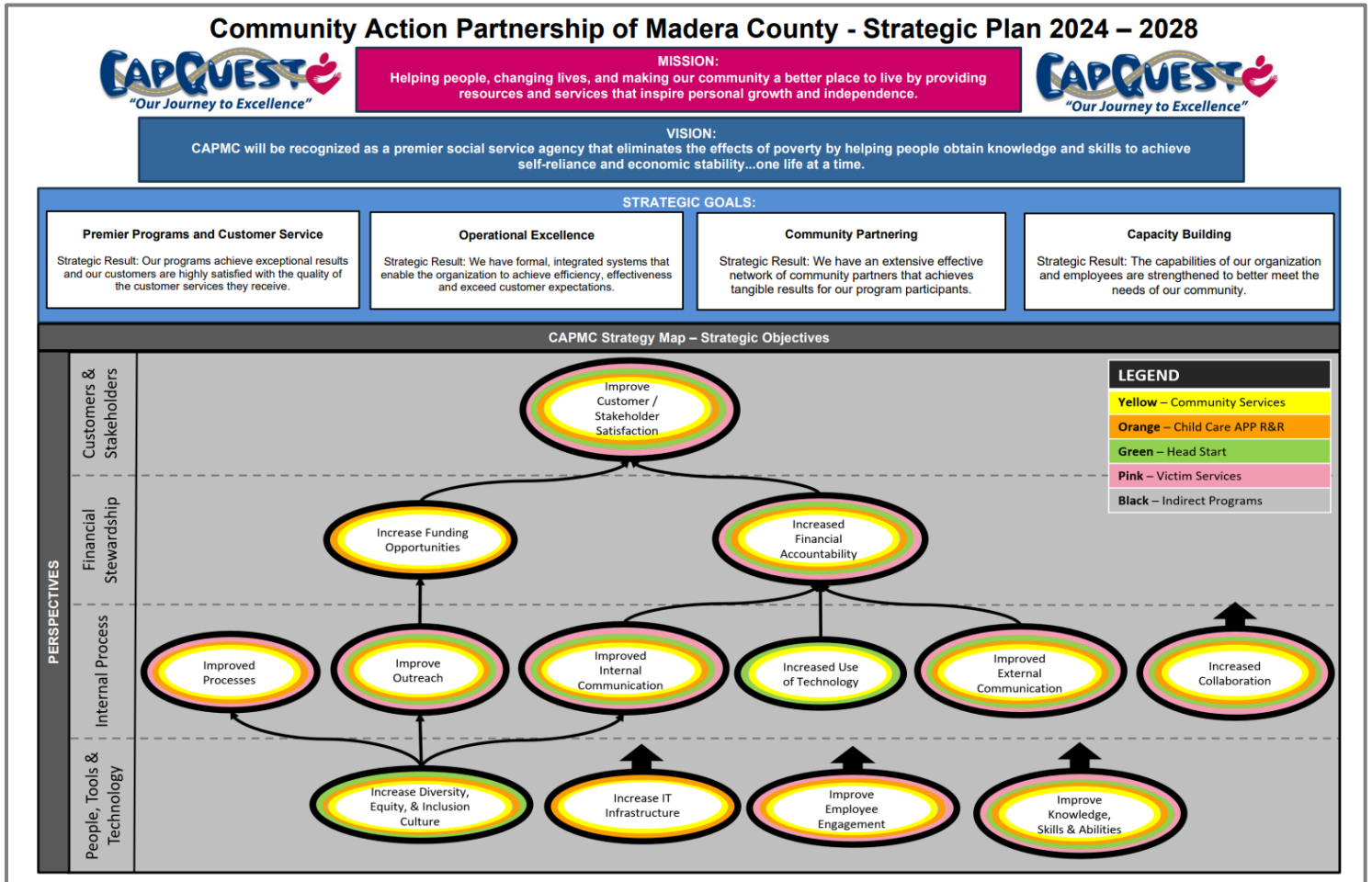


COMMUNITY ACTION PARTNERSHIP OF MADERA COUNTY, INC.

