

Personnel Management

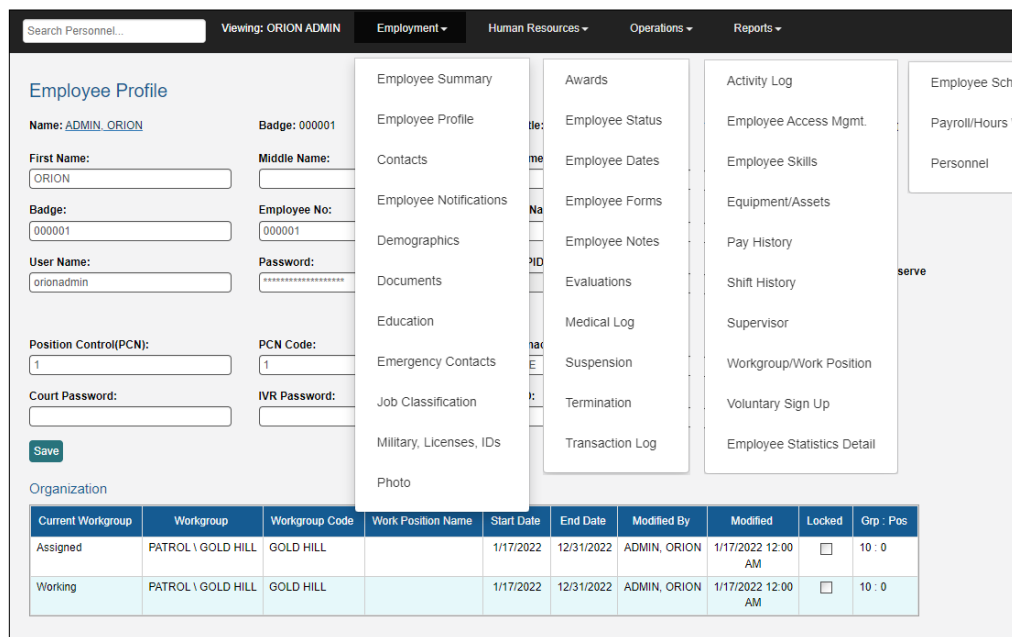
The public safety workforce includes a wide range of personnel, from employees to volunteers, to sworn and civilian personnel – with many working at different types of locations. Using a centralized solution like FW | Workforce to manage your personnel’s administrative and operational information increases efficiencies for administrators, operational managers, and employees alike.

Centralized Personnel Information Management

Personnel Management serves as the foundational component of the FW | Workforce solution and saves user’s employment, human resources, and operational activities in one location. For example, an extensive medical log with follow-up task assignments tracks’ medical events for short or long-term time periods. Employee skills and certifications with auto-renewal settings are saved throughout their tenure. Uploaded documents and agency forms are stored for easy reference. Employee statuses based on agency rules trigger automatic alerts regarding scheduling or assignment conflicts. It’s an ideal employee data repository that uses its data for historical as well as actionable automation.

Adaptable Security Access Control

As a role-based solution, personnel access screens based on their assigned security levels. What’s more, as an employee moves into temporary assignments their access, capabilities, and



pay rates can be configured to adapt with their reassignment.

Self-Service Workflow Automation

A variety of employee self-service capabilities reduces administrative workloads and eliminates manual processes. Supervisors receive alerts via email and/or on mobile devices informing them about employee requests.

Since all workflow automation is based on agency policies, supervisors confidently respond to requests

With internal job posting and hiring capabilities, employees use the solution to view and apply for internally posted sworn or civilian positions. Hiring managers can review candidate documentation, collaborate with other managers, and extend job offers using online workflows. It's one of the many advantages of this centralized solution.

The screenshot shows a web-based job posting application interface. At the top, there are tabs for 'Job Posting', 'Applicants', and 'Notes'. The 'Posting Information' section includes fields for 'Date Posted' (5/1/2022), 'Date Post Closes' (5/31/2022), 'Posted By' (ADMIN, ORION), 'Posting Number' (2325255), and 'Job Status' (APPLICATION OPEN). The 'Job Information' section includes 'Job Posting Title' (IT MANAGER), 'Job Classification' (NS, ITMGR, ITMGR), 'Job Start Date' (6/1/2022), 'Sworn Restriction' (None), 'Salary Amount' (\$120,000.00), 'Location' (HQ), 'Watch/Shift' (ADMIN), 'Hours per Week' (60.00), 'Background Check' (No), 'Hiring Workgroup' (ADMINISTRATION DIVISION), 'Hiring Manager' (ADMIN, ORION - 0000), 'Job Supervisor' (JOINER, STEVEN - 225), and 'Required Education' (BACHELOR'S DEGREE). The 'Job Description' section contains text about coordinating IT activities, and the 'Required Skills' section is currently empty.

Benefits

- » Centralizes workforce administrative and operational data
- » Configurable settings enable the use of data for actionable automation
- » Role-based access control ensures information security

Key Features

- » Manages full-time, part-time, sworn, non-sworn, volunteers
- » Tracks employees assigned and working organizations
- » Agency-defined role-based security controls
- » Status tracking triggers agency-defined automation
- » Internal job posting / hiring
- » Send announcement agency-wide, to groups or individuals
- » Employee record keeping saved through career
- » Job classifications, notifications, photos
- » Demographics, education, and licenses
- » Funding and payroll history
- » Uploaded documents
- » Medical logs
- » Agency-defined forms
- » Supervisors, workgroups, manager notes
- » Suspensions, terminations, and exit tracking
- » Contact and emergency contact information
- » Notifications opt in/out
- » Awards, evaluations, important dates
- » Activities, schedule history, and assignment tracking
- » Employee external systems security controls
- » Skills/certifications with renewal alerting
- » Equipment assignments
- » Transaction logs for auditing

Contact us today at 866-779-1689.

