

Human Resources Business Unit

DaVonna Johnson
Human Resources Officer



Seattle City Light

Human Resources Business Unit

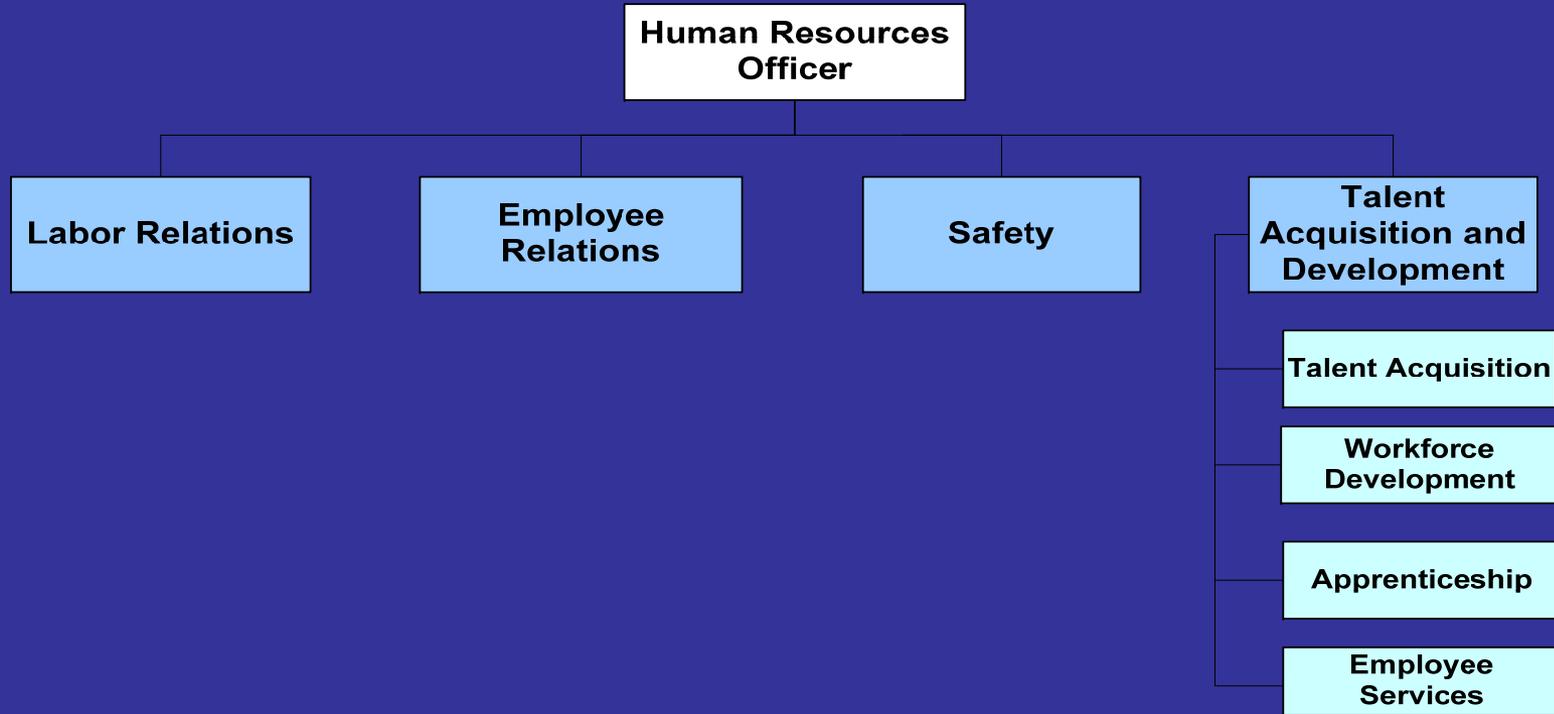
Responsible for providing human resource services that enhance individual and organizational capability.

