

CITY OF OAKLAND

Interoffice Letter

To: OFFICE OF CITY MANAGER Attention: HENRY L. GARDNER Date: JULY 23, 1991

From: OFFICE OF PERSONNEL RESOURCE MANAGEMENT (OPRM)

Subject: STATUS REPORT REGARDING OPRM EMPLOYEE FILES

Background

In April 1991 the City's outside auditors, Deloitte & Touche, commented in its management letter that many employee personnel files had not been updated to reflect current pay rates. They recommended that the City review and update the personnel files and ensure that this information is kept accurate.

In discussions with Deloitte & Touche, OPRM management concurred with the auditor's recommendation and explained the circumstances which have contributed to shortcomings in the personnel filing practices. These are the abrupt merging in June 1989 of a payroll staff unit from Finance with a personnel transactions staff unit and placing the new payroll/personnel organization in temporary working quarters without adequate document storage space; and the October 1989 earthquake which severely damaged OPRM's employee personnel files. The physical fragmentation of the department during the succeeding 14 months created major obstacles to maintaining accurate personnel files.

Current Status

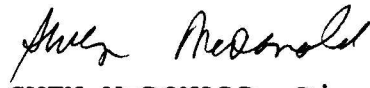
Since April 1991 the Human Resource Information Services Division (HRIS) of OPRM has surveyed the content, completeness, and accessibility of the major employee files maintained by OPRM. These files now consist of the official employee personnel file, the HRIS payroll/personnel source document file, and the employee benefits file. In addition, HRIS staff has cataloged all payroll/personnel source documents currently stored on-site in cardboard boxes and has determined the legal retention periods required for each type of source document.

As of this date, staff is developing a plan that will address broad departmental issues of document retention and accessibility which we expect to complete by September 1, 1991. We have also purchased a new hardware filing system for installation in Human Resource Information Services. The filing system's vendor and Bramalea Pacific, owner of the building in

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which we are currently housed, are now consulting on installation procedures to meet seismic safety requirements.

We anticipate that implementation of a comprehensive, complete, and accessible document storage system will require a year to complete once a document storage plan is finalized within OPRM and with other impacted departments, such as the City Attorney's Office and the City Auditor's Office. As OPRM seeks to meet the varied management and employee needs for document retention, confidentiality, document consolidation, and retrievability of information, we will keep the Council and the City Manager apprised of our progress as well as additional resource needs that may evolve.


GWEN McDONALD, Director

APPROVED FOR FORWARDING TO
THE COUNCIL FINANCE COMMITTEE:


Office of the City Manager

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