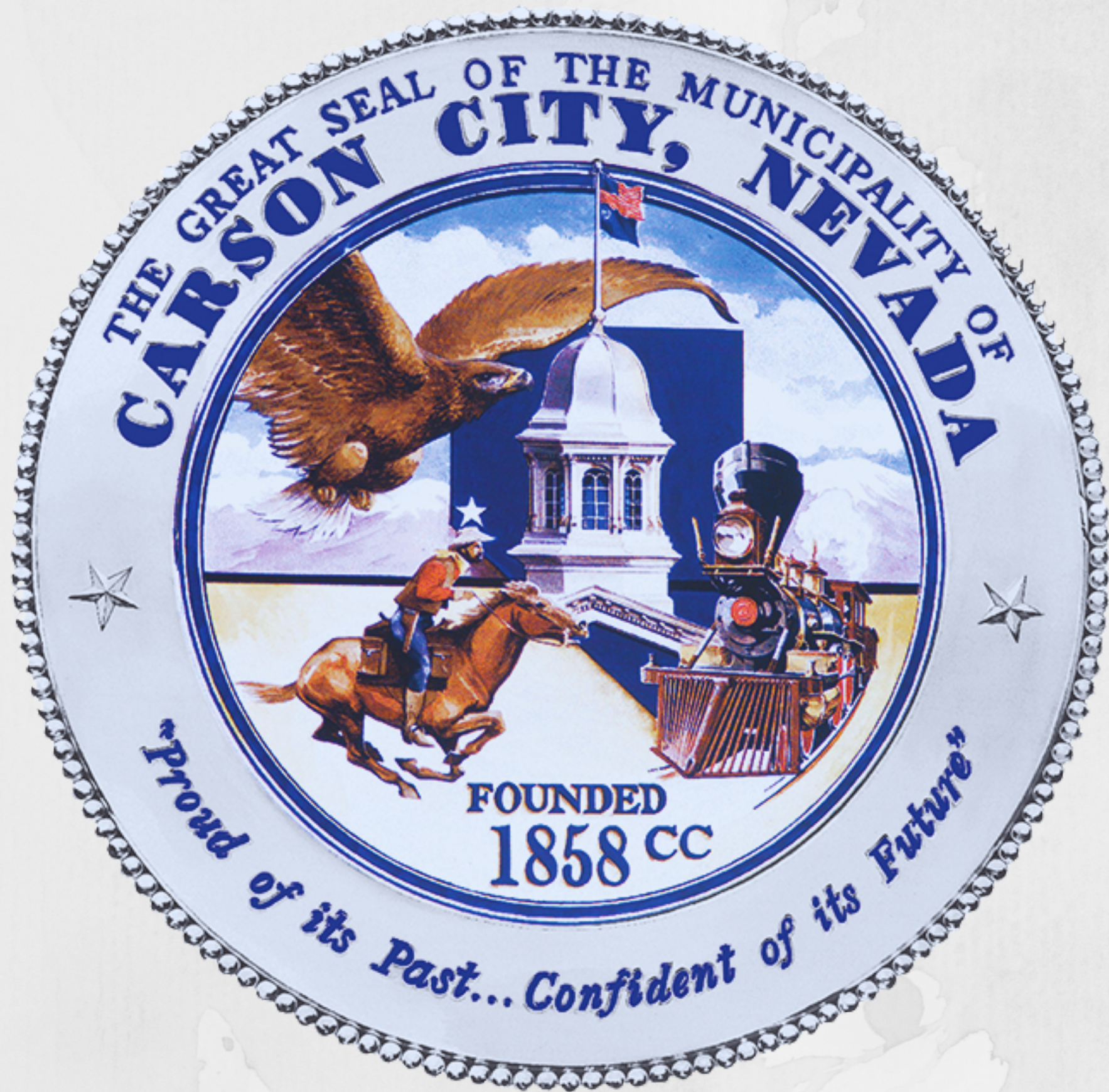
Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)



HUMAN
RESOURCES
**ANNUAL
REPORT**

July 2021 - June 2022

Human Resources Staff

Mission:

To attract and retain a diverse workforce that has the City's Mission, Vision and Values as its priority.

Vision:

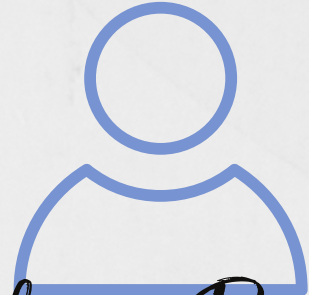
We aspire to build employee/employer relations that promote a quality work environment which leads to high work productivity rates and excellent customer service.



HR Organizational Structure

Human Resources

Director



Melanie Bruketta

Melanie attended **Carson High School** and obtained her undergraduate degrees in **Criminal Justice** and Spanish from the **University of Nevada** and her **law degree** from **Gonzaga University**. She was admitted to the Nevada State bar in 1994. She has worked for Washoe County, the State of Nevada and Carson City. In 2010, she obtained her **professional human resources credentials**.

HR Generalist



Jacque Cassinelli

Jacque graduated from **Carson High School** and **Western Nevada College** with two associates degrees. Jacque has obtained her **Human Resource Management certificate** from UNR, **Essential Management Skills** in the Public Sector certificate, as well as **Human Resources Representative certificate**. She is currently studying to obtain Professional in Human Resources (PHR) certification. Jacque enjoys working with current City employees as well as City retirees.

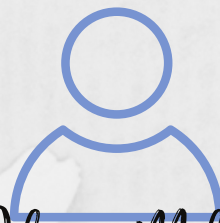
HR Generalist



Kristina Reyna

Kristina has had the great pleasure of being a Human Resources Generalist for Carson City, Nevada since 2019. She began her career in public employment in 2003 with **Nevada PERS as a Manager**. She graduated from the **University of Nevada, Reno** with a Bachelor of Science **degree in General Studies** in 2007. She has recently continued her professional development by obtaining her **Human Resources Management Certificate** from UNR in 2022. She enjoys interacting everyday with current and new employees.

HR Generalist



Alana Mills

Alana has lived in Carson City since 1993. She has worked for Carson City since 2014. She has obtained her **Human Resource Management certificate** from UNR as well as her **Human Resources Representative Certificate**. She loves her job and really enjoys working with the Carson City employees.

Recruitment Analyst

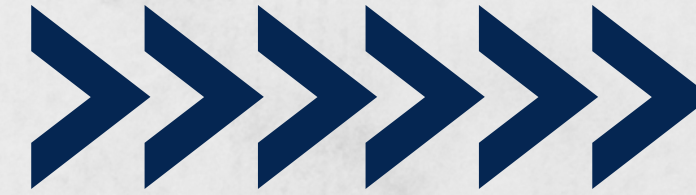


Megan McCarthy

Megan graduated from **Carson High School** and the **University of Nevada, Reno** with a **bachelor's degree in Business Administration**. She started with Carson City Human Resources as an Intern and came on board as an HR Generalist after completing college in 2017. Since then, Megan has continued her education by obtaining a **Human Resource Management certificate** from UNR in 2021. She is currently studying to obtain Professional in Human Resources (PHR) certification.

