

Human Resources



2016/2017 Proposed
Biennial Budget
September 28, 2016

Jean Stanley
HR Manager

Division Organizational Chart

Jean Stanley
HR Manager - 1.0 FTE

- Division Direction and Administration
- Representation on Management Team
- Develop and administer uniform policies, procedures and programs
- Recruitment and selection
- Classification and compensation
- Benefits Administration
- Labor Relations
- Safety and Training

Sun So
HR Tech. - 1.0 FTE

- Serves as Civil Service Secretary/Chief Examiner
- Liaison for Worker's Compensation
- Federal Way Retirement System Board
- Safety Committee
- Training
- Wellness Committee

Julianne Briggs
HR Tech. - 1.0 FTE

- Benefits Administration
- Assists with monitoring compliance for the ACA
- Maintain and updates HRIS with payroll changes
- Wellness Committee/Program
- Monitors budget and processes payments
- Records Management/PDA's

Anna Thach
HR Admin. - .5 FTE

- Facilitates daily office operation of division
- Recruitment
- Intakes, processes, and records all applications
- Corresponds with all applicants via letter, phone, email
- Distributes and processes mail
- Filing

Goals/Objectives

- *Balance fiscal stewardship with employee welfare.*
- *Attract and retain a highly qualified, diverse workforce.*
- *Foster amicable employee/labor relations.*
- *Promote employee wellness, safety, productivity, and high performance.*
- *Ensure compliance with laws and regulations.*
- *Maintain consistency and fairness when implementing policy, decisions, and direction.*

2015/16 Key Accomplishments

- **Health and Wellness**

- *Manage the self insured medical plans; work with benefits consultant on design of new PPO plan to replace the Alliant plan that is being eliminated by Group Health*
- *Monitor temporary employee hours to ensure compliance with Affordable Care Act*
- *Manage worker's compensation claims/light duty program (57 claims to date) and return to work program*
- *Manage online Wellness Your Way program (400+ accounts)*
- *Manage onsite biometric screenings (200+)*
- *Quarterly Committee meetings to evaluate and modify program as needed*

- **Recruitment**

- *Coordinated 123 recruitment processes (over 4,300 applications including 760 for PD)*
- *Welcomed 54 regular full-time/part-time employees (11 in progress)*
- *Hired 160 temporary/seasonal employees to date*

- **Labor Relations**

- *Reached agreement with one of four bargaining units*
- *Monitor seasonal employee hours for eligibility of Teamster membership*



Questions