

CITY HALL

COUNCIL MEMBER HANDBOOK

Human Resources Department

2024/25



MORENO VALLEY
WHERE DREAMS SOAR



MISSION STATEMENT

“The Human Resources Department proudly serves all employees who provide services to City of Moreno Valley stakeholders. Our core competencies include recruitment and staffing, classification & compensation, employee relations, training, benefits, workers’ compensation, and regulatory compliance. “

At the City of Moreno Valley, we firmly believe in the power of putting people first. We understand that when our employees feel supported and valued, their work life becomes smoother, and their career aspirations receive the necessary backing to flourish.

Putting people first means nurturing a supportive work environment where everyone feels comfortable and motivated. We encourage open communication, respect diverse perspectives, and foster a sense of belonging. Our staff are committed to actively listening and addressing any concerns or challenges our employees may face.

We understand the importance of work-life balance. We provide flexible working arrangements and promote a healthy work-life integration. By supporting our employees in balancing their personal and professional lives, we enable them to achieve greater satisfaction, productivity, and overall well-being.

We put employees first by investing in their growth and development. We believe that every employee has the potential to excel and reach their career goals. We provide continuous learning opportunities, both formal and informal, to enhance their skills and knowledge. Mentorship programs and career development plans are in place to help our employees navigate their career paths. By offering guidance and support, we ensure that their aspirations are supported and their career progression is nurtured.

WHAT WE DO HOW WE DO IT

Helping our City Soar



This Department is responsible for the management and administration of centralized Human Resources functions within the City organization including talent management, employee and labor relations, personnel rules, application and policy setting, training and professional development, employee engagement, benefits administration, workers' compensation administration, Equal Employment Opportunity Commission (EEOC) compliance, shared risk management functions, and related support.

BENEFITS

The Benefits Division has a crucial role in ensuring the well-being of our city's employees. It meticulously manages the comprehensive benefit packages that cater to the diverse needs of our employees. From health insurance to retirement plans, the Benefits Division strives to provide financial security and peace of mind to our hardworking workforce. By fostering a healthy work-life balance, this division contributes to the overall satisfaction and productivity of our employees, which, in turn, fuels the success of our city.

RECRUITMENTS

The Recruitment Division acts as a talent magnet, tirelessly seeking out top-notch professionals to join our city's workforce. It strategizes and executes recruitment initiatives to attract individuals who possess the necessary skills, knowledge, and values required for the growth of our city. By sourcing and selecting the best candidates, this division ensures that the city's departments are staffed with exceptional individuals who contribute to the smooth operation and progress of our city's strategic goal and initiatives.

RISK MANAGEMENT

In an ever-evolving world, the Risk Management Division plays a crucial role in identifying, assessing, and mitigating potential risks that may impact the city's operations. From anticipating and managing legal and financial risks to developing contingency plans for unexpected events, this division ensures the resilience of our city to various challenges. By proactively addressing risks, the Risk Management Division safeguard our city, contributing to its overall success.

EMPLOYEE DEVELOPMENT

The Employee Development Division is dedicated to nurturing talent and maximizing the potential of our city's workforce. Through training programs, mentorship initiatives, and continuous learning opportunities, this division empowers employees to further develop their skills, knowledge, and capabilities. By investing in the growth and professional development of our workforce, the Employee Development Division plays a pivotal role in cultivating a skilled and competent workforce, thereby enhancing the overall success and productivity of our city.

“ALL BOATS RISE”



MEET THE TEAM

We're thrilled to introduce our Human Resources team, a vibrant tapestry of diverse personalities and skill sets that drive innovation, create a welcoming atmosphere, and enhance interdivision efficiency.

Each team member brings unique strengths to the table. From data-driven analysts to people-oriented communicators, our team's skill set is as varied as it is comprehensive. We've focused on continuous learning and development, ensuring our team's competencies remain sharp and relevant. These combination of skills have enabled us to tackle HR challenges with a holistic approach.

Creating a welcoming atmosphere has been paramount. We continuously strive for a culture of inclusivity where every employee feels they belong. Regular team-building activities and open communication channels have bolstered our teamwork and collaboration, leading to a supportive environment that boosts morale and productivity.

Communication across divisions has been another cornerstone of our success. By building strong relationships with other departments and understanding their unique needs, our HR team has tailored strategies that support the City of Moreno Valley's overall goals. Regular interdepartmental meetings, cross-functional projects, and job rotations have been integral in fostering this understanding and collaboration.

Today, our HR team stands as a testament to what intentionality and commitment can achieve. We are more than just a department; we represent the heart of our city, nurturing a culture of excellence. By supporting our employees, we contribute to the innovation and success of our entire city.

