



City of Missoula Department of Human Resources

ANGELA SIMONSON- *MPA, PHR, SHRM-CP*

HUMAN RESOURCES DIRECTOR

Jacklyn Odgren
Admin Assistant

Sheri Hansen
Classification
Specialist

Kay James
Benefits
Specialist

Emmalee Plenger
Recruiting
Specialist

Dalton Johnson
HR Generalist

Alicia Felton
HR Generalist II

Mike Brady
Risk Manager

Dedicated Staff



We are key strategic partners who assist departments in building and retaining diverse and highly engaged employees.



Our team is proactive and provides value added services to managers, employees and applicants.



Our department strives to provide and promote a learning culture. We cultivate learning opportunities at all stages of employment

Role HR Serves



Services Provided

Recruiting and Hiring Support

Classification and Compensation

Benefits Administration

Management Consultation

Staff Training

Workers' Compensation/Safety

Data/File Management

Policy and Law Compliance

Labor Relations/Negotiations

A stack of white surgical masks with visible pleats and elastic straps, resting on a surface. In the foreground, a pair of clear safety glasses is partially visible, resting on the same surface.

Achievements in FY21

Served as Change Agents during initial response to COVID-19

- Quickly developed policy and practices to keep staff safe while at work
- Quickly developed policy and learned Federal regulations that assisted staff when they were not able to safely be at work
- Remained a steady force at City Hall providing services to remote and in person employees
- Developed Telework Policy

Launched work for new classification and compensation policy

Revised hiring process and related forms.

Finalized procedure for digital personnel file management and completed scanning/indexing of 90% of files.

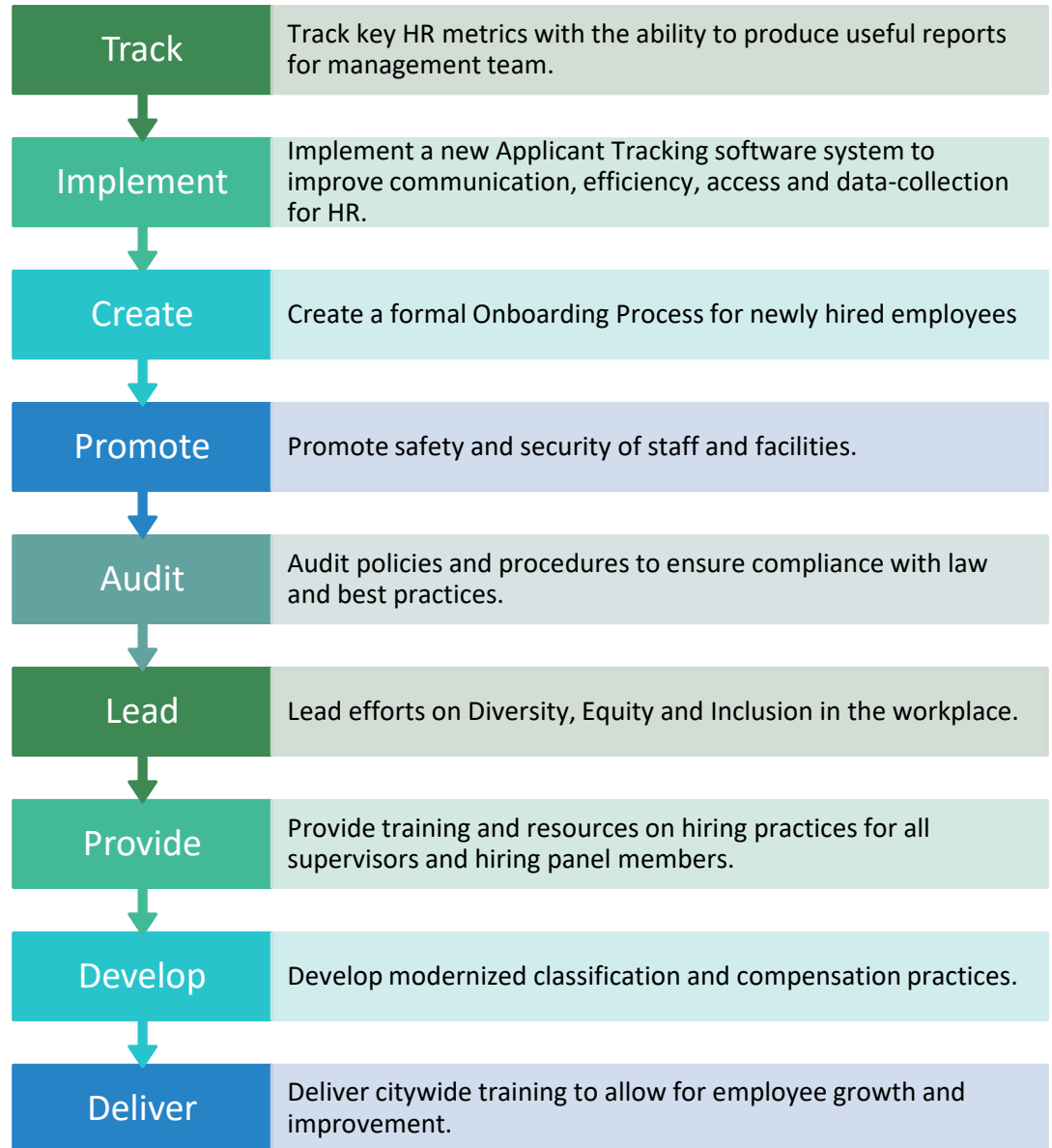
Managed recruitments during a pandemic when hiring has been a challenge. We posted 112 positions and hired 349 employees in FY21.