HR Strategic Plan Objectives

1.) Conduct an employee satisfaction survey every year and use to create efficiencies, maintain a positive working environment and identify needs.



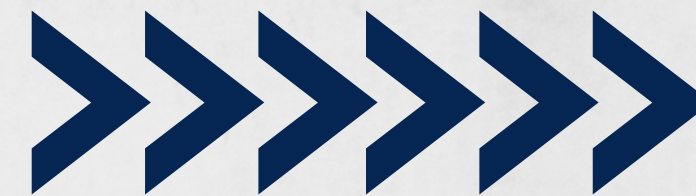
370 employees responded.

2.) Prepare annual Human Resources Report to present to the Board of Supervisors.



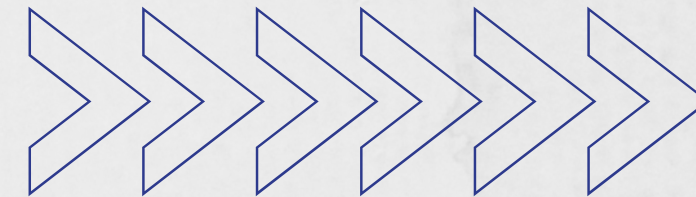
Report to be presented to the Board on August 18th.

3.) Expand efforts to ensure City employees and departments are aware of training and career development resources available.



229 welcome packets provided to new hires during the fiscal year which included information on training opportunities.

4.) Develop a personal career development plan for participating employees.



7,000 hours of training reported by Departments/Elected Offices.

5.) Promote the Employee-of-the-Quarter Program and employee longevity awards.



85 longevity awards issued and 4 employee-of-the-quarter awards presented.

6.) Explore opportunities and other incentives used to attract and retain talented staff.

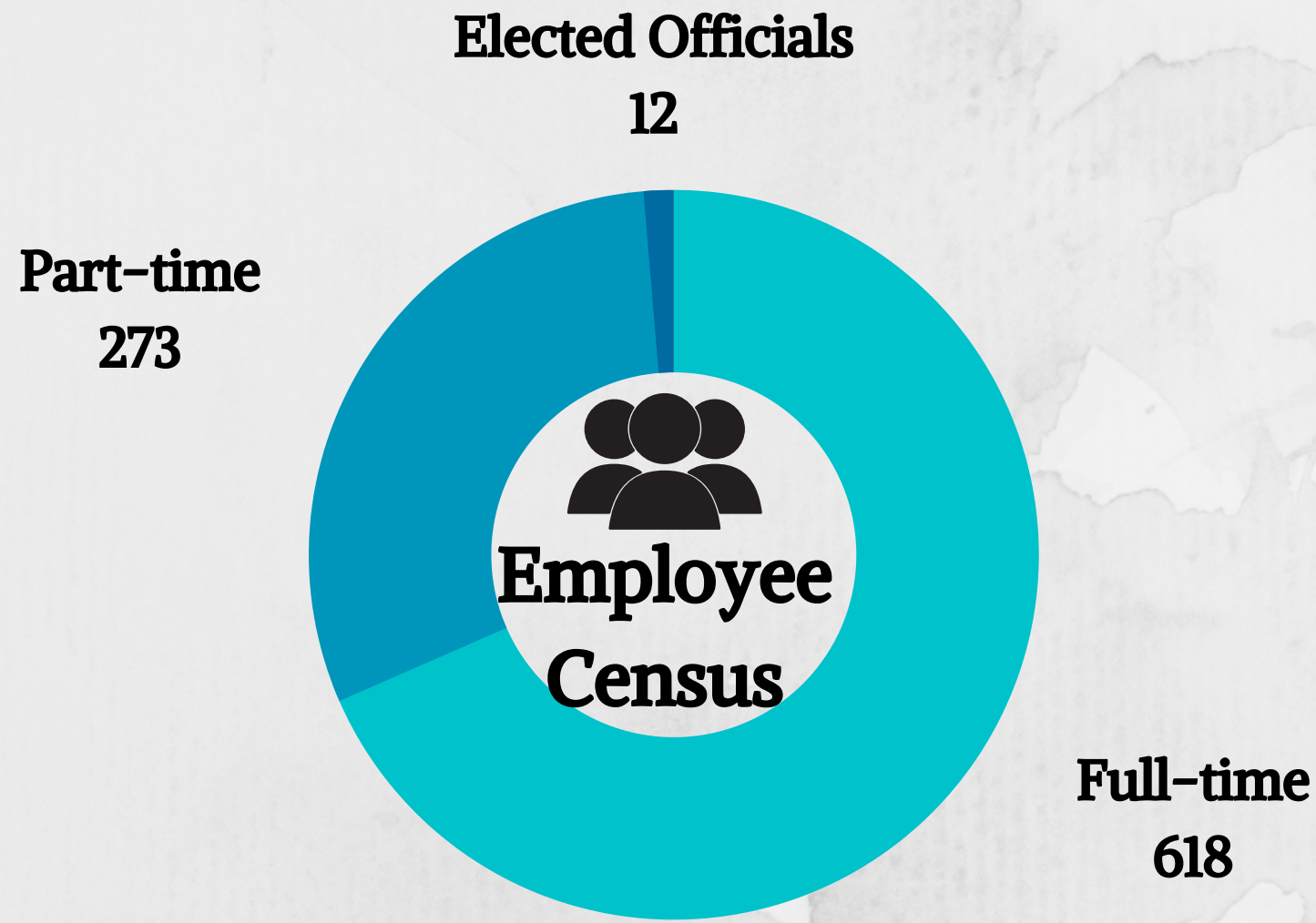


216 recruitments and 3,982 applications received.

