



Human Resources

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Human Resources Director

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millcreekmetroparks.org

Contents

- Mission Statement
- Strategic Master Plan
- Department Organization
- Department Budget
- Department Responsibilities
- Questions



Mission Statement

The mission of Mill Creek MetroParks is to provide park, recreational, educational and open space facilities of regional significance.

In fulfilling this mission our objectives are:

- To be responsive to community needs
- To be environmentally sound
- To be adaptable
- To be economically feasible

Link to Mission Statement:

<http://www.millcreekmetroparks.org/contact/about/mission-statement/>



Human Resources

Strategic Master Plan

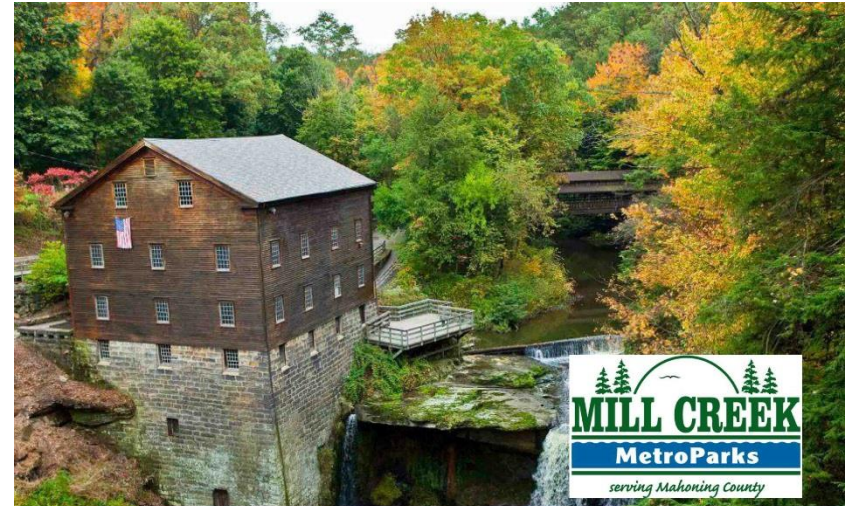
■ Chapter 7: Implementation Plan

VISION: “Our vision for Administration is to manage Mill Creek MetroParks in a consistent and best practices approach to maximize the productivity of all staff, facilities, parks, programs and services.”

GOAL: Provide employees with the necessary knowledge and skills to perform their jobs efficiently and effectively, in order to serve the needs of Mill Creek MetroParks and the community.

Link to Strategic Master Plan:

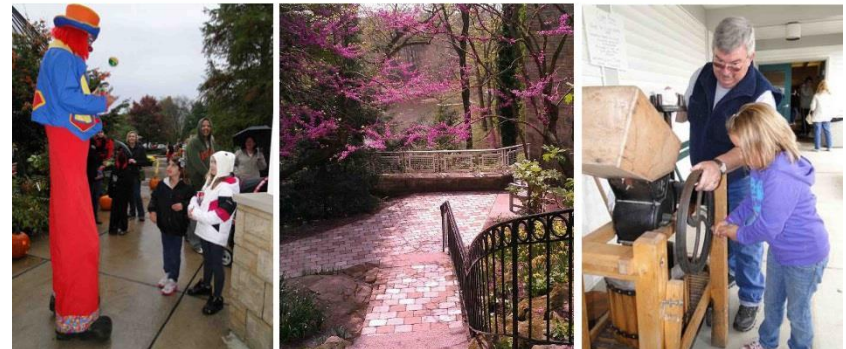
<http://www.millcreekmetroparks.org/wp-content/uploads/2013/11/Mill-Creek-MetroParks-Strategic-Master-Plan-FINAL.pdf>