Strategic Plan Objective: Organizational Excellence

1. Standardize a results-driven management model.
2. Develop a plan that identifies future leaders of the organization and that works to recruit and retain an engaged, innovative and diverse staff at all levels.
3. Address workplace safety concerns.



Highlighted Projects for FY22



New Budget Requests





\$10,000 ongoing expense to fund a new Applicant Tracking Software System



Provide for better applicant and recruiter experience



Allow HR to track common metrics used in recruiting



Allow HR to be more effective in recruiting, including diversity efforts



Required so we can foster an organization that provides innovative services efficiently and effectively.

New Request #1: Applicant Tracking System

Missoula is Hiring!

FY09 – FY16:
AVG 152/year

FY 2017:
223/year

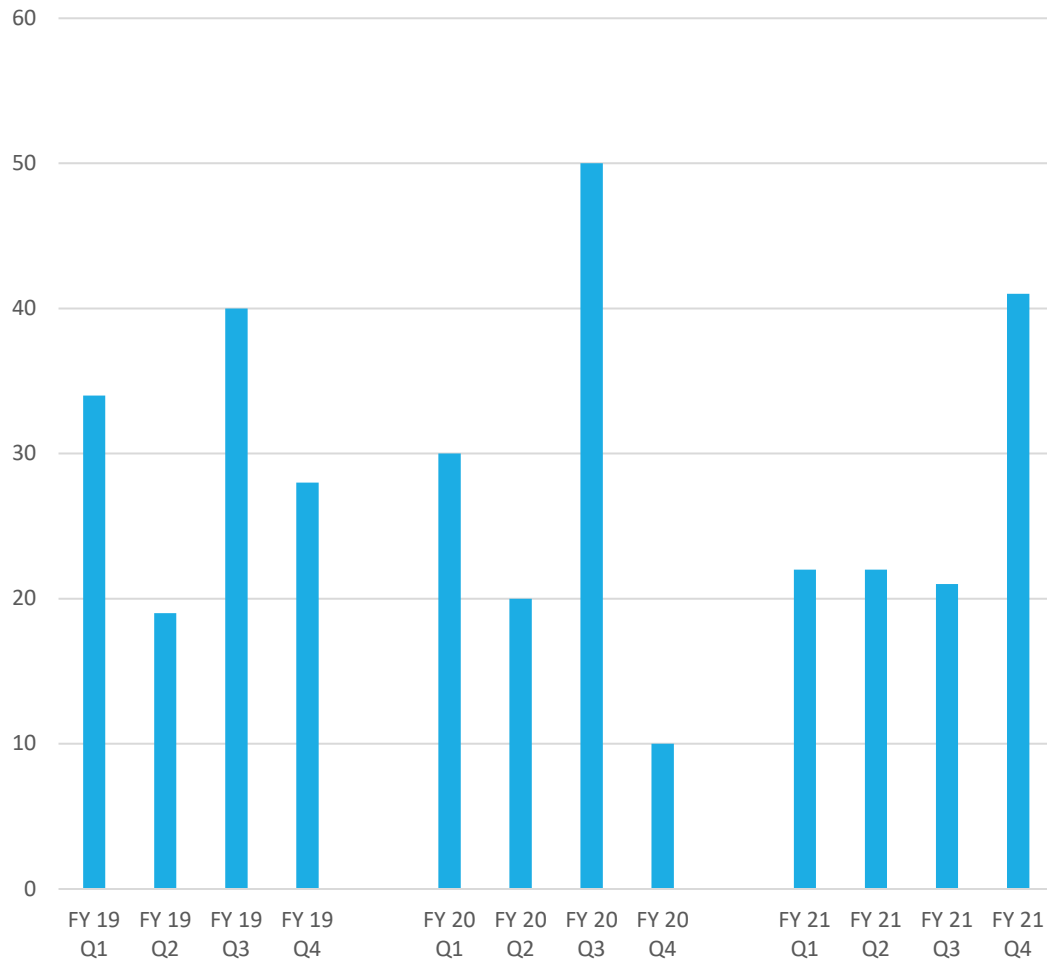
FY 2018:
208/year

FY 2019:
266/year

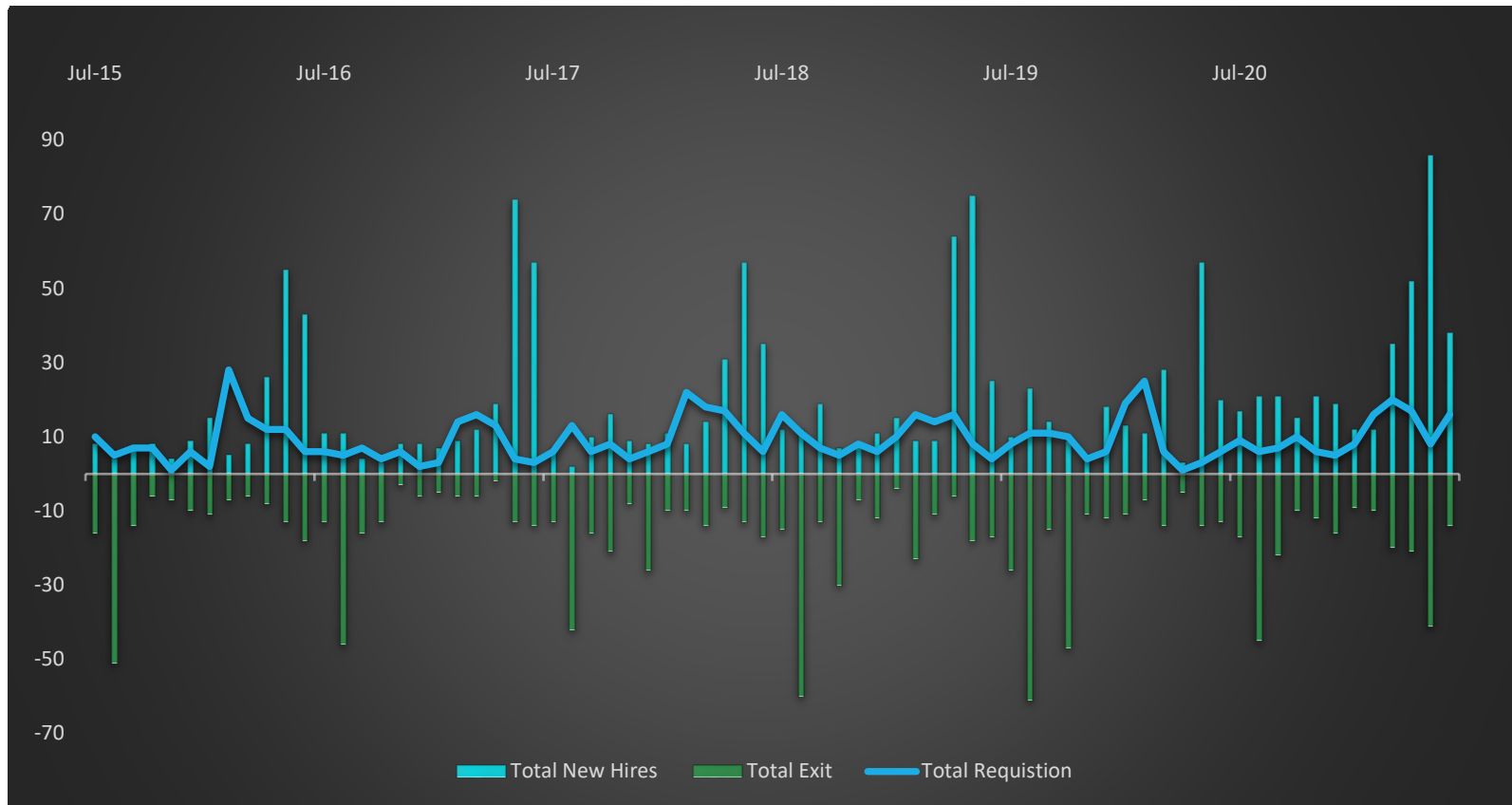
FY 2020:
211/year

FY 2021:
349/year

Requisitions



Requisitions
for Hire





Necessary to Meet City's Strategic Goals of:

Standardizing a results-driven management model in all departments

AND

Developing a plan that works to recruit and retain an engaged innovative and diverse staff at all levels...engage in recruitment and hiring practices aimed at creating diverse teams.



New Request #2: Safety & Security Upgrades

\$114,601 request for ongoing contracted security screening for City Hall and City Council Meetings .

\$125,000 one-time request for security equipment and resources to carry out recommendations of the Safety and Security Plan.

Necessary to meet the City's strategic goal to provide for the safety and wellness of employees, customers and constituents.

New Request #3: HR Staff Training and Development

Increase training funds to
\$10,300

HR Team has grown, but
funding has not grown with it

Profession requires ongoing
development to effectively
serve the organization.

Necessary to meet the City's
strategic goal of organizational
excellence.



Questions?

“In order to build a rewarding employee experience, you need to understand what matters most to your people.” – Julie Bevacqua.