



**R-12**



**COUNCILWOMAN  
JEANNINE PEARCE**

**Date:** September 11, 2018

**To:** Honorable Mayor and Members of the City Council

**From:** Councilwoman Jeannine Pearce, District 2 *JP*  
Councilwoman Suzie Price, District 3 *SP*  
Councilmember Al Austin, District 8 *Al*

**Subject: Delivering Progress: Human Resource Audit and Trauma-informed Practices**

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**RECOMMENDATION:**

Direct the City Auditor to partner with the City Manager to conduct a review on the following areas relating to hiring, training and onboarding of new employees:

1. Request the City Auditor to conduct an audit of 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 conditions.
2. Request the City Auditor to conduct an audit of the process for employees, interns, volunteers, commissioners, and elected officials to be informed of their rights and responsibilities related to discrimination, harassment and/or retaliation.
3. Request the City Manager to report on the City's efforts to review and improve the turnaround time for hiring new employees.
4. Request the City Manager to work with the Department of Human Resources and the Department of Health and Human Services to report on current practices and trainings of trauma-informed methods as it relates to employees and recommendations for enhanced use of trauma-informed best practices for working with employees who have experienced trauma either in their personal or professional lives.

**DISCUSSION**

The City of Long Beach's workforce is as diverse as our city. Over the last several years, our city has taken many steps towards being more equitable, one that ensures all residents and employees have a safe and violent free community and workplace. We have also taken steps to become a

“trauma informed” city, leading efforts outside of city hall to provide trainings and bring resources for communities and individuals to heal from trauma.

Long Beach has as many as 5,461 full time equivalent employees. It is critically important for a large city employer such as Long Beach to equip its Human Resource Department with best practices that will create safe and comfortable work environments.

We request the City Auditor to complete an audit of Human Resource Department in compliance with audit standards and the City Manager to work with the Department of Health and Human Services to identify best practices for implementing equity and trauma informed methods to the Human Resources standards.

In addition to the values our city espouses to local, state, and federal laws and the changes made in the last decade, it is critical to ensure that best practices in Human Resource management are being used. This audit should evaluate internal controls, determine if established standards have been met, and identify impediments that prevent the organization from fulfilling its mission. The HR Audit should be comprehensive and have an in-depth analysis of strengths and opportunities. The audit should also have access to the State of the Service survey results that are being conducted with city staff who volunteer to participate.

#### **FISCAL IMPACT**

There is no fiscal impact anticipated upon this recommendation.

#### **SUGGESTED ACTION**

Approve recommendation.