- Attract, train and retain a diverse high performing workforce
- Promote and support a safe and healthy work environment
- Ensure all employees are treated fairly and consistently
- Proactively address employee issues
- Foster an effective relationship between City Light and our Labor partners
- Produce competent journey level workers that meet our future workforce needs



Seattle City Light

Human Resources Business Unit



Human Resources Business Unit

Comprised of 1 Budget Control Level (BCLs):

Human Resource O&M BCL

Total Positions for Business Unit: 57 positions

- Safety - 15
- Human Resources – 36
 - Talent Acquisition
 - Employee Relations
 - Workforce Development
 - Labor Relations
 - Employee Services
- Apprenticeship - 6

Total Adopted 2010 Budget for Business Unit - \$ 6,544,000

Safety	\$ 2,398,000
Human Resources	\$ 2,664,000
Apprenticeship	\$ 1,482,000

Safety

Purpose

- Promote a safe and healthy work environment for our employees

Primarily responsible for:

- Compliance with all safety regulations including safety training
- Implementing programs to reduce injury rates
- Support for field safety operations
- Industrial hygiene and ergonomics

Talent Acquisition

Purpose

- Attract and retain a diverse high performing workforce

Primarily responsible for:

- Hiring and Selection
- Recruitment
- Compensation
- Performance Management
- HR NERC Compliance

Workforce Development

Purpose

- To ensure that the Utility has a workforce with the skills and knowledge to perform the work and support employees in their career development

Primarily responsible for:

- Training
- Internships/ Co-Operative Programs
- Career Bridge and Path programs
- Employee Recognition

Apprenticeship

Purpose

- Produce competent journey level workers to meet Seattle City Light's workforce needs.

Primarily responsible for:

- Coordination of education and on-the-job training of apprentices in 6 skilled trades

Lineworker	Cablesplicer
Meter Electrician	Electrician Constructor
Generation Electrician Constructor	Utility Construction Worker

Labor Relations

Purpose

- Develop and maintain effective relationship between Seattle City Light and our bargaining units.

Primarily responsible for:

- Implementation of all bargaining unit collective agreements at Seattle City Light (14 bargaining agreements plus 1 new union)
- Coordinate process to settle represented employee issues (e.g. grievances, arbitrations)

Employee Relations

Purpose

- Ensure that all Seattle City Light employees are treated fairly and consistently
- Proactively address employee issues

Primarily responsible for:

- Investigation of EEO complaints
- Implementation of Family Medical Leave program
- ADA reasonable accommodation
- Investigation of issues involving possible misconduct
- Training on EEO/ADA/FML regulations, policies, and processes

Employee Services

- Purpose
 - Provide quality employee payroll and benefit services to Seattle City Light employees
- Primarily responsible for:
 - 3 Utility payroll systems
 - Benefits for Utility employees, including annual Open Enrollment
 - Audits involving HR records (e.g. FEMA and timesheets)
 - HR information systems

2008 Strategic Plan Focus Areas

Priority	Objective	Initiative	Status
Environmental Stewardship			
Balanced resource portfolio			
Improved energy delivery infrastructure			
Financial Strength			
High Performance Organization	<ul style="list-style-type: none"> • Safe work place • Business culture • Internal alignment • Competitive positioning • People, skills, tools 	<ul style="list-style-type: none"> •Recruitment and hiring strategy •Retention and Succession Planning Strategy •Workforce Development •Compensation calibration •Performance management 	

2011-2016 Key Challenges/Opportunities

Challenges

Attrition risks and national shortage of professional and skilled trades people in the electrical utility industry

- 56% of Seattle City Light employees over age of 50 or eligible to retire within next 5 years
- Lack of power engineering programs across the country

Succession planning / Knowledge transfer

- Lack of supporting technology
- Lack of adequate staff to support knowledge transfer

Competitive Compensation to attract talent

Budget/Funding for longer term Workforce Initiatives

- Training
- Internships/Co-Op Programs/Engineering in Training Programs (EIT)

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Questions and Answers