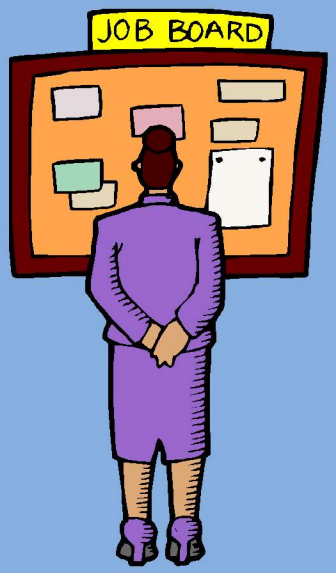
Human Resources



2015/16 Proposed Biennial Budget

November 4, 2014

Jean Stanley
HR Manager

CITY OF Federal Way

Division Organizational Chart

Jean Stanley
HR Manager - 1.0 FTE

- Division Direction and Administration
- Representation on Management Team
- Develop and administer uniform policies, procedures and programs
- Recruitment and selection
- Classification and compensation
- Benefits Administration
- Labor Relations
- Safety and Training

Sun So
HR Tech. – 1.0 FTE

- Serves as Civil Service Secretary/Chief Examiner
- Liaison for Worker's Compensation
- Federal Way Retirement System Board
- Safety Committee
- Training
- Wellness Committee

Julianne Briggs
HR Tech. - .75 FTE

- Benefits Administration
- Assists with monitoring compliance for the ACA
- Maintain and updates HRIS with payroll changes
- Wellness Committee/Program
- Monitors budget and processes payments
- Records Management/PDA's

Marly Fawcett
HR Admin. - .5 FTE

- Facilitates daily office operation of division
- Recruitment
- Intakes, processes, and records all applications
- Corresponds with all applicants via letter, phone, email
- Distributes and processes mail
- Filing

2013/14 Key Accomplishments

- **Health and Wellness**
  - *Transition from fully insured to self funded*
  - *Monitor temporary employee hours to ensure compliance with Affordable Care Act*
  - *Manage online Wellness Your Way program*
  - *Increased online site participation by 300%*
  - *Increased onsite biometric screenings by 50%*
  - *Quarterly Committee meetings to evaluate and modify program as needed*

- **Recruitment**
  - *Coordinated 133 recruitment processes*
  - *Welcomed 52 regular full-time/part-time employees*
  - *Hired 360 temporary/seasonal employees*
- **Labor Relations**
  - *Reached agreements with three of five bargaining units*

CITY OF Federal Way