



City of Cleveland

Justin M. Bibb, Mayor

Department of Human Resources

Executive Summary

ORDINANCE NO: 634-2024

DESCRIPTION:

The Department of Human Resources through the Director of Human Resources is requesting to solicit proposal for Professional Services necessary to design, develop and deliver a comprehensive training program for departmental staff performing Human Resources functions, including but not limited to, providing human resource competency-based curriculum, adult learning aids, post-training skill development evaluations and facilitating on-site and virtual training.

To train all HR staff in the role of HR Lead, three (3) cohorts will be assembled. Each cohort will be comprised of 20 – 24 HR staff. The training curriculum will include seven (7) modules each addressing the following HR competency areas:

- HR Job Knowledge
- Relationship Management
- Business Administration
- Cultural Effectiveness
- Professional Acumen
- Talent Acquisition
- Business Continuity

Each cohort will receive a total of 21 hours of comprehensive instruction. Upon completion of each module, staff will be required to complete an evaluation to become certified as an HR Lead.

External vendors will be contracted for one-year, with two one-year options to renew, exercisable by the Director of Human Resources.

ESTIMATED BUDGET: \$75,000/annually