



CITY OF PARK RIDGE

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DATE: March 22, 2017
TO: Joe Gilmore, Acting City Manager
FROM: Michael Suppan, Human Resources Manager
RE: **New Position of Human Resources Assistant**

The Human Resources Department has many responsibilities that we handle on a daily basis. Many of these responsibilities are administrative and clerical in nature. There are many other responsibilities that require more than just administrative functions.

Currently the HR Department is staffed with an HR Manager and an HR Generalist. It has been that way for some time now and we have gotten the job done, but with more responsibilities and governmental requirements we have the need for an additional Human Resources Assistant.

This position would be full-time, assisting the HR Manager and HR Generalist in the daily, weekly, monthly and yearly tasks involved in maintaining an efficient and employee friendly HR Department. This position would be working with our HR Generalist in implementation of an Applicant/Employee Tracking and on-boarding system. This system would streamline the now manual process of recruitment and on-boarding of new employees. This would involve developing job announcements, advertising, background checks, scheduling of employee interviews and working with supervisors and managers in this entire process. This system would begin our development of a paperless system that can be used for recruitment, on-boarding, employee orientation and documentation, and performance evaluations of employees.

Additionally, the City will be developing a Wellness program that will involve employee interaction with developing and maintaining a healthier life style. We hope to have this program up and running by the end of the current fiscal year. The City would be eligible for Wellness incentives from the IPBC, which administers our health insurance program, for up to \$500 per employee who participates. These incentives are based on the level of participation, but once the City gets to the fourth step of participation, we would be eligible for the \$500 reimbursement, and with more than 150 employees participating the City could get as much as \$75,000 per year in wellness incentives. Additionally, with healthier employees and family members, our health insurance claims could be substantially reduced. This new Human Resources Assistant would have a major role in implementing and maintaining this program.

Annually, the City does an open enrollment for employee health benefits, life insurance, deferred compensation and pre-paid non-reimbursable health benefits. The person in this position would be responsible for this process as well. Additionally, this person will serve as a backup to our HR Generalist.

Three-Year Fiscal Impact (Estimate)

	FY18 Budget	FY19	FY20
Salary	\$ 50,000	\$ 51,250	\$ 52,531
Pension	\$ 8,585	\$ 8,800	\$ 9,020
Benefits	\$ 16,601	\$ 17,066	\$ 17,578
Other	\$ 2,905	\$ 2,272	\$ 2,272
Total	\$ 78,091	\$ 79,387	\$ 81,400

Our Mission:

THE CITY OF PARK RIDGE IS COMMITTED TO PROVIDING EXCELLENCE IN CITY SERVICES IN ORDER TO UPHOLD A HIGH QUALITY OF LIFE, SO OUR COMMUNITY REMAINS A WONDERFUL PLACE TO LIVE AND WORK.