

HUMAN RESOURCES

(HR)



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MISSION STATEMENT

The City of Lawton Human Resources Department strives to create and enhance strategic partnerships with citizens, city officials, and city employees through the recruitment, training, and retention of a diverse, quality workforce in order to maximize individual and organizational potential.

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- HR is fully staffed, as of November 1st, with 9 employees
- HR has gone through a remodeling of sorts in the last few months
 - Newly Promoted Director
 - New Deputy Director
 - Reclassified Safety & Risk Administrator
 - Reclassified Compensation Administrator
 - Promoted Payroll Coordinator
 - New Administrative Assistant II
- Mostly the same personnel except for the Deputy and Admin II

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- HR has two distinct functions

Compensation

1. Payroll
2. Benefits
3. Insurance
4. Retirements and resignations (outprocessing)
5. Taxes
6. Tyler Implementation

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- HR has two distinct functions

Workforce

1. Recruitment
2. Applications
3. Onboarding
4. Orientation
5. Transfers/Promotions
6. Safety & Risk
7. Tyler Implementation

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- HR is responsible for Chapter 17 of City Code
- Numerous policies in the City
- Updating Code and Policies when needed, write new ones if needed
- Monitoring insurance and other vendors (benefit providers)
- Monitor various contracts the City has with vendors
- Spot check on work sites to verify we are following regulations and codes pertaining to safety.

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- HR assists employees with paperwork, forms and all questions pertaining to employment, insurance, benefits, etc.
- HR assists employees during disciplinary issues to make sure they are treated fairly and in accordance with code
- While at the same time making sure the City's interest, according to Code, is followed and protected
- We are here to help citizens, employees and staff in any way we can.

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- We are currently working on the Tyler implementation of payroll and other related software
- We are close to having a new Applicant Portal opened for applications, making it much easier for citizens, and current employees, to apply for jobs, process applications and notify those not selected.
- Fiscal Year 2020-2021 HR processed
 - Approximately 1300 applications
 - 152 New Employees
- Already hired 77 new employees since July 1, 2021

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