

HUMAN RESOURCES DEPARTMENT MONTHLY REPORT

OCTOBER 2024



VILLAGE OF SCHAUMBURG

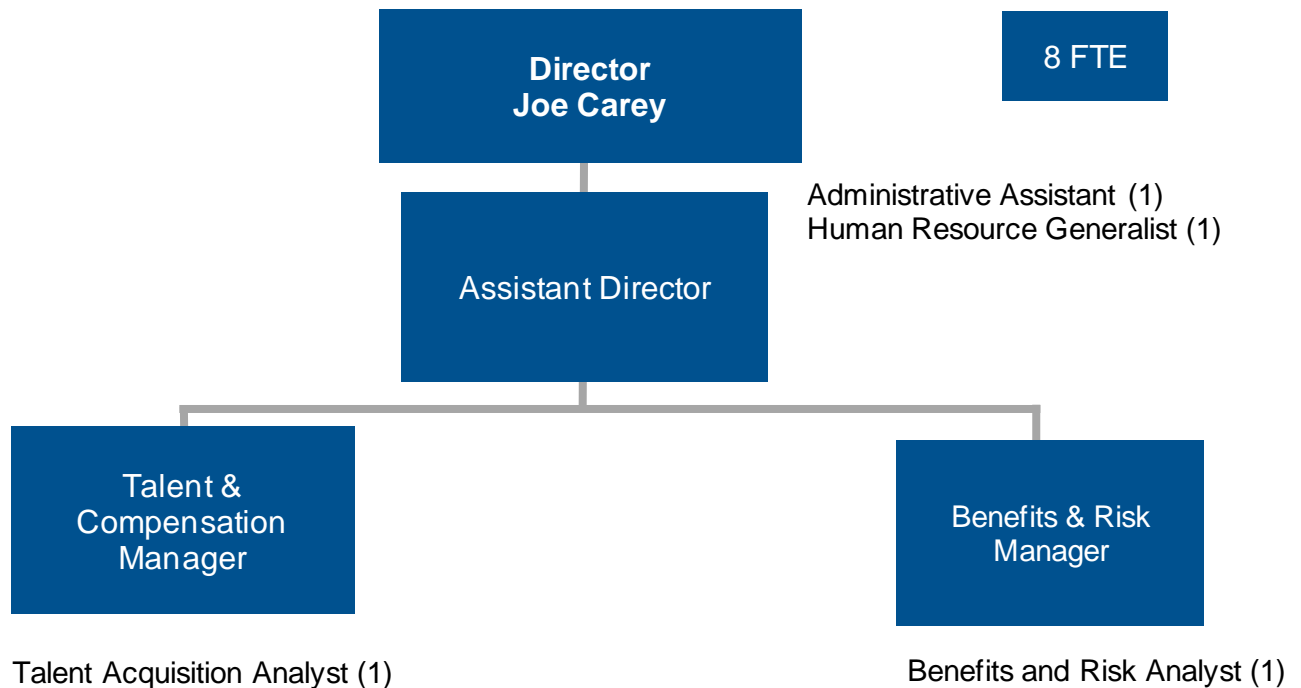
PROGRESS THROUGH THOUGHTFUL PLANNING



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ORGANIZATION CHART



DEPARTMENT OVERVIEW

The Human Resources Department consists of eight full-time employees. The eight positions include a Director of Human Resources, an Assistant Director of Human Resources, a Human Resource Generalist, a Benefits and Risk Manager, a Talent & Compensation Manager, a Benefits and Risk Analyst, a Talent Acquisition Analyst, and an Administrative Assistant who are accountable for providing exceptional service to all village employees and potential village employees.

The department's primary functions include recruitment of employees for open positions, administering all components of the village's Talent Management Plan and the annual performance management process, coordinating employee benefits, wellness, and workers' compensation programs, maintaining employee files, ensuring effective employee risk and safety initiatives, managing employee and labor relations and the six collective bargaining agreements, and providing many other services for the employees throughout their careers with the village.



KEY ACTIVITIES

In the village's Talent Management Plan (TMP), the goal is to develop exceptional leaders which exemplify the village's core values of trust, integrity, respect, teamwork, and customer service. The five elements of the TMP include: 1. Attract the right talent with the right competencies for the job. 2. Engage the talent you already have with innovation and challenges. 3. Build talent through assessment and development. 4. Promote talent by giving the best performers the biggest opportunities. 5. Retain talent by recognizing performance and contribution to the vision.

The Human Resources Department has developed new enhancements and process improvements focused on HERO Skills and four focus areas for this fiscal year: Language, Recruitment, Selection, and Culture. The HR Department has created a new tracking dashboard on the village's People Driving Progress Intranet page to report results from the changes implemented in our recruitment and selection processes.

