DEPARTMENT OF HUMAN RESOURCES

Human Resources was recreated from a division to a department in 2007 to provide direct personnel services to all City employees and elected officials. The department is a full service, centralized office that provides information and assistance to approximately 850 regular and seasonal employees at over 50 locations throughout Rio Rancho.

The department consists of two divisions: Human Resources and Benefits.

Human Resources services include HR administration, classification development, employment processing, employee and labor relations, education and safety training, workers compensation, youth worker programs and other related functions. Staffing includes a HR Administrator, HR Generalist, HR Representative and an Administrative Coordinator.

Benefits services manage all benefit and retirement programs. Staffing includes a Benefits Administrator.

The Human Resources department operational structure is based on:

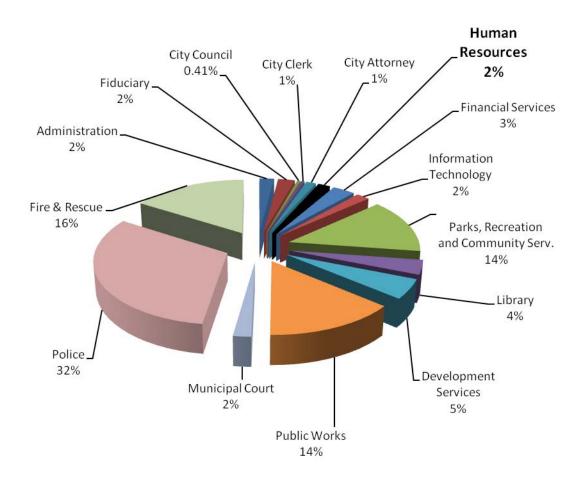
PURPOSE: To support the City's total operations through the provision of quality HR services and products.

VISION: To attain superior employee service while adhering to policy and regulations.

MISSION: To provide quality HR services and products in support of the City of Rio Rancho. We succeed by earning the trust and respect of employees, those who govern us, and the community.

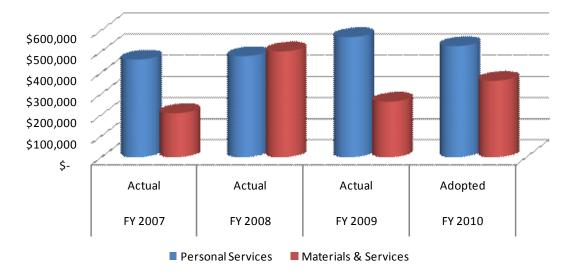
Values that support our mission and vision include applying policies and practices fairly and consistently, producing accurate and reliable information and providing a model of ethical behavior.

GENERAL FUND FISCAL YEAR 2010 HUMAN RESOURCES DEPARTMENT Total Budget \$886,130



HUMAN RESOURCES Cost Center 101-2010 Expenditures								
	FY 2007 Actual		FY 2008 Actual		FY 2009 Actual		FY 2010 Adopted	% Change
Personal Services	\$ 461,41		\$ 477,606	\$	567,678	\$	525,065	-8%
Materials & Services Total	\$ 669,33	_	\$ 977,745	\$	262,266 829,944	\$	361,065 886,130	38% 7%
Positions Approved*	9		9		9		8	-11%

^{*}Full Time Equivalence



Operational Performance Indicators:

- # initial job postings
- # applications received
- % of job postings filled from internal candidates
- Turnover Rate (Annual)
- hours of safety training

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