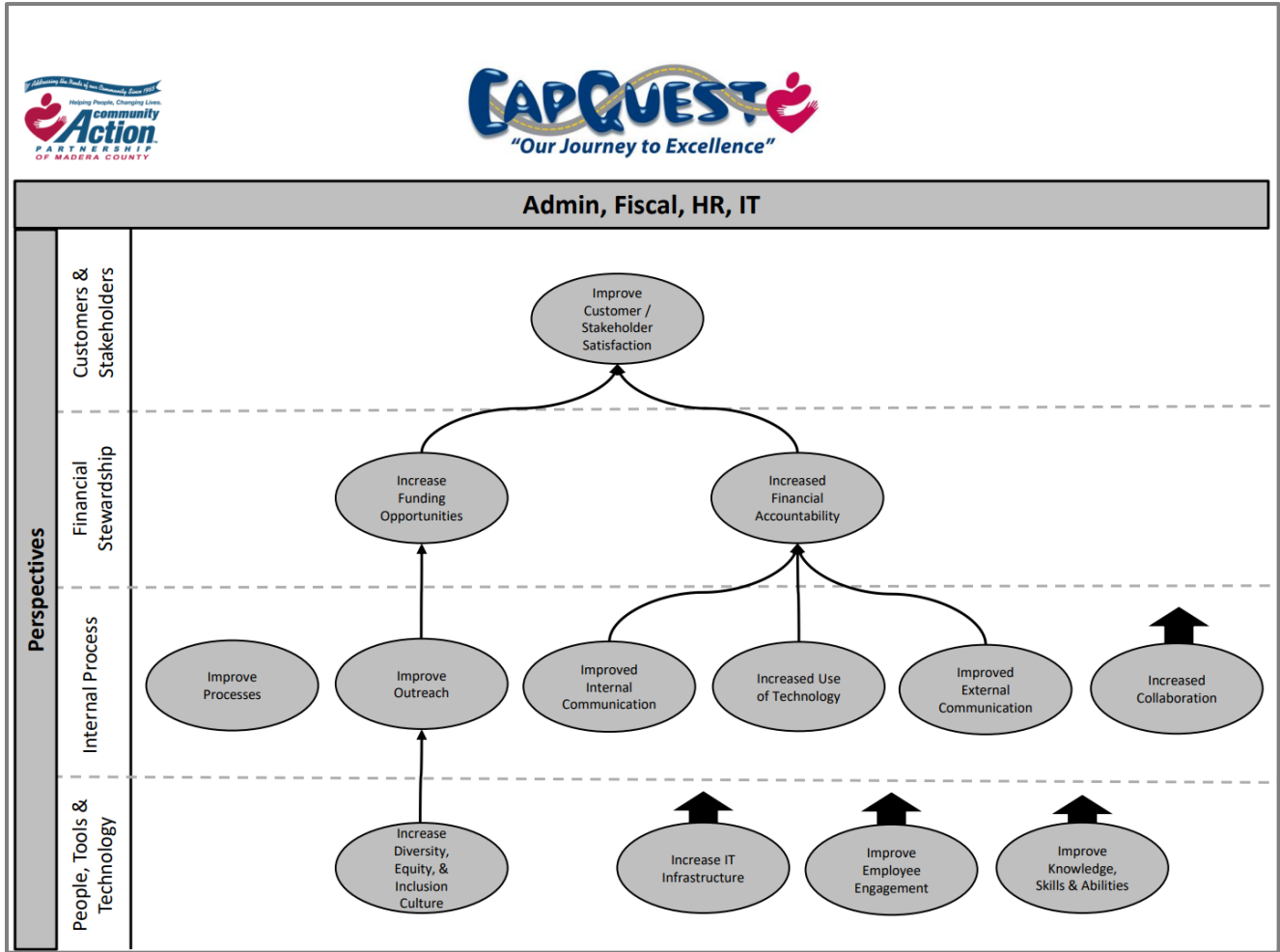
CAPQuest Strategic Plan 2024 – 2028

Human Resources Department

Strategic Plan Poster



Indirect Program Objectives



Human Resources Goals, Initiatives and Measures

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>
<ul style="list-style-type: none"> • Increase opportunities for new hired to engage with the Agency’s representatives. • Allow departmental information to be shared during building/facility tour • Expand interests from new hired to be involved with the Agency’s activities 	HR Dept. staff	<ul style="list-style-type: none"> • Records of NEVO training • Coordinate with department representatives for the building/facility tour • Provide contacts to employees for their future questions or interests • Contact employees after their 90 days probationary period to see if they have any questions. 	<ul style="list-style-type: none"> • Collect surveys after NEVO sessions <p>2024 & on-going</p> <p>Update:</p> <ul style="list-style-type: none"> • Create a tracking spreadsheet on 90 days probationary period follow up contact.

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>
<p>Join Departmental staff meetings to talk about Human Resources related topics and answer employees’ questions</p>	HR Dept. staff	<ul style="list-style-type: none"> • Attend Departmental staff meetings • Provide helpful information that can enhance employees’ understanding 	<ul style="list-style-type: none"> • Create a spread sheet to track the attendance of meetings and questions <p>2024 & on-going</p> <p>Update:</p>

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>
Provide new hired the retirement 403(b) plans information on the sign up instructions and encourage them to enroll maximizing employment benefits	HR Dept. staff CFO	<ul style="list-style-type: none"> • CFO/Accountant Program Manager will provide the 403(b) sign up instruction by Aug./Sep. 2024 • HR Dept. staff will provide the retirement documents to new hired upon receiving • A tracking system (in the form of Excel spreadsheet) will be developed between HR and Fiscal 	<ul style="list-style-type: none"> • Monthly communication between HR and Fiscal on the tracking system submission and sharing <p>2024 & on-going</p> <p>Update:</p>

<u>OBJECTIVE COMMENTARY</u>	<u>OWNER</u>	<u>INITIATIVES</u>	<u>MEASURES</u>
Obtain training from departments to have relevant information on each individual program’s services and requirements in order to share during recruitment activities, outreaching at job fairs, and onboarding information with new hired.	HR Dept. staff	<ul style="list-style-type: none"> • Approach Department Heads to explain the purpose of needed training • Attend provided training sessions and obtain applicable program services information • Explain provided services during the recruitment, outreaching and onboarding / orientation activities 	<ul style="list-style-type: none"> • Create a tracking system (Excel spreadsheet) on training and frequencies on how the trained information are shared or presented. <p>2024 and on-going</p> <p>Update:</p>

Human Resources Organizational Chart