The Employee Engagement Committee (EEC) continues to focus on strong employee culture and appreciation and has exciting events planned to finish out the year. In October, the EEC held its annual Donut Days and provided a special treat to all village employees to show appreciation for all their hard work.

In October, we closed the Employee Engagement Survey and gathered valuable feedback from our staff. This input is crucial for guiding future improvements and ensuring we continue to foster a positive work environment. We appreciate everyone who took the time to share their thoughts and look forward to receiving the data and acting on these insights.

The October Lunch 'n' Learn provided employees with the opportunity to experience a sound healing session. Over 30 employees attended. Our October Wellness Wednesday posts featured a post on Breast Cancer awareness, survival rates and education. Healthy U also provided our first responders, EPW technicians and CDD field workers with buttons to support Breast Cancer awareness on National Wear Pink Day.

As part of our commitment to celebrating and embracing the diverse backgrounds of our employees, the VOICE Committee continues to spotlight Poland. On October 8th staff celebrated National Pierogi Day by receiving pierogi from a local Polish deli as well as receiving engaging information about Polish cuisine, geography, and Poland's unique locations. This cultural focus enriches our workplace environment, fostering a deeper understanding and appreciation of our colleague's heritage.

The Schaumburg Institute of Professional Development (SIPD) expanded its training offerings, providing valuable resources to support employees in surpassing their learning requirements. New hires participated in "Making Fans of the Diverse People We Serve," an energetic session featuring brainstorming activities and focusing on diversity.



Supervisors attended training on anti-harassment, discrimination, and maintaining a respectful workplace, covering critical issues relevant to today’s workplace.

In October, staff had access to a series of webinars with Dr. Steve Robbins, including “Breaking Bad Bias” on cognitive biases in decision-making, “The Neuroscience of Learning and Development,” and a session on a neuroscience-based approach to work-life balance. These training offered participants valuable insights to creating an inclusive and adaptive workplace culture.

MONTHLY PERFORMANCE

RECRUITMENT	October 2024	FY2025-26 YTD
	#	#
Open Positions (currently recruiting)	37	N/A
New Open Positions (approved this month)	13	76
Applications/Resumes Received	480	2567
Interviews Conducted	48	220
Employee Resignations/Terminations	5	50
Employees Hired/Positions Filled	8	73

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SCHAUMBURG INSTITUTE OF PROFESSIONAL DEVELOPMENT							
OCTOBER 2024 TRAINING COURSES OFFERED							
			Participants by Location				
Date	Training Course	Instructor	Fire	Village Hall	Police	EPW	Total
10/31/24	Active Shooter Response Training	SIPD Online		2			2
10/31/24	All Hazards Training	SIPD Online	3	12	12	5	32
10/16/24	Anti-Harassment, Discrimination, & Respectful Workplace Training for Supervisors	Vector Solutions /ECBS	9	21	16	5	51
10/31/24	Defensive Driving Course	Safety Serve			3		3
10/31/24	Disrupting Our Unconscious Bias	SIPD Online	2	4	1	6	13
10/31/24	Freedom of Information Act	IL Attorney General		4	2		6
10/31/24	HIPAA Training	SIPD Online	1				1
10/31/24	ICS – 100 Introduction to Incident Command System	FEMA (Online)		1	4	1	6
10/31/24	ICS – 200 Basic Incident Command System for Initial Response	FEMA (Online)				1	1
10/31/24	IS – 700 An Intro to the National Incident Management System	FEMA (Online)		1	1	1	3
10/31/24	Illinois Open Meetings Act	IL Attorney General		1			1
10/2/24	Making Fans of the Diverse People We Serve	RDR Group	5	11	12	5	33
10/8/24	New Employee Orientation	Various Presenters		3	4		7
10/31/24	Online Sexual Harassment Prevention Training for Employees	Vector Solutions /SIPD	17	31	21	8	77
Total Monthly Participants:			37	91	76	32	236
Prior Months Participants:			33	76	55	46	210
Total Fiscal YTD Participants:			133	224	199	136	692



GEM AWARDS

This program encourages and acknowledges work performance that demonstrates that an employee has taken personal ownership of a service request or concern. The GEM recognizes outstanding performance by an employee. The following report indicates the GEM awards for the month of October 2024.

