

## **5.16 PERSONNEL DEPARTMENT**

### **5.16.1 Introduction**

The Personnel Department classifies all civil service positions and assigns appropriate titles. It recruits employees for civil service, sworn, and exempt positions, holds competitive examinations, and establishes eligible lists for employment. It establishes rules and regulations governing the appointment, promotion, transfer, and removal of City employees. The Department provides employee development, including in-service training and counseling. It conducts affirmative action recruitment and training; administers the City's Rideshare Program; administers employee benefits; and investigates and hears discrimination complaints and disciplinary action appeals. The Department conducts pre-employment medical examinations; administers the workers' compensation program; and provides medical care for persons in custody of the Police Department.

The Department operates two facilities (Personnel Building at 700 E. Temple Street and Occupational Health Services Building at 1401 W. 6<sup>th</sup> Street) and occupies space in four other facilities (City Hall East\*, Parker Center, Van Nuys Jail, 77<sup>th</sup> Street Jail).

### **5.16.2 Description of Selected Program**

The Department has conducted a program for recycling white and mixed paper, cardboard, newspapers and magazines, and beverage containers since its move to the current Personnel Building in 1993. Until recently, material placed in recycling containers throughout the building was dumped in bins by our custodial staff for pick-up by a contractor. We were not a party to the contract and have no records on the amount of material recycled over the years. General Services Staff is now picking up all material for recycling.

The Occupational Health Services Building has long had a white paper and newspaper recycling program. During calendar year 2000, with the cooperation and assistance of the City Facilities Recycling Program, the collection program at Occupational Health Services was expanded to include mixed paper, cardboard, and beverage containers. In addition, an educational effort was undertaken to emphasize the importance of recycling and to promote recycling by all Occupational Health Services staff.

The Department practices source reduction through a policy of two-sided copying of documents whenever possible and orders office products with recycled content whenever possible.

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\* Personnel Department staff currently located in City Hall East will be relocating to City Hall when it reopens.