

2950 PERALTA OAKS COURT P.O. BOX 5381 OAKLAND CALIFORNIA 94605-0381 T: 1-888-EBPARKS F: 510-569-4319 TRS RELAY: 711 WWW.EBPARKS.ORG

## BOARD EXECUTIVE COMMITTEE

Friday, July 1, 2016

12:30 p.m.

**EBRPD - Administrative Headquarters  
2950 Peralta Oaks Court  
Oakland, California 94605**

The following agenda items are listed for Committee consideration. In accordance with the Board Operating Guidelines, no official action of the Board will be taken at this meeting; rather, the Committee's purpose shall be to review the listed items and to consider developing recommendations to the Board of Directors.

A copy of the background materials concerning these agenda items, including any material that may have been submitted less than 72 hours before the meeting, is available for inspection on the District's website ([www.ebparks.org](http://www.ebparks.org)), the Headquarters reception desk, and at the meeting.

Public Comment on Agenda Items

If you wish to testify on an item on the agenda, please complete a speaker's form and submit it to the recording secretary. Your name will be called when the item is announced for discussion.

Accommodations and Access

District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed for you to participate, please contact the Clerk of the Board at 510-544-2020 as soon as possible, but preferably at least three working days prior to the meeting.

### AGENDA

<u>TIME</u>	<u>ITEM</u>	<u>STATUS</u>	<u>STAFF</u>
12:30 pm	<ol style="list-style-type: none"> <li>1. Human Resources Division Overview:               <ol style="list-style-type: none"> <li>a. Overview of Human Resources Division</li> <li>b. Employee Retirements (2014-2016)</li> <li>c. Recent organizational transition/turnover at the supervisor/manager level</li> </ol> </li>   <li>2. Open Forum for Public Comments <i>Individuals wishing to address the Committee on a topic not on the agenda may do so by completing a speaker's form and submitting it to the recording secretary.</i></li>   <li>3. Board Comments</li> </ol>	I	Beshears/Alvarez

R - Recommendation for Future Board Consideration  
I - Information  
D - Discussion

**Executive Committee Members**

Doug Siden (Chair); Whitney Dotson; Beverly Lane  
Ayn Wieskamp, Alternate  
Robert E. Doyle, Staff Coordinator

**Future Meetings:**

January 14	July 1
February 5	August 5
March 4	September 2
April 1	October 14
May 6	November 4
June 3	December 2



**Distribution/Agenda**

**District:**

AGMs  
AGMs Assistants  
Erich Pfuehler  
Mimi Waluch

**Public:**

Norman LaForce  
Peter Rauch  
Mary McAllister  
Rich Guarienti (via e-mail)  
Pat O'Brien (via e-mail)  
Bruce Beyaert (via e-mail)  
Patricia Vaughan Jones (via e-mail)  
Ted Radosevich (via e-mail)  
Rick Rickard (via e-mail)  
Bob Maddow (via e-mail)

**Distribution/Full Packet**

**District:**

Board Members  
Robert Doyle  
Ana Alvarez  
Jim O'Connor  
Debra Auker  
Bob Nisbet  
Larry Tong  
Mark Ragatz  
Clerk of the Board  
Mark Pearson – Local 2428  
Eri Suzuki– Local 2428  
Tyrone Davis – POA  
Lobby/Receptionist

**Project Manager(s):**

Sukari Beshears

**TO:** Board Executive Committee

**FROM:** Robert Doyle, General Manager  
Dr. Ana M. Alvarez, Deputy General Manager

**STAFF REPORT  
PREPARED BY:** Sukari Beshears, Human Resources Manager

**SUBJECT:** Human Resources Department Overview

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Sukari Beshears, Human Resources Manager, will make a presentation on this agenda item.

#### BACKGROUND

The Human Resources Department (HRD) provides support to the organization and serves as a strategic business partner to managers and supervisors to ensure alignment with the District's vision and mission. HRD delivers support services in employer-employee relations and negotiations, job training and career development, workforce diversity, performance management, classification and compensation review, benefits administration, employee records maintenance, personnel transactions, and position control. The vision for the department is to move the department forward with a customer-focused approach to foster collaboration among peers and District staff.

