Personnel Department
2013 WMBE Utilization Plan

Department Representative: Barbara Gangwer, Financial Services Director

The Personnel Department provides human resource services, tools, and expert consultative assistance to departments, policymakers, employees, and the public so the City of Seattle's diverse work force is deployed, supported, and managed fairly to accomplish the City's business goals in a cost-effective and safe manner. The Personnel Department has four primary areas of operation:

- The Employment and Training section provides staffing services, mediation, employee development opportunities, and technical assistance to all City departments so that the City can meet its hiring needs efficiently, comply with legal guidelines, and help departments and employees accomplish the City's work.
- The Employee Health Services section provides quality, cost-effective employee benefits, health care benefits, workers' compensation benefits, and safety services, all of which maintain and promote employee health and productivity, and provide a competitive non-cash compensation package. In addition, this section administers the Seattle Voluntary Deferred Compensation Plan and Trust.
- The Citywide Personnel Services section establishes citywide personnel rules and provides human resources systems, policy advice, information management, finance and accounting services, contingent work force oversight, and expert consultative assistance to departments, policymakers, and employees so that the City can accomplish its business goals in a cost-effective manner. This section includes Policy Development, Information Management, Finance and Accounting, Temporary Employment Services, Employee Giving, and other internal support services.
- The City/Union Relations and Classification/Compensation section negotiates and administers a personnel system for both represented and non-represented employees with the intention of fairly classifying and compensating the City's diverse work force.

Of the$11.8M budgeted for Personnel in 2013, less than three percent or about $400K is available for consultant contracting of which Personnel aspires to award $18K or five percent as WMBE contracts. This goal stems from Personnel's historical experience that ranges from three percent to a high of eight percent over the past five years. Personnel's budget is primarily composed of salaries and benefits and our compliance related work requires use of sole source consultants who often are non-WMBE.

For purchases, Personnel aspire to meet a goal of 50 percent WMBE utilization. Fifty percent translates to $24K of our $48K purchases budgets. Personnel orders though the City's blanket contracts that are WMBE to meet the purchasing goal.

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Due to our limited funding our goals allow for unforeseen expenses, re-prioritization of our programs or funds, and may need to modify our plans during 2013.

Personnel will work with staff to look for new ways to reach out to WMBEs and spend concerted time thinking about our spending in other areas or differently to help us reach our 2013 aspirational goals.

To achieve our goals, Personnel will continue to implement strategies within the department:

- Participating in the networking session made available through FAS
- Relying solely on the consultant roster, when appropriate, for awarding contracts
- Awarding small contract to WMBEs with proven track records
- Continuing to provide notices to communities of contracting opportunities
- Employing our RSJI Change Team for assistance