January 2013

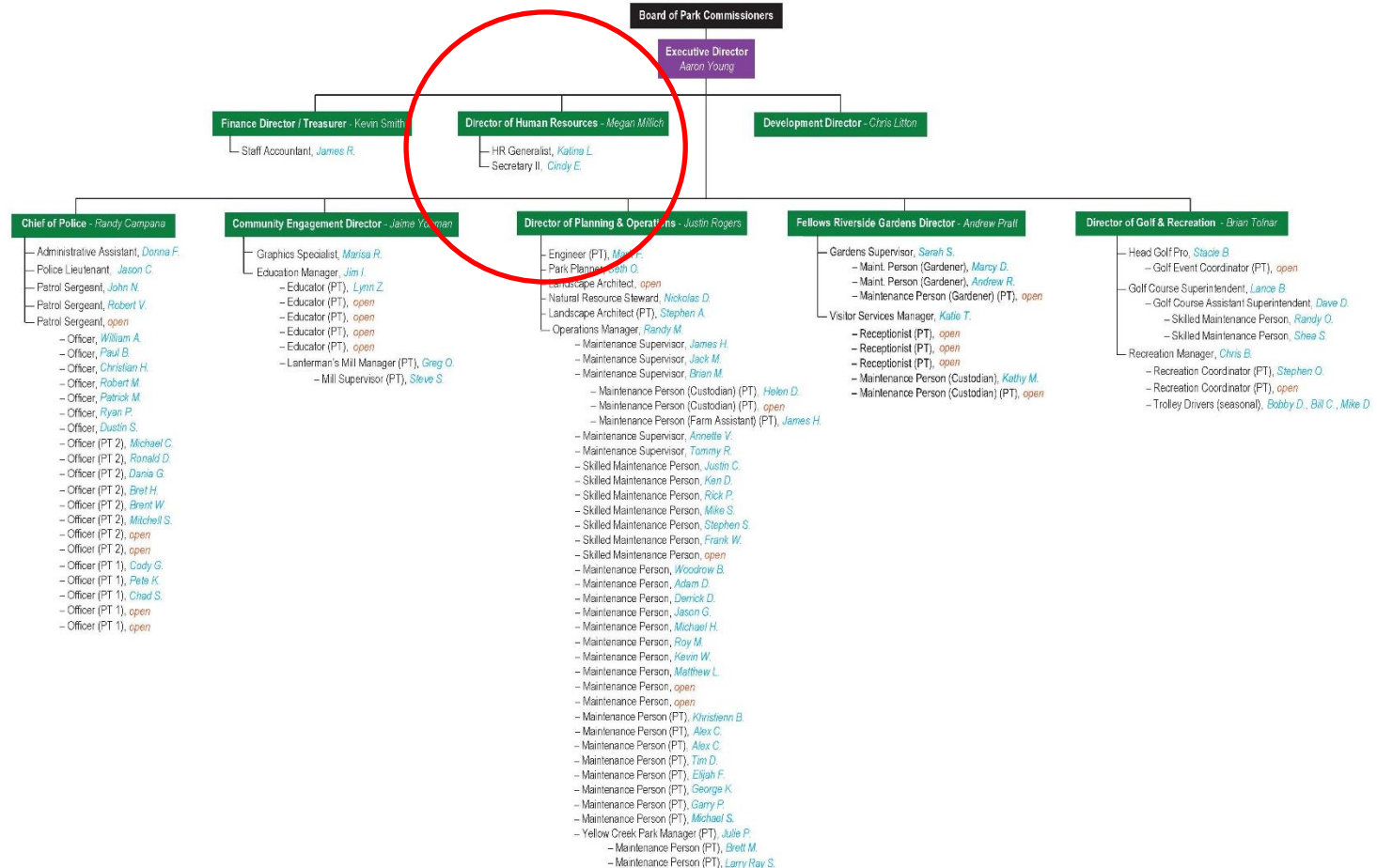
Comprehensive Parks and Recreation
Strategic Master Plan

pros
consulting



Human Resources

Department Organization



Department Organization

- **Megan Millich**
 - HR Director
 - Employed since 2015
 - SHRM SCP
- **Katina Landgraff**
 - HR Generalist
 - Employed since 2019
 - SHRM CP
- **Cindy Ellis**
 - Administration Secretary
 - Employed since 1996



Department Budget

HR Salaries & Wages Budget

- \$215,598.69 or 3.7% of the total budget equaling \$5,816,962.02

HR Materials & Supplies Budget

- \$127,400.00 or 3% of the total budget equaling \$3,757,144.94



Department Responsibilities

- Recruitment
- Hiring
- Employee relations
- Union relations
- Compensation
- Training
- Employee benefits
- Employee wellness
- Employee safety
- Reservations
- Customer service



Department Responsibilities

Recruitment

- Create job descriptions
- Post and promote open positions
 - Public job sites
 - Professional organizations
 - College job boards
- Attend job fairs
- Attend interviews



Human Resources

Department Responsibilities

Hiring

- Perform pre-employment screenings
 - Background checks
 - Drug screens
 - Physical exams
 - Reference checks
- Employment offers
- Promotions and succession planning

