

# ! 2019 HUMAN RESOURCES OVERVIEW

The City of Brookings Human Resource Department consists of three full time staff dedicated to serving our employees. Recruitment, hiring, employee relations, compensation, benefits, policy, and risk management are all areas that we work in daily. Our goals are to help employees with safety/wellness in the workplace, address any questions they may have, and assist in resolution of problems when conflict arises.

## Key Projects

	Description	Status
1	Employee Relations	25%
2	Salary Survey through Public Sector Personnel Consulting	85%
3	Additional Services for First Responders	100%
4	Updated Policy and Procedure Manual	14.3%

## Successes

- Team Building Training
- Employee Recognition Banquet
- Employee Christmas Party
- Employee Relations within Departments
- Streamline Process for onboarding
- Building Confidence in the HR Department

## Challenges

- ADA Certification
- Time



## Looking Ahead

### OPERATIONAL STUDY

In process and employee training is being discussed

### IMPLEMENTING SAFETY/SECURITY TASKFORCE

First meeting Wednesday March 4<sup>th</sup> 2020

SUSAN ROTERT  
DIRECTOR OF HR AND RISK MANAGEMENT  
520 THIRD STREET, SUITE 230  
BROOKINGS/ SD/ 57006  
605 – 697 - 8636  
SROTERT@CITYOFBROOKINGS.ORG