Chapter 3
Issue 2 02/18/2025

SUBJECT: HUMAN RESOURCE OBJECTIVES

I. PURPOSE

The purpose of this policy is to establish a clear statement of the human resource objectives of the City of Lompoc. It aims to foster understanding, cooperation, and efficiency within City service through the systematic and consistent application of sound human resource practices.

II. SCOPE

These procedures should be interpreted broadly, using a reasonable approach to address specific issues and situations. They are intended to function as a cohesive set of working regulations rather than being applied in isolation or out of context.

III. STATEMENT OF OBJECTIVES

A. Promote and enhance efficiency and cost-effectiveness in City operations.

B. Develop and implement policies, programs, and procedures that ensure a highly qualified workforce for both current and future City needs.

C. Provide all qualified individuals with fair and equal access to City employment, based on merit and fitness determined through fair and practical selection methods—without regard to race, color, sex, or age.

D. Establish a recruitment, advancement, and retention program that makes City service an attractive career choice and encourages employees to perform at their best.

E. Implement and maintain a standardized classification and compensation system based on the relative duties and responsibilities of City positions.

F. Foster high morale among City employees by ensuring uniform and consistent human resource policies, opportunities for advancement, positive working relationships, and consideration of employee needs and concerns.

G. Protect employees' right to appeal adverse actions and voice concerns about workplace matters.

H. Provide employees with effective administrative and supervisory guidance,

I. ensuring they receive regular performance feedback and necessary support to improve.

J. Encourage and facilitate organizational and procedural improvements that serve the public interest while minimizing negative impacts on employees by implementing policies that support job security.

K. Uphold, strengthen and safeguard the merit system.

IV. INTERPRETATION/CLARIFICATION

For any questions regarding the intent or application of these policies, employees should contact the Human Resources Director.

Authorized: _____ _____
City Manager Effective Date