2020 Retirements	
Total Retirements	1

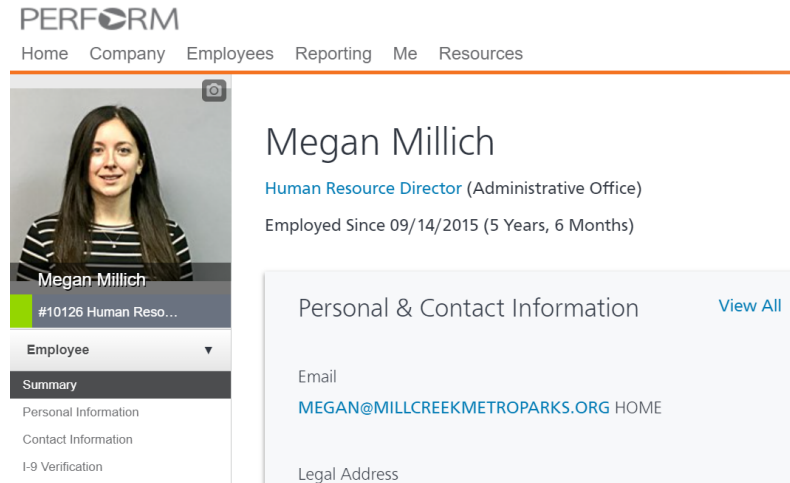
2020 TOTAL HIRING ACTIONS	
Applications Received	1,086
Hiring Actions	83

2020 PROMOTIONS		
# Of Employees	From (Job Title)	To (Job Title)
1	Assistant Police Chief	Police Chief
2	Part Time Officer	Full Time Officer
5	Reserve Officer	Part Time Officer
1	Planning Manager	Planning and Operations Director
1	Caretaker	Part Time Maintenance Person
3	Seasonal	Part Time Maintenance Person
13	Total Promotions	

Department Responsibilities

Employee Relations

- Manage employment records
 - Electronic files through Paycor
 - Average full-time employee age: 43 years
 - Average full-time tenure: 10 years
- Create identification cards
- Performance management
- Employee discipline
- Leave management
- Ensure compliance with federal and local laws
- Policy management and updates



Human Resources

Department Responsibilities

Union Relations

- Participate in contract negotiations
- Ensure contract compliance by both parties
- Conduct regular meetings and issue communications
- Create MOUs



Human Resources

Department Responsibilities

Compensation

- Timekeeping through Paycor
 - Timecards
 - Time off requests
- Process bi-weekly payroll
- Annual salaries and wages budget
- Paygrades
 - PT paygrades approved for 2021
 - FT paygrades update to follow

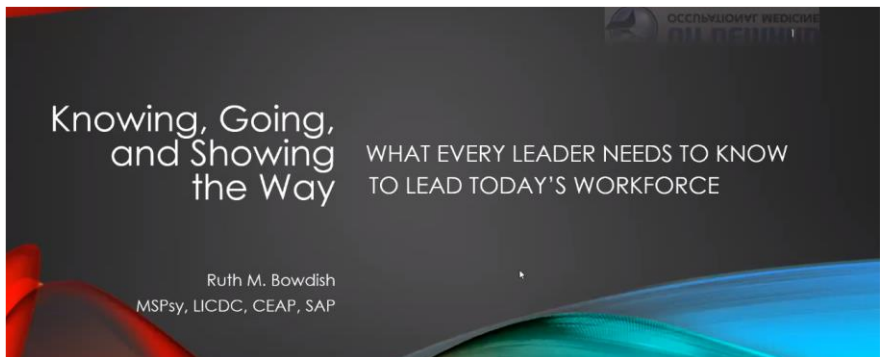


Human Resources

Department Responsibilities

Training

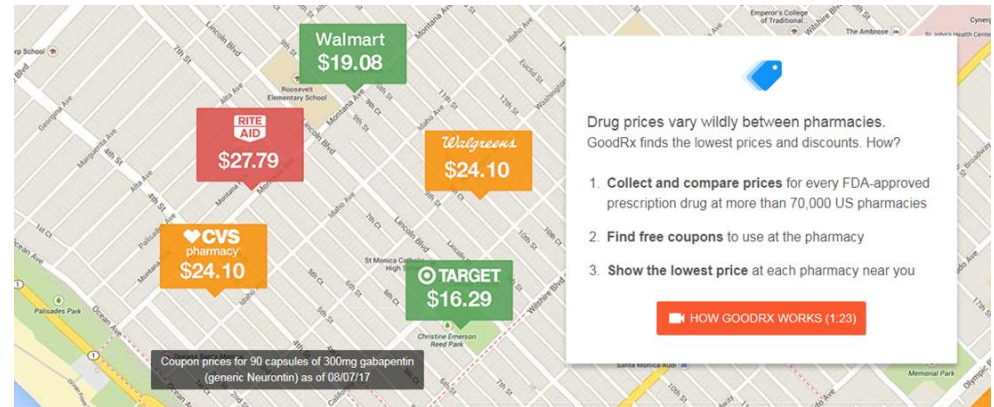
- Organize all-staff meeting presentations
- Assist with continuing education
- Provide online and in-person training
- Onboarding training
 - Violence and Bullying
 - Preventing Sexual Harassment
 - Preventing Discrimination
 - Leveraging Diversity
 - OEC Conflict of Interest
 - OEC Gifts
 - OEC Nepotism



