

Chapter 3-10

DEPARTMENT OF HUMAN RESOURCES

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Section 3-10-01 DEPARTMENT OF HUMAN RESOURCES

There is hereby created an administrative department of the City to be known as the Department of Human Resources. The Department of Human Resources shall be supervised by the Director of Human Resources, who shall be appointed by the Mayor by and with the advice and consent of the Council. The Director of Human Resources shall have the following duties, powers, and functions in addition to those necessarily or fairly implied or incidental to or essential to the duties, powers and functions hereinafter expressly delegated and specified:

- A. Provide direction and support to supervisors and employees in workplace investigations, discipline, performance issues, and grievances. Provide advice on and ensure compliance with federal, state, and local employment laws. Develop and post citywide employment policies and procedures; conduct new hire orientation represent the City in unemployment compensation matters; serve as liaison to the Ethics Commission; provide labor negotiations support; and facilitate the Wages and Benefits Team.
- B. Oversee the City's benefit programs, including health insurance, wellness, service awards, other fringe benefits, and alternative transportation; serve as liaison to the City's Health Trust; oversee the City's compensation systems, including salary schedules, salary grading systems, compensation structures, and salary surveys; oversee the performance incentive compensation and performance appraisal programs.
- C. Oversee the City's workforce planning efforts, including creation of job descriptions, reclassifying positions, recruiting, interviewing, hiring, internships, and succession planning.
- D. Oversee the City's risk management, workers compensation, safety services and training programs in accordance with state and federal laws.
- E. Oversee the City's time entry and payroll functions, including payroll distribution, state and federal payroll tax deductions, other regulatory and voluntary deductions, W2 and 1099 distributions.
- F. Oversee personnel-related administrative functions, including drug testing, fingerprinting, criminal history checks; maintain essential personnel records, documents and reports in accordance with applicable laws and City policies and procedures.

(Ord-24-16, Amended, 8/9/16; 6846, Amended, 05/15/2012; 6745, Amended, 08/25/2009; 6389, Amended, 03/15/2005; 6334, Amended, 07/27/2004; 5709, Amended, 03/19/1996; 4641, Added, 12/14/1981)

Section 3-10-02 APPLICANTS FOR CITY EMPLOYMENT/CITY VOLUNTEERS; CRIMINAL HISTORY CHECKS

Pursuant to Idaho Code Section 67-3008, the City of Boise is authorized to perform and/or request criminal history checks of any applicant volunteer service or employment, including current employee transfers and promotions within the City of Boise. If a criminal history check is needed through the Federal Bureau of Investigation to screen an applicant or volunteer, the Department of Human Resources shall require each specified applicant or volunteer, to be fingerprinted and shall forward the fingerprints through the Idaho Department of Law Enforcement to the FBI Identification Division for a criminal history check. Unless otherwise provided for by law, criminal history records shall not be disseminated to a private entity.

The Department of Human Resources shall develop guidelines for determining what positions for employment and volunteer service will require a background check and fingerprinting. The guidelines will include those factors reasonably related to the requirements of that position which may result in an applicant's disqualification for employment or volunteer service as a result of past criminal activities.

(6774, Amended, 05/11/2010; 6334, Amended, 07/27/2004; 6148, Amended, 04/30/2002; 5234, Amended, 05/08/1990; 4942, Added, 07/22/1986)

Section 3-10-03 FALSIFYING EXAMINATION; PUNISHMENT

It shall be unlawful and punishable as a misdemeanor for any person, officer or employee, by him/herself, or by any other person, or in cooperation with any other person, to defeat, deceive, or obstruct any person in respect to his or her right to examination, or to corruptly or falsely mark, grade, estimate, or report upon the examination or proper standing, of any person examined, or to furnish to any person examined or to be examined, employed or promoted, any secret or special information for the purpose of either improving or injuring the prospects, chances or grade of any person examined or to be examined. No applicant for any examination shall make any false representation as to his or her identity or permit any fraud for the purpose of improving the prospects of examination; provided, the provisions of this Section shall not apply to the holding or conducting of education courses or like training.

(Ord-24-16, Amended, 8/9/16; 6740, Amended, 08/25/2009; 1803, 1835, 1848 and 2018; 1952 Code, Sec. 5-816 to 5-824)