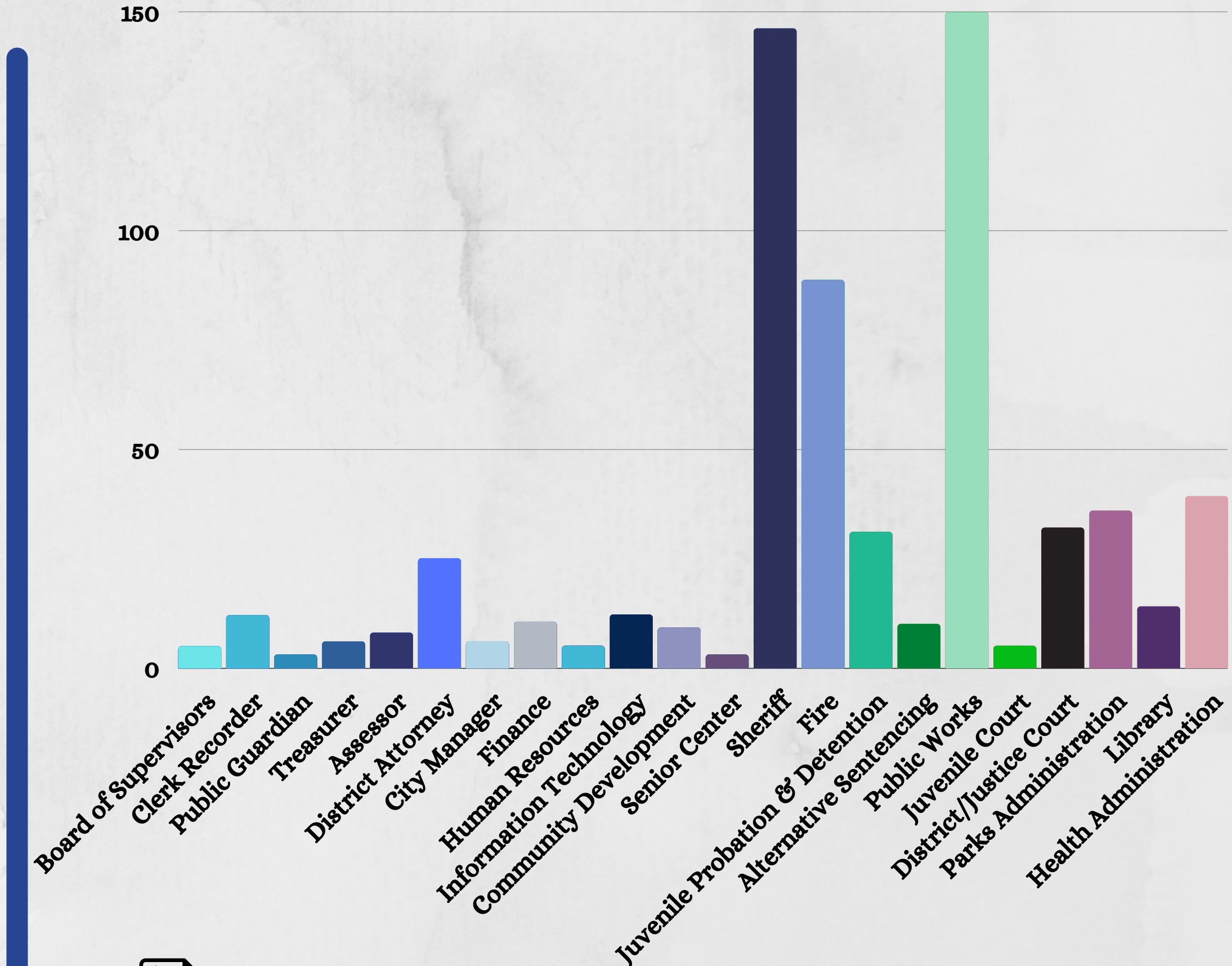
FY22 Key Accomplishments

- Completed an **audit conducted by POOL/PACT** and **awarded \$1,000** for participating in the audit to be used for employee engagement **and \$500** for the individual excellence award.
- **Labor negotiations** were completed with the Carson City Employee's Association and the Fraternal Order of Police and staff began negotiations with the Wildland Firefighters.
- Created **city-wide organizational charts** to be used for budget.
- Attended meetings with the **State for the Civil Change Process** that will affect the City's processing of background checks.
- Compiled and filed the Federal EEO-4 report.
- Compiled the data for the annual **EMRB assessment**.
- Reviewed, revised and administered **110 employee policies and procedures**.
- Send **monthly newsletter** to all employees and retirees.
- Employee/Employer Relations- coordinated events such as the **NV Day parade, movie night & egg hunt, Ace's baseball**, and other events that recognize employee contributions and provide rewards.
- Assisted Departments/Elected Offices with **compensation studies, promotions, reclassifications and updates to job descriptions**.
- Sent **133 new hires in for background checks** through the State and Federal governments.
- Administered the **E-Verify program** for new hires.

Workforce

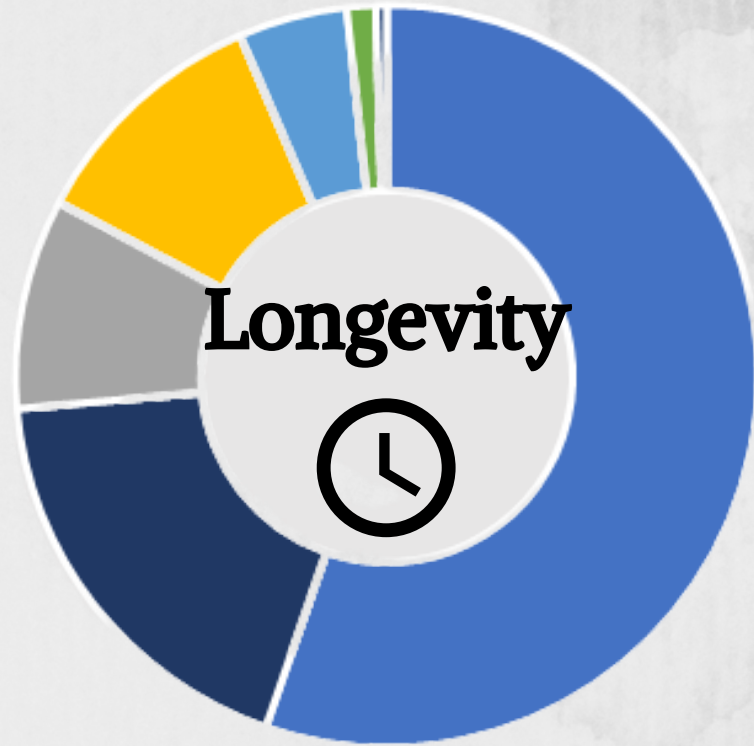


Total: 903



Full-time Budgeted Positions by Dept.

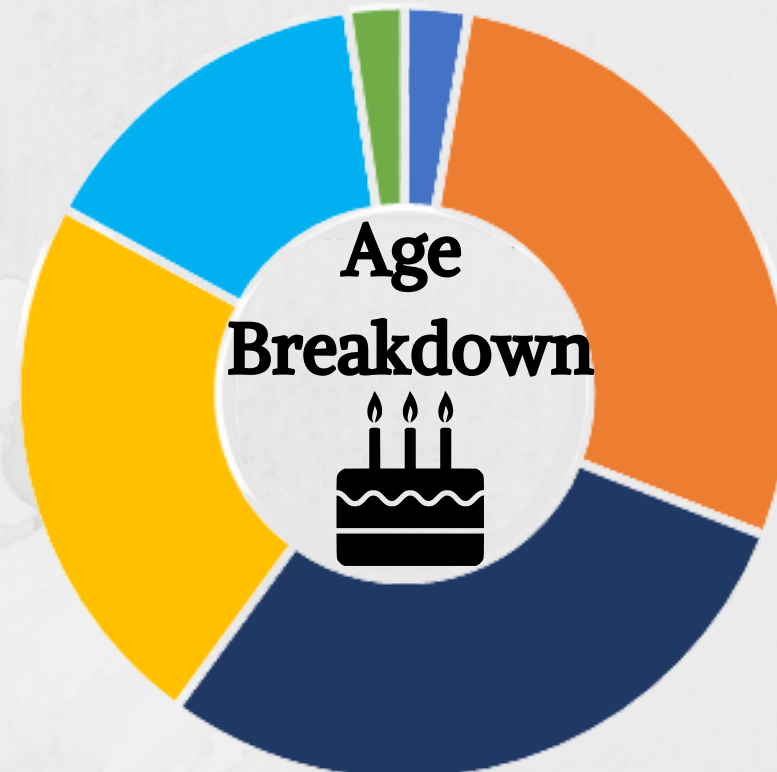
Employee Engagement



The majority of Carson City employees (**55.3%**) have been with the City for **5 years or less**.

