

## Chapter 3

### Issue 1

Date 08/04/86

## SUBJECT: HUMAN RESOURCE OBJECTIVES

### I. PURPOSE

The purpose of this policy is to provide a concise statement of the human resource objectives of the City of Lompoc and to bring into the City service the high degree of understanding, cooperation and efficiency which comes through systematic and uniform application of good human resource practices.

### II. SCOPE

It is intended that these procedures be interpreted broadly on the basis of a reasonable approach to specific problems and situations, that they be considered as a total set of working regulations rather than being interpreted in isolation and out of context.

### III. STATEMENT OF OBJECTIVES

- A. To promote and increase efficiency and economy in the service of the City.
- B. To encourage policies, programs, practices, and procedures that will assure a current and future complement of fully qualified individuals for current and future city work .
- C. To provide fair and equal opportunity to all qualified citizens to enter City employment on the basis of demonstrated merit and fitness as ascertained through fair and practical methods of selection, regardless of race, color, sex, or age.
- D. To develop a program of positive recruitment, advancement and tenure which will make City service attractive as a career and encourage each employee to render his/her best service to the City.
- E. To establish and maintain a uniform plan of classification and compensation based upon the relative duties and responsibilities of all positions in the City service.
- F. To establish and promote high morale among City employees by providing for uniform and consistent human resource policies, opportunity for advancement, good working relationships and consideration of employee needs and devices.

G. To provide for the right of employees to appeal actions taken which affect them adversely and to be heard on all matters with which they are concerned.

H. To provide employees with adequate administrative and supervisory direction, so that they will be informed periodically as to how well they are performing their duties and will, if necessary, be helped to improve their level of performance.

I. To promote and encourage organizational and procedural changes which are in the public interest and to minimize the impact of such changes on employees by developing and encouraging appropriate policies and practices that will provide or result in employee job security.

J. Promote, perfect and protect the merit system concept.

#### IV. INTERPRETATION/CLARIFICATION

Questions about the intent or application of these policies should be referred to the Human Resources Director.

Authorized: \_\_\_\_\_

City Administrator

Effective Date