

# Streamlined Processes for HR Department Transactions and Communications

## HR Department Classification Transaction Requests (CTRs)

All CTR preparation and submission requests for our department will be centralized under Martha Cuevas, with a fiscal review conducted by Cheri Davis. Martha will ensure that each CTR is prepared in alignment with our standards and will collaborate with Cheri before my final approval / submission. While CTRs are often discussed conceptually with your Assistant Director or directly with me, you will still need to work with Martha on the preparation and submission of the request. Divisions should not prepare and submit their own CTR requests.

**CTRs can be initiated via email to [HRAdminServicesOfficer@rivco.org](mailto:HRAdminServicesOfficer@rivco.org).** Once received, Martha will partner with you to gather the necessary justification and details, and then guide the request through the review and approval process. As a related reminder: if you indicate in your CTR that a position will be deleted following the recruitment process, please ensure you coordinate with Martha to complete the deletion timely. It is important that we follow through on our commitments to the Executive Office and be good stewards of our position management and budget.

## HR Department Communications Released Countywide

We are centralizing HR Department email communications that are released Countywide or to large audiences such as the Department Head Distribution Group. Previously, divisions could submit communication requests either to HR Communications or RCIT for release to the Countywide employee base. To ensure that all communications are clear, consistent, and approved internally in advance, this process will now be centralized within HR Communications.

- Divisions should not submit requests directly to RCIT for mass email releases to a Countywide employee base.
- Learning & Organizational Development is *excluded* given the frequency of their communications and that many are already pre-approved / set content.

Upon receiving a communication request, HR Communications will collaborate with the requesting division to get the messaging into draft final form and verify that it has been approved by your Assistant HR Director prior to release.

If the communication is such that it is being directed at the Department Head group, that may also need to be reviewed and approved by our Assistant CEO Sarah Franco and the Executive Leadership Cabinet prior to release. Your Assistant HR Director can help guide you when this is a requirement, so reach out to them as a resource if you are unsure if this applies to your communication. This additional review and approval process can impact the release timelines, so please plan and coordinate head of time.