■ 0 to 5 ■ 6 to 10 ■ 11 to 15 ■ 16 to 20 ■ 21 to 25 ■ 26 to 30 ■ above 30

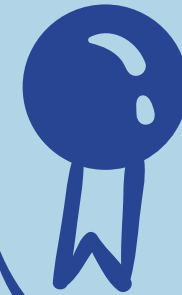
Carson City continues to reflect the nationwide trend of not being able to attract younger workers to government positions. **69% of our workforce is over age 35.**



■ 18-24 (2.6%) ■ 25-34 (28.3%) ■ 35-44 (29%)
 ■ 45-54 (22.9%) ■ 55-64 (14.7%) ■ 65+ (2.4%)

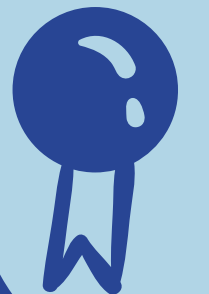
Longevity
Certificates
Issued:

85



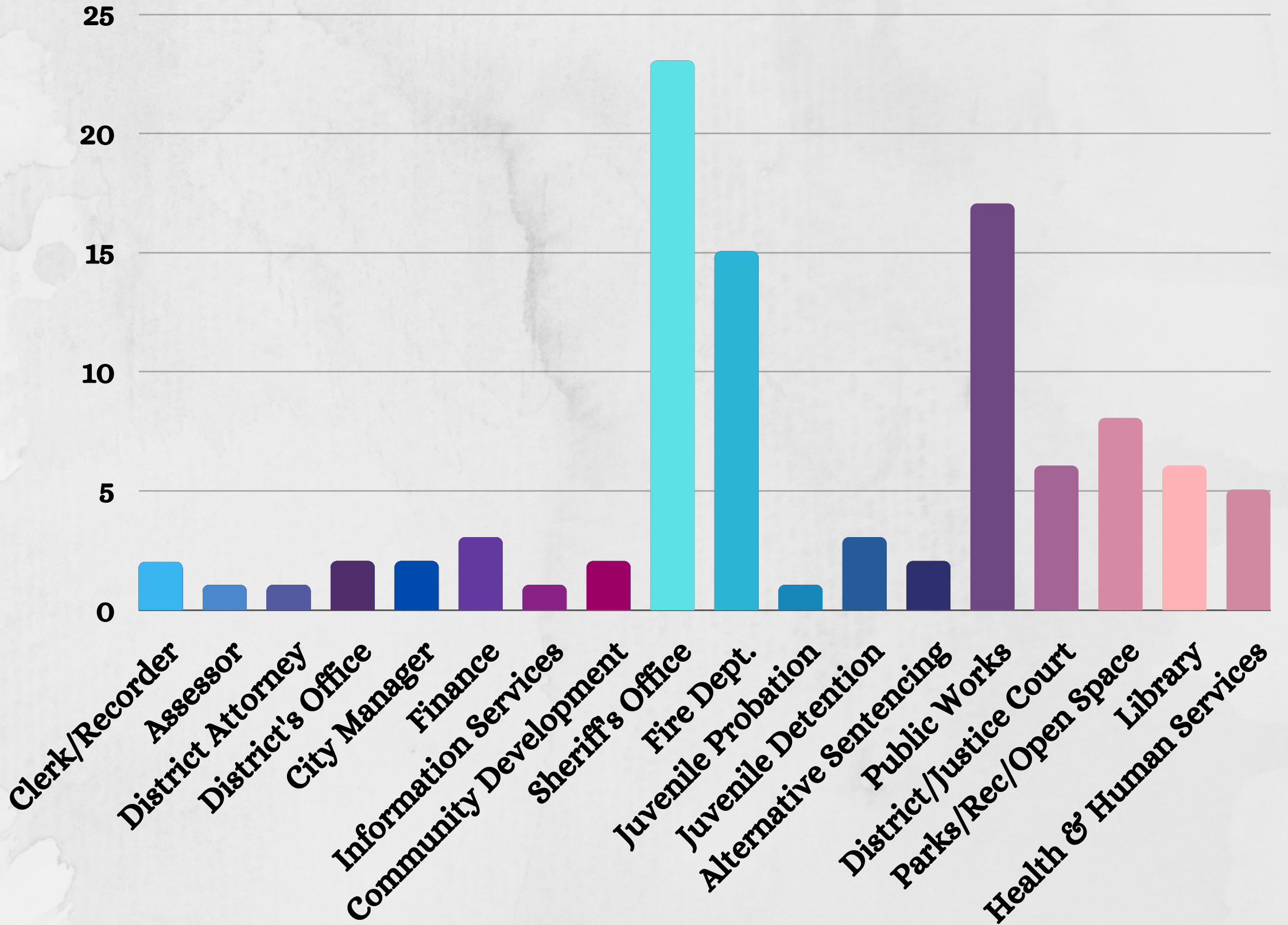
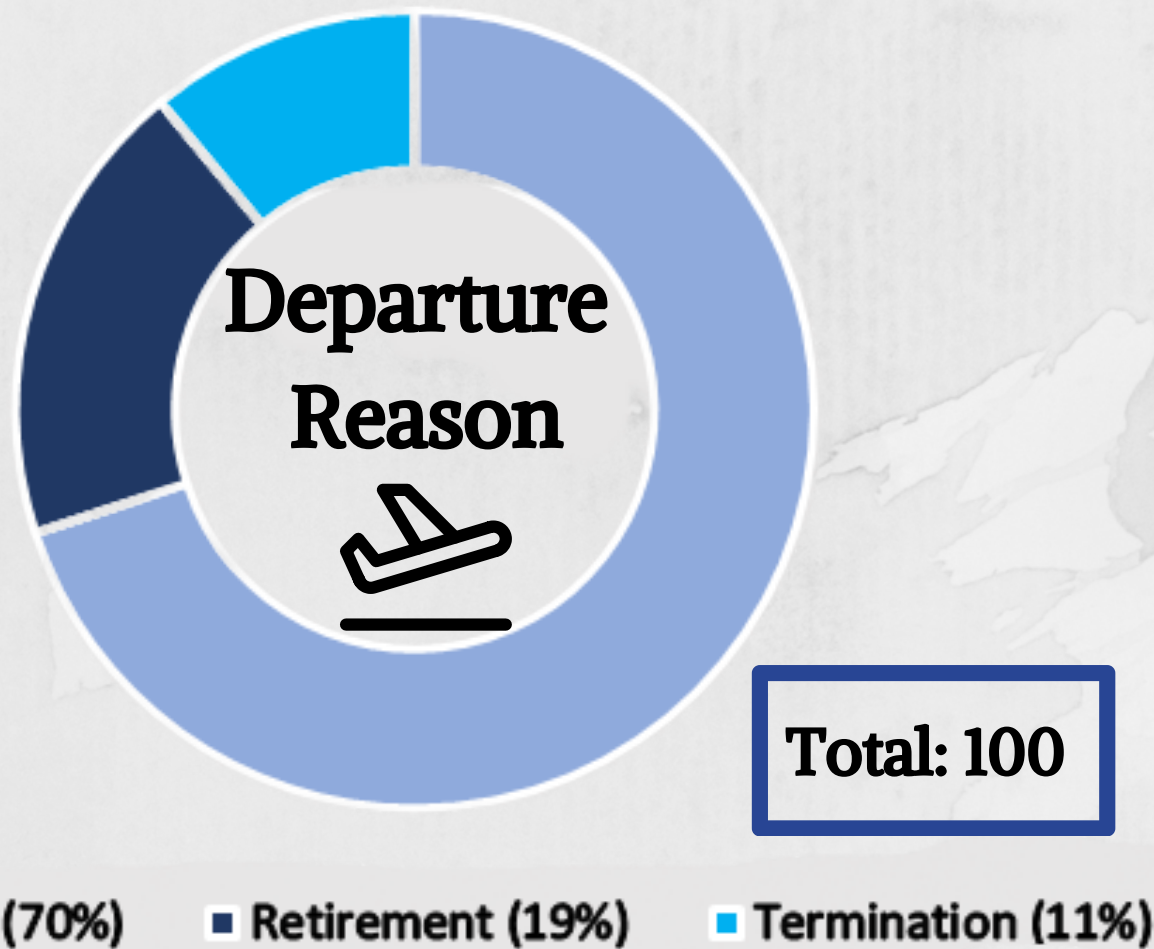
Employee-of-the
Quarter
Nominations:

20



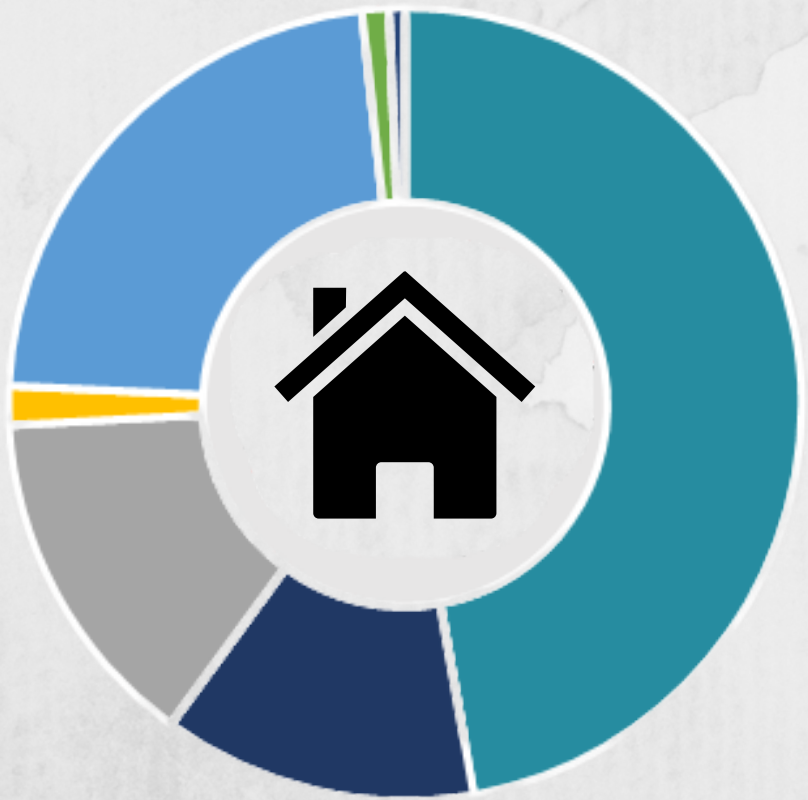
Full-time Employee Turnover

Human Resources filed Employer Responses for approximately **15 unemployment claims** through the Usides program used by the State of Nevada Department of Employment, Training and Rehabilitation.

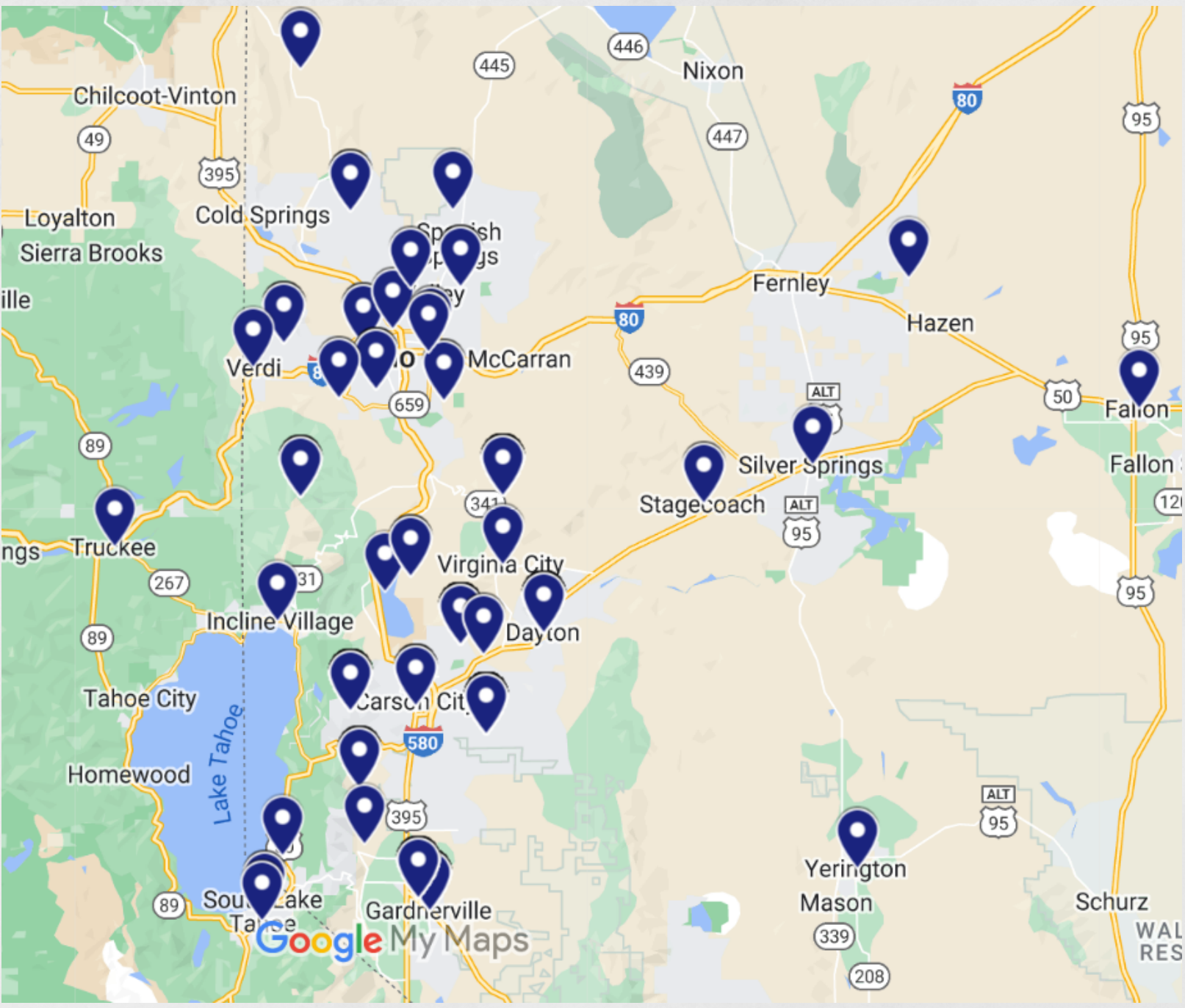


Departures by Department

Where do Carson City employees live?

