



COUNCILWOMAN
JEANNINE PEARCE

NB-66

Date: December 8, 2020

To: Honorable Mayor and Members of the City Council

From: Councilwoman Jeannine Pearce, District 2
Councilwoman Mary Zendejas, District 1
Councilmember Roberto Uranga, District 7

Subject: HR Hiring Practices Update

RECOMMENDATION:

Direct the City Manager to provide a status update on the progress of the City Auditor recommendations for Human Resources including hiring, onboarding practices, drug test policy, and tools for employees, commissioners and interns to file anonymously harassment claims in the next 90 days.

DISCUSSION

In 2018, Councilwoman Pearce directed the City Auditor to conduct an audit of the Human Resources Department in their hiring, training and onboarding practices. One of the four requests included to audit the on-boarding process and policies for all new employees, including appointed and elected. This includes, but not limited to, the orientation process, the medical evaluation process, and the City's evaluation of an individual's physical and behavioral health and/or prior medical condition.

In the last two years, the City of Long Beach has been proactive in becoming the second Trauma Informed Care city where departments such as Library Services as well as Health & Human Services have been able to train their employees on trauma informed practices. As new elected officials and their staff come on board, is important for the City of Long Beach to provide a status update on the practices and policies on the hiring and onboarding processes.

FISCAL IMPACT

Due to the urgency of this item, this item was not reviewed by Financial Management. This recommendation is anticipated to require a minimal level of staff hours beyond the budgeted scope of duties and is expected to have a minimal impact on existing City Council priorities.

URGENCY STATEMENT

Due to new onboarding employees, this recommendation is vital to ensure all practices are up to date.



City of Long Beach Memorandum
Working Together to Serve

REQUEST TO ADD AGENDA ITEM

Date: December 4, 2020

To: Monique De La Garza, City Clerk

From: Councilwoman Jeannine Pearce, District 2
Councilwoman Mary Zendejas, District 1
Councilmember Roberto Uranga, District 7

Subject: Request to Add Agenda Item to Council Agenda of **December 8, 2020**

Pursuant to Municipal Code Section 2.03.070 [B], the City Councilmembers signing below request that the attached agenda item (due in the City Clerk Department by Friday, 12:00 Noon) be placed on the City Council agenda under New Business via the supplemental agenda.

The agenda title/recommendation for this item reads as follows:

HR Hiring Practices Update

Council District	Authorizing Councilmember	Signed by
2	Jeannine Pearce	
1	Mary Zendejas	
7	Roberto Uranga	