In an effort to leverage resources with the high demand of human resource needs from operating divisions, HRD is tracking District vacancies, retirements, hires, and promotions. The District has been faced with an organizational shift due to transitions in the workforce and District expansion. The District's vacancy rate is 8.6%, which peaks at the beginning of the year and declines during late summer / early fall. The District continues to see a big transition in the workforce at the leadership level as the baby boomers transition out of the workforce to retirement, specifically at the supervisory and management levels. During the last two and half years, the District has hired nineteen (19) and promoted fifty (50) staff to supervisory and confidential/management positions.

Over the last two and a half years, staff has processed seventy-four (74) retirements. This year, staff has processed nine (9) retirements and anticipates there will be an additional twenty-three (23) by year end. This will result in approximately ninety-seven (97) retirements over a three-year period.

Human Resources is an essential piece of the organization. The department ensures the integrity of the recruitment process which includes attracting a diverse pool of candidates to fill vacancies and maintaining high service levels to meet the demands as the baby boomers retire and the District transitions with the next generation of leaders. HRD has processed the highest number of new hires, promotions, and retirements in the District's history.

## RECOMMENDATION

This is an information only item to provide the Committee with an overview of the Human Resources Department and how the Department supports the District through workforce transitions.



Concord Hills



# Vision, Mission & Values

## VISION

The Human Resources Department is dedicated to providing an innovative workplace that fosters equality and professional growth to support the District's vision and mission.

## MISSION

The Human Resources Department serves as a strategic business partner committed to engaging and retaining a diverse and inclusive workforce that reflects the communities we serve.

## VALUES

- Open Communication
- Respect, Empathy, and Courtesy for Others
- Professionalism
- Integrity
- Efficiency and Responsiveness
- Teamwork
- Consistency and Fairness
- Accountability
- Operational Excellence and Continuous Improvement

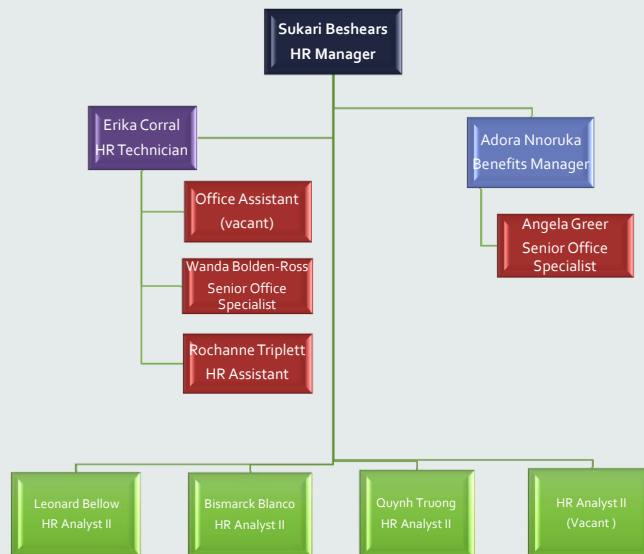


# Agenda

- Human Resources Service Support
- Vacancies
- Retirements
- Hires and Promotions - Supervisors and Confidentials/Managers
- Questions and Answers



# Human Resources Org Chart



## Human Resources Service Support

- Employer-Employee Relations and Negotiations
- Job Training and Career Development
- Workforce Diversity
- Performance Management
- Classification and Compensation Review
- Benefits Administration
- Records Maintenance
  - Employee records
  - Personnel Transactions
  - Position Control

