Central Administrative Services
Department of Human Resources and Management

ORGANIZATIONAL STRUCTURE

Department of Human Resources and Management

Executive Director

- Corporate Governance
- Merit System/Fair Practices
- Organizational Systems/Policies
- Appeal Adjudication
- Department Oversight
- Collective Bargaining

Deputy Executive Director

Corporate Human Resources

Recruitment & Selection

- Tracks applicants
- Conducts background checks
- Administers Park Police promotional testing

Employee & Labor Relations

- Investigates complaints
- Resolves grievances
- Reviews disciplinary issues
- Assists in collective bargaining
- Reviews ADA reasonable accommodation requests

Classification & Compensation

- Administers equitable classification and pay plans
- Evaluates positions
- Maintains salary schedules
- Maintains position management system
- Manages Internship & Apprenticeship Programs

Employee Health & Benefits*

- Development, implementation, administration, and maintenance of health and welfare plans

Agency-Wide Training

- Develops, implements, and monitors agency-wide training
- Ensures training on critical agency standards, accountability, ethics, and employment

Employee Records/HRIS

- Safeguards and maintains official employee records
- Reviews and authorizes employee actions
- Oversees unemployment claims reimbursement
- Provide support and integration with payroll systems

Corporate Budget

- Coordinates the agency's budget development, review and analysis
- Provides economic analysis and forecasting
- Provides long-term projections
- Costing for collective bargaining and insurance fund
- Department budget development & implementation
- Department Procurement

Corporate Communications

- Coordinates agency communications
- Publishes employee newsletters
- Monitors agency-wide social media
- Agency-wide emails

Corporate Policy & Management Operations

Corporate Policy

- Conducts research and analysis of organizational needs, regulatory mandates and best practices
- Develops policy recommendations for agency-wide policies
- Develop polices including Merit Rules, Practices, Procedures and Notices

Risk Management & Workplace Safety*

- Develops and implements programs that protect employees and patrons, protect and secure agency assets, and mitigate losses.
- Conducts workplace safety training
- Monitors and actively manages emerging and ongoing public health issues
- Manages workers' compensation and liability programs

Management Services

- Coordinates meetings of the Commission
- Leads diversity initiatives
- Manages agency Performance Metrics program

Supplier Diversity

- Leads agency's Local/Small Business Enterprise and Minority, Female, Disabled Owned Business Enterprise Program

Corporate Archives

- Maintains the historical and corporate records of the agency in accordance with state laws

Facility Management*

- Manages the maintenance and operations of the Executive Office Building (EOB)

*** Internal Service Fund**