Department Responsibilities

Employee Benefits

- Manage health insurance plans
 - Compliance
 - Annual open enrollment
 - COBRA
- OPERS
- Life insurance
- Paid time off
 - Sick
 - Vacation
 - Personal
 - Holidays
- Employee pass
- Uniforms



Human Resources

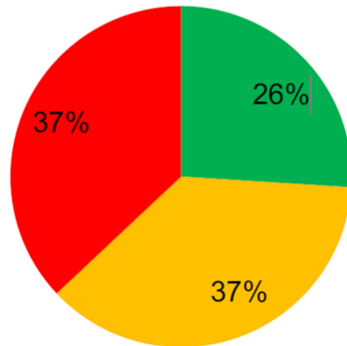


Department Responsibilities

Employee Wellness

- Committee lead program
- Initiatives based on health data
- Grant funded

Aggregate Report: BMI



Normal: 19-24 | Overweight: 25-29 | Obese: 30+

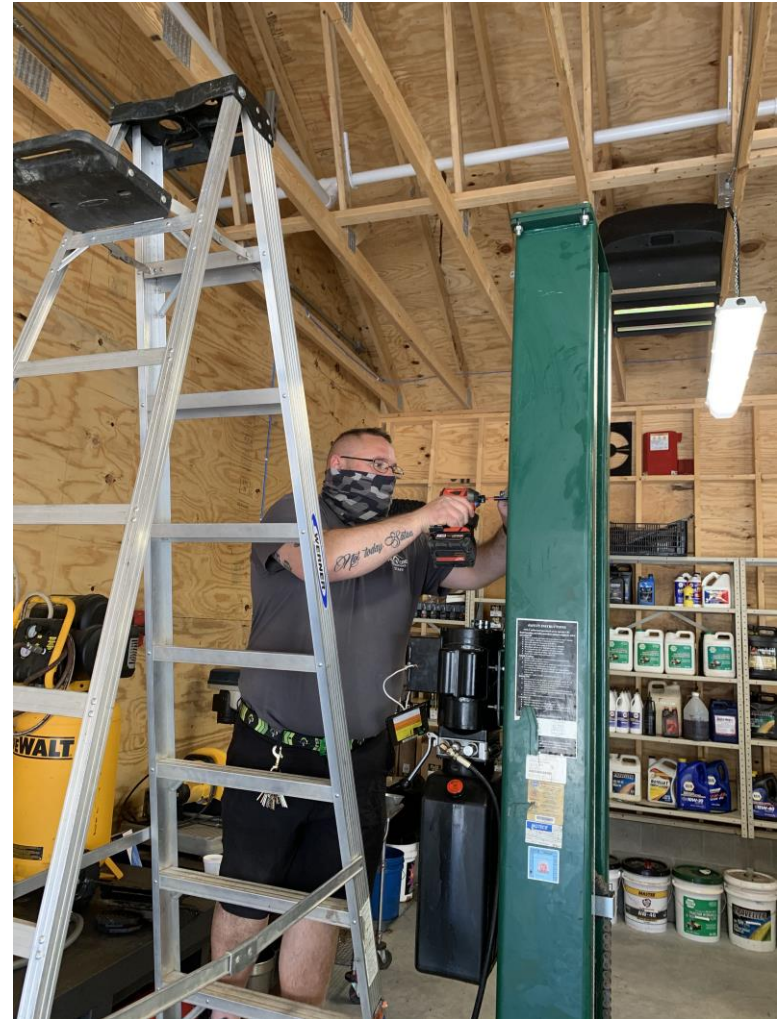


Human Resources

Department Responsibilities

Employee Safety

- Safety training and policy
- Workers' Compensation
 - Go green
 - Drug-free Safety Program
 - Safety Council
 - Transitional work bonus
 - Policy Activity Rebate
 - Industry-specific safety
- Safety grants
- Accident investigation
- Organize the Safety Committee



Human Resources

Department Responsibilities

Reservations

- Indoor facilities
 - Old Log Cabin
 - Bears Den
 - Classroom A
 - Birch Hill
 - Yellow Creek Lodge
 - Pioneer Pavilion
 - McMahon Hall
- Outdoor facilities and pavilions
 - Thomas J Bresko Pavilion
 - Scholl Pavilion
 - Capt. John Struthers Pavilion
 - Stitt Pavilion
 - Chestnut Hill Pavilion
 - Slippery Rock Pavilion
 - Kirk Road Pavilion
 - Vickers Pavilion



Human Resources

Department Responsibilities

Customer Service

- General questions
- Call transfers
- Directions and coordinates
- Rules and regulations
- Permits



Human Resources

Comments or Questions?



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