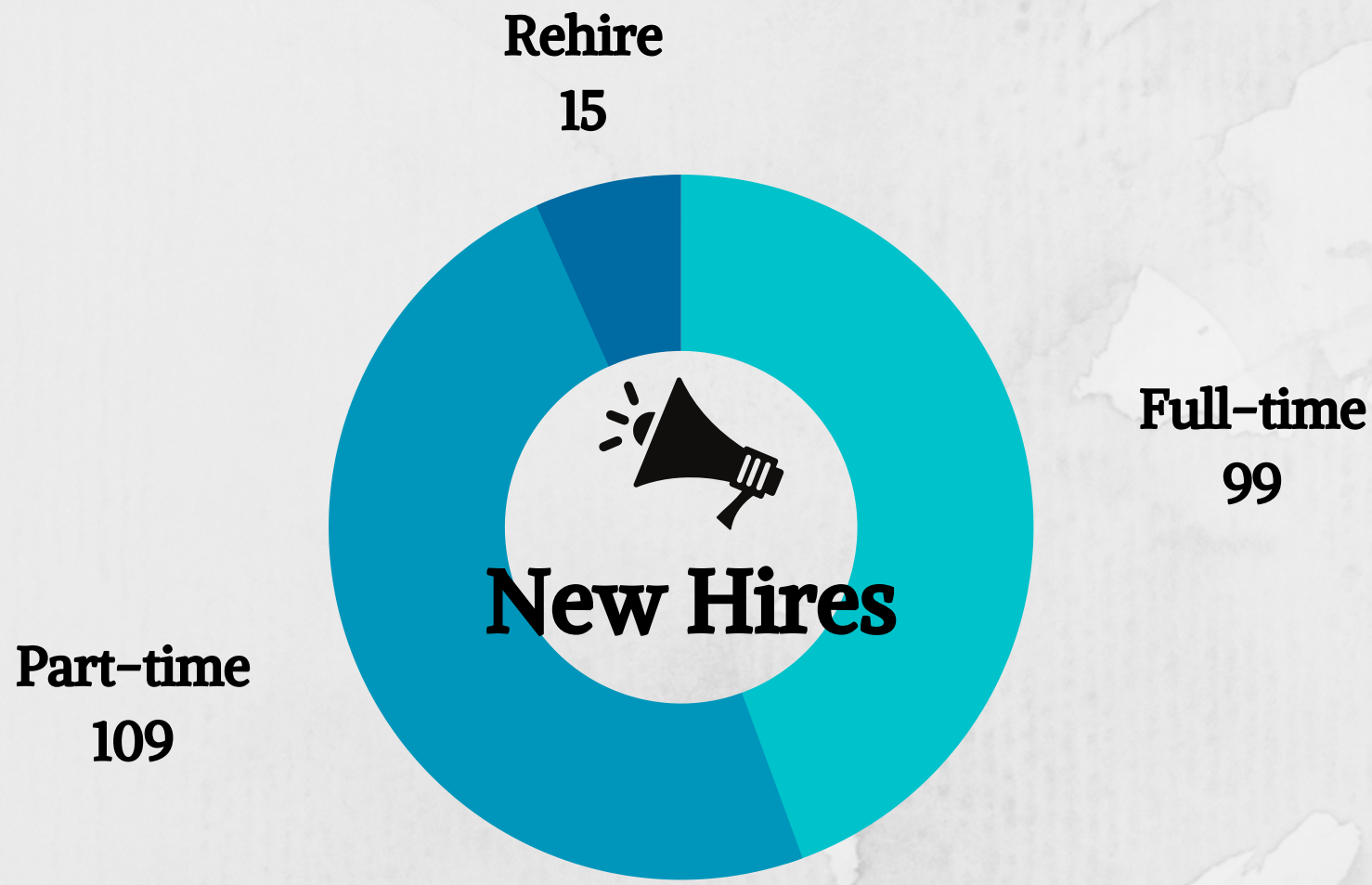


■ Carson City ■ Dayton ■ Carson Valley ■ Lake Tahoe ■ Reno ■ Fallon ■ Misc.

