



**Where we were,
Where we are,
Where we are going**

Personnel Committee
2025
December 8, 2025

Welcome to HR
Customer Focused,
Continuous Learning,
Trusted Advisors

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Where We Were

- Policies were out of date, inconsistent, scattered
- Processes were incomplete or missing
- Total compensation including the value of LARPDs benefits needed more focus



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Where We Are

- Complete set of policies that drive behaviors
- Systems that support streamlined processes, compliance, and improved decision making
- Assessed compensation and maximized benefit package



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Cost Control Measures & Key Performance Results

Benefits

- Opt out medical waiver projected to result in \$120,000 a year in savings
- Freezing enrollment into UHC Signature resulting in a \$12,000 a year savings
- Large Cap Funds now holds the largest shares of the assets (4.5 Million)
- Eliminate the monthly billing for our commuter expense with Navia resulting in \$2,400 a year in savings

Systems

- Three year negotiated UKG deal resulting in more features and costs savings of 10K
- Negotiated a three-year deal with Maintain X for parks that added users (21) staying within the existing software budget

Recruiting

- Reduce the pre-employment cost for medical exams (\$186.00 per youth service applicant)

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Employee Education



Benefits

- Financial Awareness Month
- ACERA/Medicare
- Benefits 101
- Employee Assistance Seminars
- Open Enrollment Meetings
- Benefits communications on SharePoint

Process and Leadership

- LARPD Leadership Seminar
- Recruiting 101
- ClearCompany rollout training
- Performance Management
- Supervisor Training – Legal
- Numerous, UKG Trainings
- Employee Review Training
- One on one support for UKG and sharpoint optimization

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Recruitment Snapshot

- Onboarded 309 hires and rehires since 01/01/2023
- Process 5,000 activities in ClearCompany and opened 205 requisitions from 9/1/2024 through 8/31/2025
- Representative at Youth in Government
- Created New Hire Orientation
- Attend Local Job Fairs
- Partnered with Tri Valley Career Center to obtain talent and potential 5K for each hire

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Add Value/Streamline Process/Compliance

Compensation and Benefits

- Completed a full compensation study illuminating compensation philosophy resulting in several adjustments
- Conducted internal and external benefits survey
- Increased 457 enrollments by 15%, participants balance increased by 41%
- The percentage of employees contributing more than 10% of their pay increased to 17% of the enrollment population from zero
- Flexible spending participation increased by 31%
- Setup online enrollment/automatic file feeds for 457 enrollment, deferrals, and distributions
- Setup online enrollment with Kaiser
- Setup a procedure for tracking and auditing monthly billing
- Ensure compliance with federal and state regulations
- Added benefit tier for year-round employees meeting FLMA/CRFA requirement to be covered by disability benefits.

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Add Value/Streamline Process/Compliance

Systems

- Automated monthly HR reporting to reduce admin time on recurring tasks and analysis
- Created eight additional PARFs for ease of processing, reporting, and compliance
- Job descriptions have been cleaned up and are accessible to staff and the public at all times
- Converted annual Affordable Care Act (ACA) filing from paper to electronic to save on processing time and costs
- Implemented a structured deactivation/reactivation process for returning casual staff to reduce costs and time spent on fixing errors
- Rolled out District-Wide Employee Handbook, with electronic acknowledgement

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Add Value/Streamline Process/Compliance

Systems

- Learning Management System (LMS) into our existing HMC platform, all employee access
- Targeted dashboards for different employees with quick access to most utilized functions
- Updated company-wide communication through the utilization of pop-up announcements at the company hub tab
- Utilization of the Leave of Absence module to better track leave time
- Optimized monthly step increase process to reduce redundancy and errors

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Where We Are Going

Continue to ...

- Provide hi-touch customer experience
- Simplify and automate internal HR processes
- Educate and share information across the organization



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2026 Goals

Benefits

- Continue exploring cost containment strategies for medical benefits
- Broker Analysis
- Adding a College 529 Saving Plan
- Promote the EAP benefits
 - Coaching, estate planning, health directives, living trusts, etc.
- Continue to encourage fund diversification in the 457b plan
 - Change the investment enrollment default from the general account fund to target date funds
 - Look at trading high expense ratio funds out for lower expense ratio funds

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2026 Goals

Organizational health

- Ensure knowledge capture and transfer for succession planning
- Build out and catalog current trainings in UKG learning module
- Ensure later career employees have all the information to make informed choices regarding retirement
- Restart the training team
- Continue to improve the employee experience by utilizing the UKG hub tab, employee newsletter, promote the use of SharePoint

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2026 Goals

Systems and process improvements

- Switch to fully electronic personnel files in UKG
- Explore UKG for applicant tracking to save the District money and further automate processing
- Add a new employee type of year-round casual
- Improve the leave tracking in UKG, including the use of "leave" as an employee status for any employees out on a continuous leave

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Thank You for your continued support!

The HR Team



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