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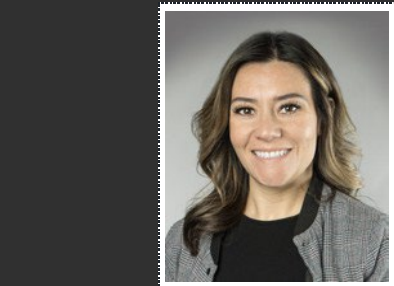
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Human Resources Technician
Risk Management
Janet Cazales
Administrative Assistant
Human Resources Administration

LET'S SEE THE NUMBERS

Our city proudly employs 533 individuals, a workforce composed of 189 part-time and 344 full-time members, reflecting a broad spectrum of generational diversity that enriches our community.

Silent Generation: With 3 esteemed employees from this generation, we benefit greatly from their wealth of experience and historical perspective. Their invaluable insights provide continuity and depth to our operations, ensuring that we honor the past while planning for the future.

Baby Boomers: This cohort, 58 strong, is known for their dedication and depth of knowledge. Baby Boomers bring a strong work ethic and reliability, which are the pillars of stability and continuity within our workforce. Their years of service and experience are instrumental in maintaining the smooth functioning of our city.

Generation X: Our second largest group, with 171 members, excels in bridging generational gaps with their adaptability and pragmatic approach. Known as the "bridge generation," Gen Xers are pivotal in linking the wisdom of the older generations with the innovation of the younger ones. Their versatility and balanced perspective make them crucial to our city's ongoing success.

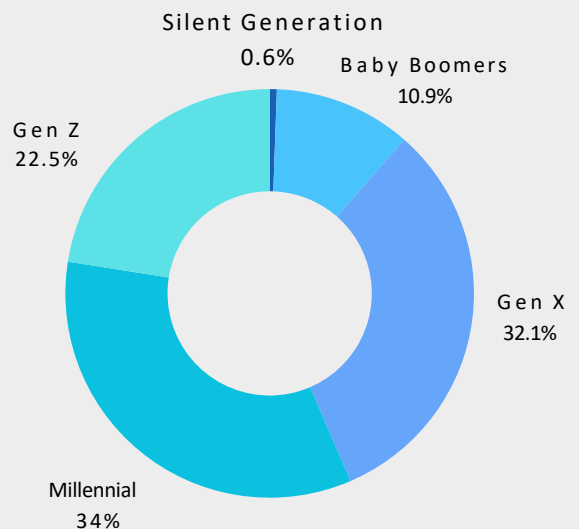
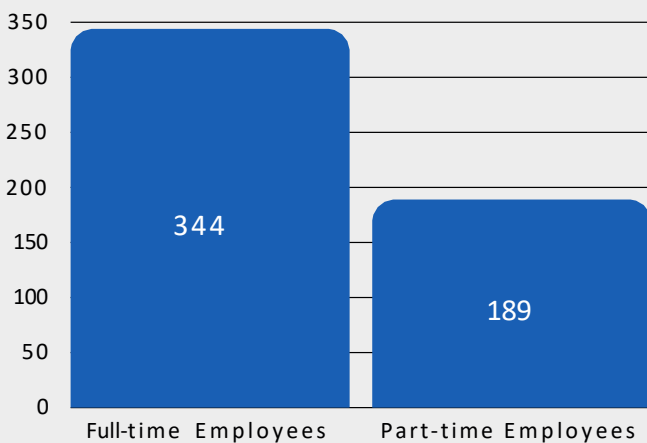
Millennials: With 181 members, Millennials are at the forefront of driving modernization and innovation within our city. Their tech-savviness and creative energy are essential in integrating new technologies and modernizing our services. Millennials' enthusiasm and fresh ideas propel us towards a future-ready administration.

Generation Z: The 120 individuals from Gen Z infuse our workforce with fresh ideas and a forward-thinking mindset. As digital natives, their fluency with technology and collaborative spirit are invaluable assets. They bring a new perspective on problem-solving and innovation, vital for our future growth and adapting to the ever-changing landscape.

Generation Alpha: Currently, we have no employees from Generation Alpha, but we anticipate their eventual inclusion and the unique contributions they will bring.

This mix of generations ensures we harness the strengths and perspectives of every age group. Together, we foster a collaborative and dynamic work environment that thrives on diversity. This generational mosaic is not only a testament to our city's inclusive culture but also a driving force behind our innovative, efficient, and welcoming community.

EMPLOYEE METRICS AS OF OCTOBER 2024



CONTACT US

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