



Board Audit Committee
**Management Response to
2024 Human Resources (HR) Performance Audit**

Presented by:
Patrice McElroy, Deputy Administrative Officer – Human Resources & Labor Relations

Background

1. March 2024 Board of Directors Request Audit of Human Resources

Key Recommendations:

- A. Enhance Communication, develop HR Operations Plan, assess HR positions.
- B. Employ change management principles.
- C. Ensure involvement with selecting & implementing new ERP.
- D. Hire EEO Manager, implement regular EEO training.
- E. Train new supervisors and enhance supervisory training programs.

Status of Recommendations

Key Recommendation (Summarized)	Management Response	Progress
<p>1 A) Continue to enhance communication practices within the Department to build trust.; B) Develop a Departmental operating plan that details key initiatives to build confidence in the strategic direction of the Department.; C) Review HR employee classifications for HR staff to determine whether their job function suggests they should be confidential positions.</p>	<p>A) Agree B) Agree C) Agree</p>	<p>A) Completed B) Completed C) In-Progress</p>
<p>2. A) Employ the principles of change management to effectively communicate and integrate changes within the Department. B) Consider providing change management and communication training to HR leadership.</p>	<p>A) Agree B) Agree</p>	<p>A) Completed B) Completed</p>
<p>3. A) As the District seeks a new ERP system, ensure that a representative from HR with a strong understanding of system needs is highly involved in evaluating system capabilities against HR's system needs. B) After a new system is selected, conduct a thorough implementation process to support successful system adoption.</p>	<p>A) Agree B) Agree</p>	<p>A) In-Progress B) Pending 3 A</p>

Status of Recommendations

Key Recommendation (Summarized)	Management Response	Progress
4. Adopt proactive measures to prevent harassment from occurring, including demonstrating leadership accountability, regularly communicating the District's harassment policy, developing an effective and accessible harassment complaint system, and implementing regular EEO training for all staff.	A) Agree	A) Completed
5. A) Continue to prioritize required training for all new supervisors. B) To enhance the effectiveness of the supervisory training program, incorporate additional topics focused on leadership skills and people management practices.	A) Agree B) Agree	A) Completed B) Completed

1C: Review HR classifications

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Recommendation Summarized: Review HR employee classifications for HR staff to determine whether their job function suggests they should be confidential positions.

Status Update

1C. (Review HR Classifications)

- 1) Met with Valley Water District Counsel
- 2) District Counsel reviewed the definition of “Confidential” employees related to the Ralph C. Dills Act (Dills Act) and Meyers Milias Brown Act (MMBA) and provided a recommendation
- 3) Human Resources is in the process of implementing this recommendation

3A & B: ERP

1C: Review HR Classifications

Recommendation Summarized: As the District seeks a new ERP system, ensure that a representative from HR with a strong understanding of system needs is highly involved in evaluating system capabilities against HR's system needs. After a new system is selected, conduct a thorough implementation process to support successful system adoption.

Status Update

3A. (ERP selection)

- 1) RFP – completed
- 2) Vendor review & assessment – completed
- 3) Vendor selection (Dayforce) – completed
- 4) Contract in review with legal and procurement

Status Update

3B. (ERP implementation)

- 1) Pending completion of 3A

FY27 Next Steps

Next Steps

1. Continue Implementing Process Improvements
2. Continue HR involvement with ERP selection & implementation

END OF PRESENTATION

