

The background is dark gray with faint, light gray concentric circles. A bright blue speech bubble is centered on the page, containing the text.

Administrative Services Level of Service

City Clerk's Office/Human Resources

City of Camas

■ City Clerk's Office

- City-wide Records Management System (Retention, Archiving and Destruction)
- Public Records Requests
- Legal publications and documents (Council Agendas, Resolutions, Ordinances) ▶
- Training for Public Records staff and Public Officials including Boards and Commissions

■ Human Resources

- Recruitment, Workplace Safety, Discipline, ADA, Benefits, Wellness Program
- Compliance with Law Changes (paid sick leave law, paid family leave law)
- Labor Negotiations
- Labor Relations/Issue Resolution (one-on-one, managers/supervisors, union boards)




Who do we
serve?

EXTERNAL CUSTOMERS

- Camas Citizens
- Job Seekers

INTERNAL CUSTOMERS

- Mayor and Council
 - Department Managers
 - Employees
 - Boards and Commissions
- 



What/Who Guides Us?

- RCW 42.56 – Public Records Act
- RCW 42.30 Open Public Meetings Act
- Camas Municipal Code – Chapter 2
- Washington State Archives
- RCW 41.56 – Public Employees’ Collective Bargaining
- Washington State Department of Labor and Industries (Workplace Safety, Workplace Rights such as Wages, Hours and Leave Laws)
- Federal Government (Affordable Care Act, ADA, Leave Laws, CDL holders)
- Public Employment Relations Commission

- **City Clerk's Office**
 - Administrative Services Director (.5 FTE)
 - Deputy City Clerk (1 FTE)
 - Administrative Support Asst. (.33 FTE)

- **Human Resources**
 - Administrative Services Director (.5 FTE)
 - Human Resources Assistant (1 FTE)

Staffing Levels



Service Levels to Measure

- **Public Records Requests - processing time**
- **City Staffing - time to fill vacancies**
- **WellCity Award – achievement of status**
- **Workplace Safety – number of accident claims and time loss days**

Challenges

- **Public Records Requests Processing Time**
 - Paper, Paper, Paper!
 - Accessibility to Records
 - Staff practices/habits
- **City Staffing Time**
 - Unavoidable scheduling conflicts
 - Civil Service Process
 - Paper applications
- **WellCity Award Achievement**
 - One standard has a 50% requirement
- **Workplace Safety**
 - Aging Workforce
 - Unavoidable injuries



Solutions!

PUBLIC RECORDS REQUESTS

- Laserfiche!
- State Archives Assistance

CITY STAFFING

- LEAN review of process
- Online application system

WELL CITY AWARD

- Find innovative approach to increase participation

WORKPLACE SAFETY

- Education and Training
- Equipment to assist (Lift Belt for Fire, Yak Traks)

The background features a large, solid blue oval in the center. To its left, a thick, black, curved swoosh or brushstroke element sweeps upwards and around the oval. The entire composition is set against a light gray background with faint, thin, curved lines that create a sense of motion or depth.

Open Performance Tiles