Department	Employee	Reason	Nominated By:
Economic Development	Kristeen Riforgiato	John Firek shared that "Kristeen found a different way to transcribe files, and so far, it is a huge time-saver. That way is in Microsoft Word to automatic transcribe the audio from recorded sessions. I want to make sure she gets recognized for her initiative to not only get work done but for finding a more efficient way of handling a task. I feel this is a great find to save both time and stress of transcribing audio. She is sharing this with the other staff members who, also, transcribe audio. Congrats to Kristeen!" This new feature will enable VOS staff to transcribe their meetings more efficiently.	Matt Frank
Economic Development	Kristeen Riforgiato	The Village recently implemented a new training platform for commission members to complete their required annual training. Kristeen has taken the initiative to ensure that all members of the Schaumburg Business Development Commission activated their accounts before the deadline. Although the transition was announced via email, many commission members initially disregarded the message, assuming it was spam. In response, Kristeen proactively followed up with a detailed email, outlining the required training and provided step-by-step instructions for resolving any challenges. She also clarified what members could expect moving forward. I truly appreciate Kristeen's patience, her proactive approach, and the clear, open communication she has demonstrated throughout this process. Thank you for your help, Kristeen! Your efforts are appreciated!	Connie Porters-Irsay
Engineering & Public Works	Steve Marchese	Our Vector is a very complicated and important vehicle for many divisions within EPW. Yesterday we had an issue where we lost the ability to clean sewers with it. We brought it to VMF and Steve quickly assessed what had failed. The parts were ordered, and Steve quickly made the repair to pump. I'd like to commend Steve for his ability to get this truck back on the road in such a short period of time.	John Pavlis

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Engineering & Public Works	Bob Keats & Mike Gascon	Bob and Mike took the time to repair the RDB hose on the Vactor. This is something that they would normally not do, since repairs like this are typically completed by VMF. They talked the repair over with me, and since it was urgent I thought they should take the Vactor apart. Quickly and successfully, they were able to remove and install the retractable hose and understand the failure point. At the time they made the repair, our other Vactor was out of service. If they hadn't taken the time, we would not have had a working truck that day.	John Pavlis
Fire	Jon Carlson	I received a call from Chick-Fil-A (935 E Golf), who had completed a minor remodel to their building. They had scheduled an inspection for the following day, but they were intending on reopening sooner. Jon was able to accommodate their inspection in his schedule. However, they failed the inspection as their emergency lighting was not operable. Jon made an effort to go back even later in the day to verify compliance after they completed repairs, which took beyond his normal work hours. They were able to pass the later inspection, which will accommodate their reopening plans.	Michael Rons
Human Resources	Connie Porters-Irsay	When I started in Engineering and Public Works, Connie went above and beyond to welcome me and help me with my start. All of the girls here were very welcoming, but Connie definitely went out of her way to make sure I understood everything. When she went to HR I thought I would only find answers to any question within my team, However Connie always made sure to be there even from another department.	Agnieszka Trubecki
Human Resources	Oscar Contreras	Oscar is always answering any inquiries or concerns in a very timely manner. Oscar is constantly demonstrating high quality of customer service and is always making sure that all questions, concerns, and problems are resolved. Oscar embodies everything that Schaumburg stands for.	Freddy Jungo
Information Technology	Bob Fessett	Kudos to Bob for his support and quick action as we navigated the recent changes with our HRIS company's pricing. With the need to swiftly remove commission members from our system, your development of Committee Central has been invaluable. The platform Bob built allows us to easily track commission member statuses, personal information, and training records all in one user-friendly place. Your responsiveness and dedication to help us complete this project on a tight deadline has been essential as we adapt to this new program. Thank you for your hard work and helping make this transition seamless!	Connie Porters-Irsay
Police	Det. Paula Casey	Det. Paula Casey has worked in Investigations for over 5 years. She has recently been assigned to handle domestic violence situations. These cases can range from Domestic Battery, Violation of Orders of Protections, and other violent crimes. She has work tirelessly with victims, witnesses, and	Sgt. Matt Christenson

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		Cook County States Attorneys. She takes calls off duty to assist in timely and sensitive investigations. She works very well with the police departments social services division and our Quality-of-Life Division. She has done a fabulous job in her role and continues to bring justice to victims who need support. Well done, Paula!	
Contractor / General Government	Patryck Chmielewski	Today we had a bird fly into the police department and fly into records. We all were panicking trying to get the bird out. Tyler was able to contain the bird to the bistro and closed the door. All of a sudden, Patryck came quickly to save the day. Patryck came to help, without even being asked. He successfully captured the bird and took it outside, all while remaining calm. I would also like to add that Patryck has a very contagious smile and personality and we always look forward to him coming into records daily. He is such a happy, upbeat, and positive person! The entire records department would like to nominate him for a GEM award.	Katalina Adlon