
Administration

- Major Accomplishment: Negotiated ten collective bargaining agreements without declaration of impasse.¹
- Supported City departments' re-engineering/optimization programs resulting in participation in team assignments, training and development of skill based pay and redesigned jobs; this experience is already being utilized in services to other City departments.
- Revised employee Longevity Pay program.²
- Implemented Employment Background Investigation Program.³
- Implemented special employee appreciation programs.
- Revised and enhanced employee training programs.
- Conducted job classification study and instituted job classification maintenance program.
- Revised and enhanced the Fire and Police Pension Plans through on-going negotiations.⁴
- Participated in revisions to the General Employees Pension plan.
- Privatized City's Publication Section.⁵
- Implemented employee Long Term Disability and optional Dental Insurance programs
- Revised the Workers' Compensation Program, saving the City \$1,400,000 since FY 99.⁶
- Re-bid Employee Life and AD&D Insurance resulting in a 20% cost reduction.
- Purchased Liability Insurance - first time since 1990 the City was able to accomplish this.
- Converted all Property Insurance Coverage to one carrier.
- Relocated Administrative Support Services to the Free Library.
- Consolidated Mailroom and Publication Services and relocated to City Hall Annex.
- Completed preliminary analysis and initial goals for strategic planning and management of the City's Human Resources Program.
- Completed comprehensive study of the Job Requisition Process.⁷
- Selected PeopleSoft for the City's new Human Resource Management System, April 2001.⁸
- Completed Phase I implementation of PeopleSoft, "go live" date April 2003.⁹
- Issued significant employment/personnel policy and wage rate revisions, including:
 - Enhanced Tuition Reimbursement.
 - Revisions to testing/promotion regulations for sworn Fire and Police Officers.
 - Revisions for Employee Sick Leave usage for care of family/household members.
 - Standardization and clarification of union leave banks.
 - Initiation of new Wellness Program.
 - Revisions to appointed/unclassified (including managers) salary administration.
 - Added Pre-Paid College Tuition and Pre-paid Parking to employee optional deductions.
 - Added multiple banking deposit options for employee paychecks.
 - Revised pay plans annually to remain competitive in the job market.
 - Added new policies regarding cellular phones, computer usage, employee fraud, whistleblower/complaint issues, and emergency management.
- Remodeled and enhanced recruiting offices and employee applicant/testing area (City Hall).
- Launched on-line City Personnel Manual through Intranet site.¹⁰
- Launched on-line employment application process (2002).

Administration Notes:

- ¹ Negotiations were conducted with four bargaining units without the City or unions declaring impasse and without involvement of the Florida Public Employees Relations Commission, mediation, or other outside agencies. Additional mid-term contract amendments were also completed.
- ² The longevity pay policy was revised to provide credit to employees who worked for the City in federally funded positions but were later hired into regular City positions. Pay amounts were increased \$250 annually, therefore five years of service equals \$500; ten years \$750; fifteen years \$1000; twenty years \$1250; and twenty-five or more \$1500.
- ³ Including driving record screening and compliance with Federal Commercial Driver's License drug/alcohol testing.
- ⁴ Worked with unions, pension boards, and local/state legislative bodies to reach and complete agreements.
- ⁵ Privatization of the publication section eliminated duplicity in printing, resulting a reduction of 9.5 positions and a significant cost savings to the City.
- ⁶ Revising the program from a self-insured plan to a fully insured, high deductible, commercial insurance policy and saving administrative fees previously paid to the state, the City has saved a total of \$1,400,000 since FY 99.
- ⁷ In coordination with the Budget Department, utilized this study to develop measures, standards, and timelines, and interdepartmental communications.
- ⁸ Completed a comparative analysis of current and potential Human Resource Management Systems in the selection of PeopleSoft.
- ⁹ Initiated project and completion of Phase I implementation of PeopleSoft installation and conversion of data from the prior HR system ("go live" date is April 1, 2003). Additional phases are in progress and include employee self-service insurance and benefit enrollment (for Fall 2003), applicant tracking/recruiting automation, and time and attendance programming.
- ¹⁰ Creation of the on-line document eliminates paper revision notices and distribution of updated manuals.