

SCHEDULE A

SCOPE OF WORK

Consultant shall perform the following services:

1. Support for all human resources matters, including payroll, benefits administration, unemployment administration, workers compensation administration, FMLA and disability administration, hiring/credentialing/orientating employees, performance evaluations, benefits and payroll/compensation documentation, management and reconciliation, regular communication with employees and employee inquiries/complaints.
2. Assist in aligning human resources with union contracts by meeting with Union and Department leaders and participating on behalf of the City in Collective Bargaining sessions on an as needed basis and at the direction of and in consultation with the Mayor and City Attorney.
3. Address regulatory/compliance issues regarding employees in all departments in consultation with the City Attorney.
4. HR audit and implementation of HR Best practices and legal compliance with applicable Federal and State laws in consultation with the City Attorney.
5. Administer relevant aspects of City disciplinary and grievance matters in consultation with the City Attorney.
6. Conduct and/or coordinate employee HR related training.
7. Other duties as assigned by the Mayor or designee on behalf of the client.