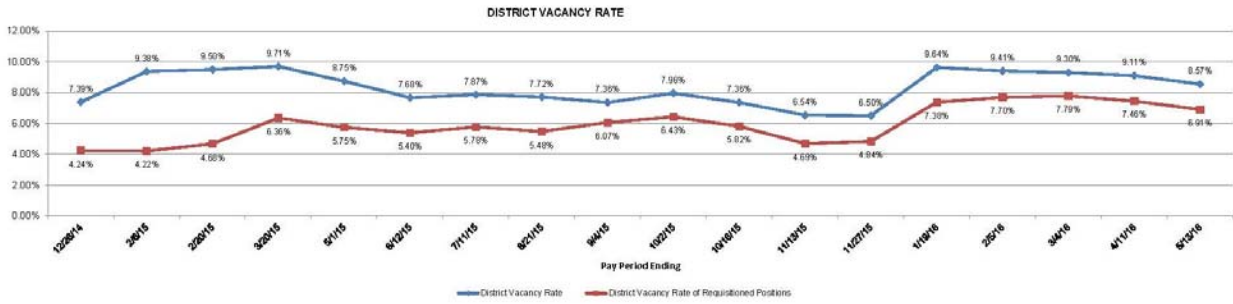


## Vacancies by Division

East Bay Regional Park District		DISTRICT-WIDE VACANCY REPORT													
		PAY PERIOD ENDING 5/13/2016		PCFS PROCESSED THROUGH 4/11/2016		PAY PERIOD ENDING 3/4/2016		PAY PERIOD ENDING 2/6/2016		PCFS PROCESSED THROUGH 1/19/2016					
Division	FTEs Approved	FTEs Filled	FTEs Vacant	Current FTE Req.	Current % Req. to Fill	VR	VRRP	VR	VRRP	VR	VRRP	VR	VRRP	VR	VRRP
Executive & Legislative Division	11,000	9,000	2,000	1,000	50.00%	18.18%	10.00%	18.18%	10.00%	20.00%	0.00%	30.00%	12.50%	30.00%	12.50%
Legal Division	7,000	5,000	2,000	1,000	50.00%	28.57%	16.67%	28.57%	16.67%	28.57%	16.67%	28.57%	16.67%	28.57%	16.67%
Human Resources Department	11,000	9,000	2,000	1,000	50.00%	18.18%	10.00%	18.18%	10.00%	18.18%	10.00%	9.09%	9.09%	9.09%	0.00%
Public Affairs Division	21,000	18,000	3,000	2,000	66.67%	14.29%	10.00%	14.29%	10.00%	19.05%	15.00%	14.29%	10.00%	14.29%	10.00%
Finance & Management Services Division	44,284	38,283	6,001	5,000	83.32%	13.55%	11.55%	13.55%	9.46%	13.55%	11.55%	13.55%	9.46%	13.55%	9.46%
Operations Division	400,330	381,080	19,250	16,000	83.12%	4.81%	4.03%	5.50%	4.48%	6.06%	5.29%	6.00%	4.87%	6.62%	5.74%
Acquisition, Stewardship & Development Division	79,066	63,066	16,000	14,000	87.50%	20.24%	18.17%	21.50%	20.50%	17.71%	16.65%	18.97%	17.93%	17.93%	12.32%
Public Safety Division	118,920	109,830	9,090	8,000	88.01%	7.64%	6.79%	7.64%	6.79%	8.48%	7.64%	9.33%	8.49%	9.33%	8.49%
<b>DISTRICT TOTAL</b>	<b>692,600</b>	<b>633,259</b>	<b>59,341</b>	<b>48,000</b>	<b>80.89%</b>	<b>8.57%</b>	<b>7.05%</b>	<b>9.11%</b>	<b>7.46%</b>	<b>9.30%</b>	<b>7.79%</b>	<b>9.41%</b>	<b>7.70%</b>	<b>9.64%</b>	<b>7.38%</b>

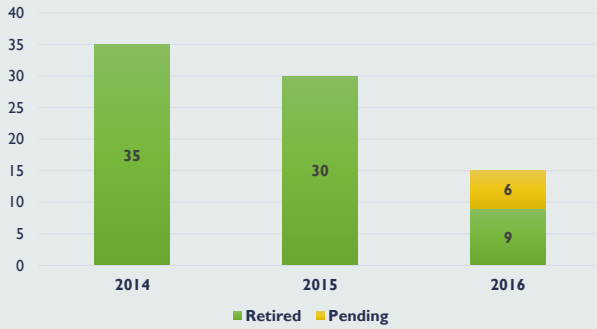


## District-wide Vacancies

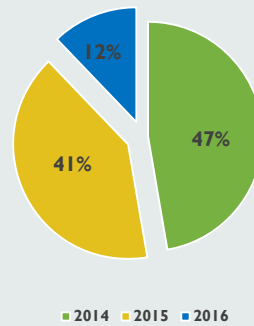


## District Retirements

Employees Retired



Retirements in Percentage





## Hires and Promotions - Supervisors and Confidentials/Managers



## Questions & Answers