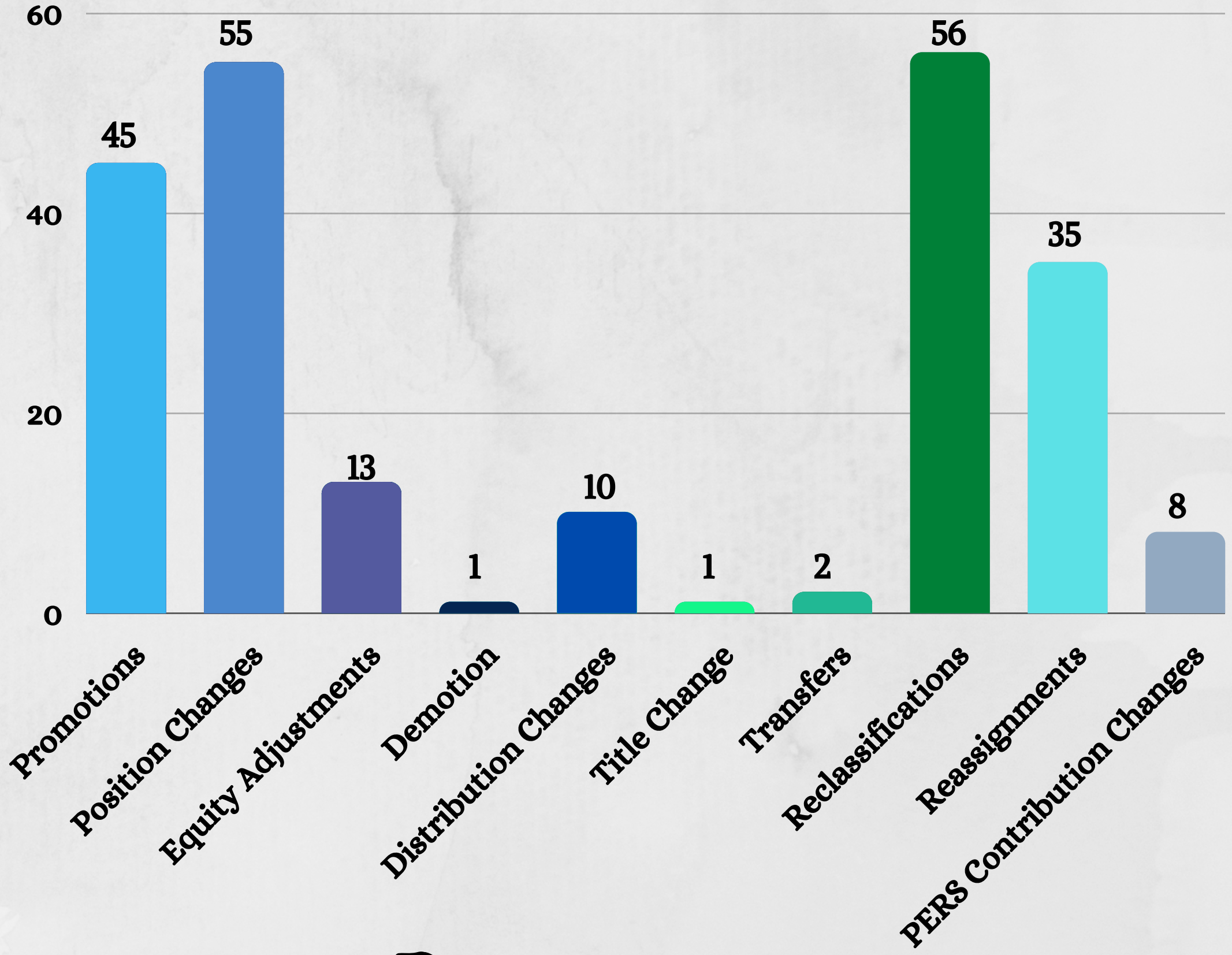


47.2% of Carson employees **live in Carson City**. A sizable portion of employees (**22.5%**) **live in the Reno area**.

Personnel Actions Processed



Total: 223



Salary Changes

10

Personnel Actions Processed

3-month evaluations:

62

annual evaluations:

Outstanding

33.1%

139

Above
Expectations

53.6%

225

Meets
Expectations

13.3%

56

Below
Expectations

0

=420

6-month evaluations:

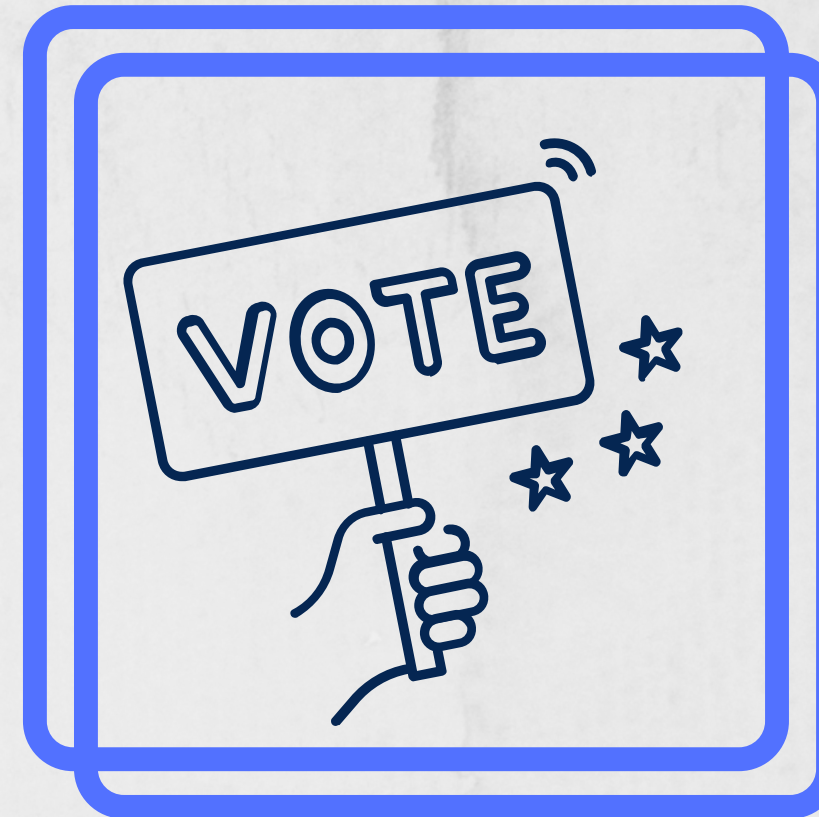
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Outreach Events



Summer Job Fair at
Carson High School

UNR Spring Career Fair
UNR STEM Career Fair



Spoke to CHS senior
government classes
about working /
volunteering during
election

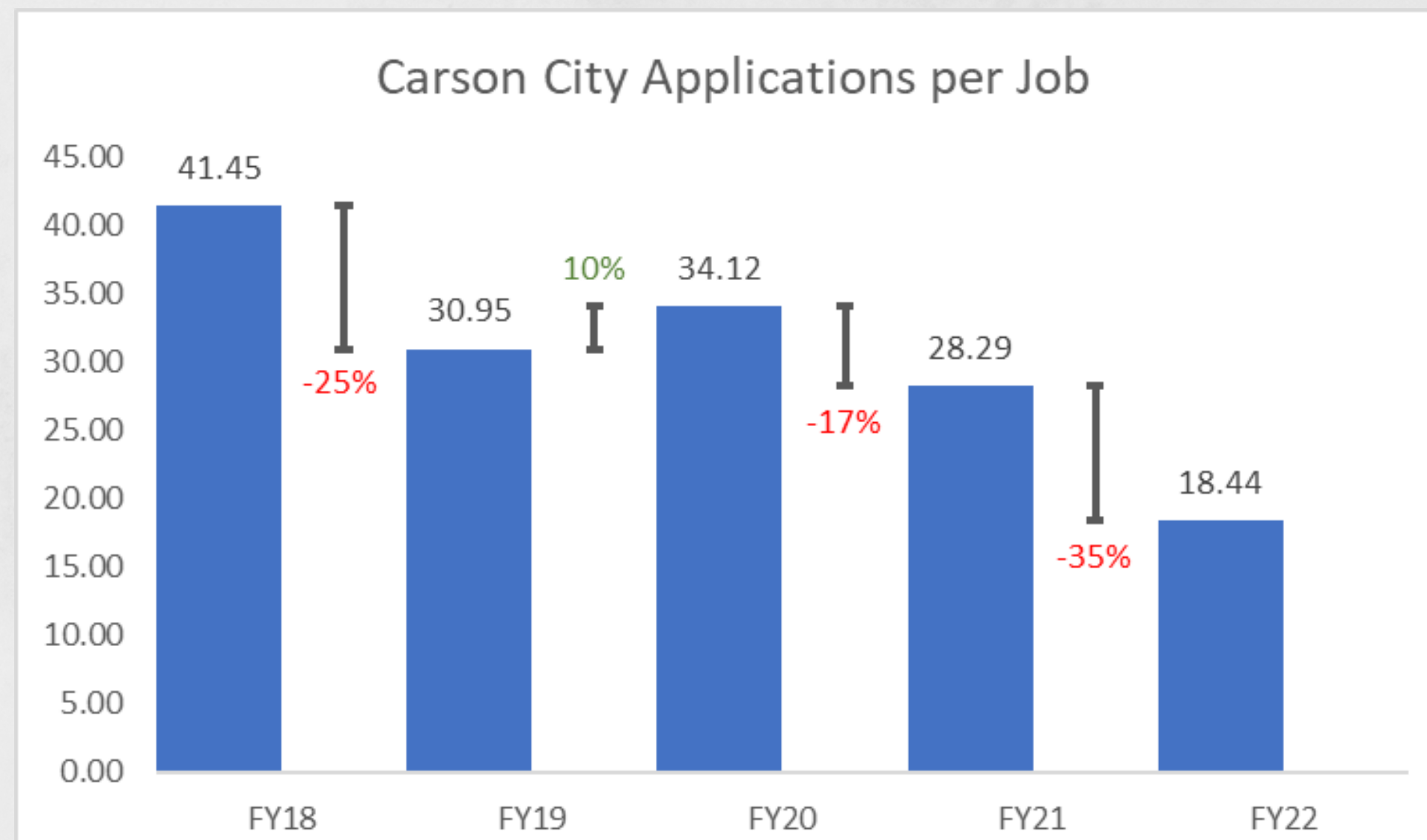
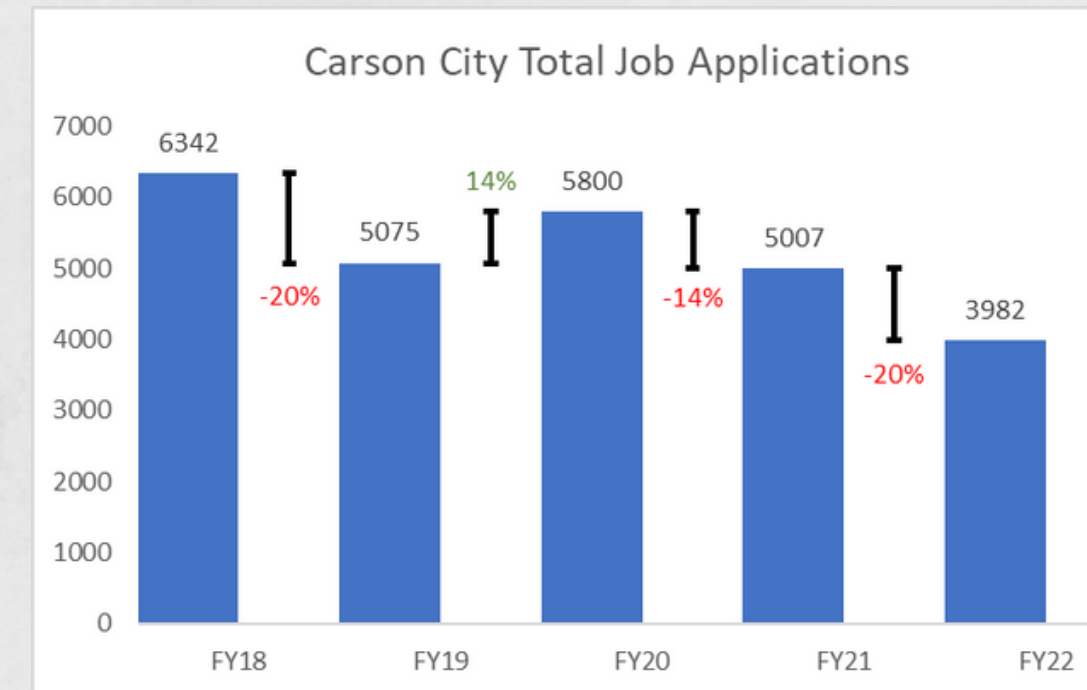
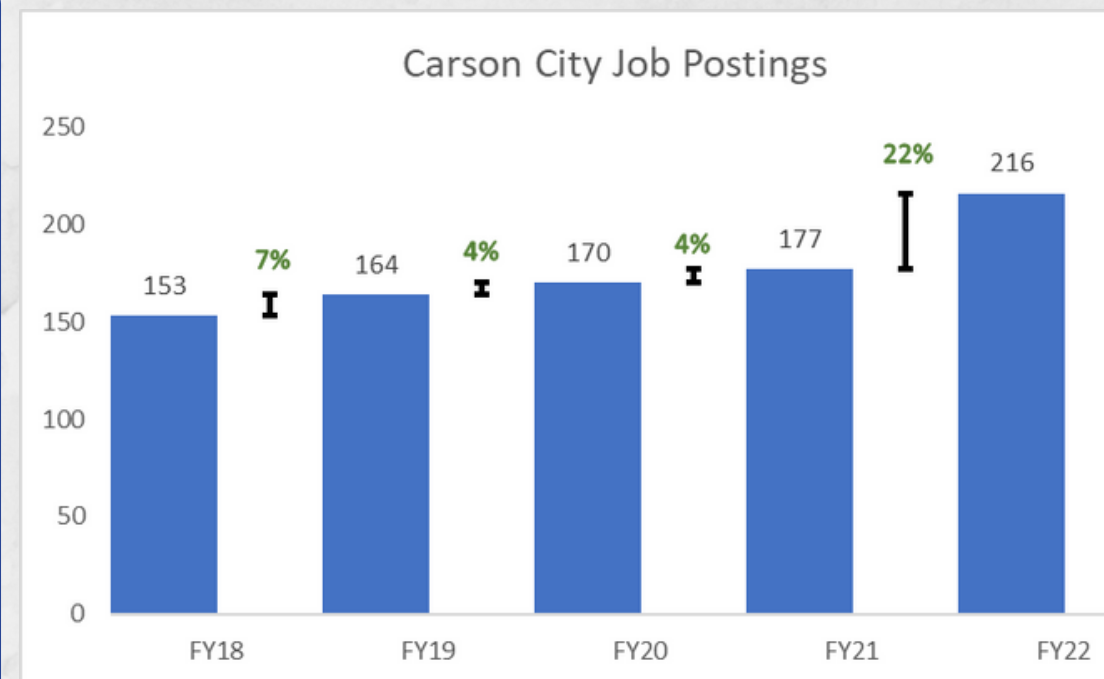
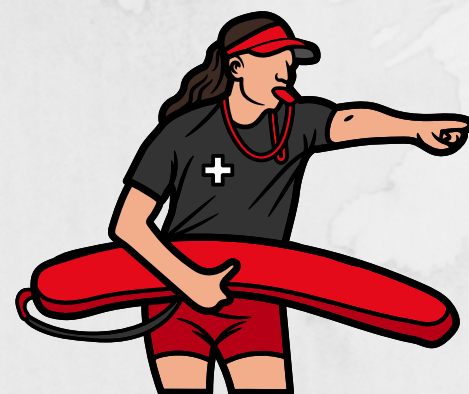
Public Sector Job Fair
(Reno Town Mall)





Difficult Positions to Fill

Part-time and seasonal positions continue to be difficult to fill, as is being experienced by many employers. We have seen a **22% increase in the number of job openings** and a **20% decrease in the number of applications received** compared to FY21. While our **average number of applications per job is down 35%** from last fiscal year, this is still well above the **national average for public sector employers, which is down 56%** (and down 74% over the last six years).



Employee Development

In addition to the annual performance reviews received by every full-time employee, Human Resources and individual Departments and Elected Offices provide training to employees. This past year, Human Resources provided the following training opportunities:

- Drug & Alcohol/Reasonable Suspicion
- New Supervisor Orientation
- Performance Management
- Open Enrollment meetings
- New Hire Benefits meetings completed one on one
- Leadership Training
- Recruitment Lifecycle
- Recruitment Update
- NeoGov Training for Supervisors
- Munis Training
- Employee Self-Service Training
- Performance Review Training
- Knowledge City courses (best practices annual training and voluntary training courses)
- Pool/PACT courses