



Rukcic, Shirley <rukci@sstlouis-mo.gov>

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## Legacy Consulting

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**Rukcic, Shirley** <rukci@sstlouis-mo.gov>  
To: Robert Patrick <RPatrick@post-dispatch.com>  
Cc: Jared Boyd <BoydJa@stlouis-mo.gov>

Wed, Jun 26, 2013 at 4:37 PM

Robert- Attached is Legacy's HR audit dated January 22, 2013.  
[Quoted text hidden]

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 **R. Patrick- Legacy HR Audit.pdf**  
195K



[REDACTED]

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[REDACTED]

Recommendations:

1. Implement following procedures:

- a. destroy current interview questions and assessment documents, and replace with those attached to this memo
- b. begin using Consent and Authorization form attached
- c. reconfigure employment procedures to:
  - i. all applications should be forwarded to HR for processing
  - ii. HR screens applications for qualifications & checks references
  - iii. HR schedules interviews with hiring managers
  - iv. hiring manager interviews at job site
  - v. Conditional Offer issued to qualified applicants
  - vi. HR processes new employee paperwork
  - vii. HR conducts New Employee orientation

2. Legacy Consulting will develop HR policies and procedures:

- a. Standards of Conduct & Disciplinary Procedure
- b. Performance Evaluation forms and procedures
- c. On-the-Job Incident reports and procedures
- d. Standardized Application for Employment
- e. Paperwork flow and records retention schedules



Rukcic, Shirley &lt;rukciics@stlouis-mo.gov&gt;

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**Legacy Consulting**

1 message

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**Rukcic, Shirley** <rukciics@stlouis-mo.gov>  
To: "Patrick, Robert" <rpatrick@post-dispatch.com>  
Cc: Jared Boyd <BoydJa@stlouis-mo.gov>

Wed, Jun 26, 2013 at 10:33 AM

Hi Robert- Attached is the information you requested.

—

Shirley Rukcic  
Director of Administrative Services  
City of St. Louis Treasurer's Office  
133 South 11th Street, Suite 530  
St. Louis, MO 63102  
314-612-1475  
rukciics@stlouis-mo.gov

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 **R. Patrick- Legacy Documents 06.26.13.pdf**  
109K



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St. Louis City Treasurer's Office

Organization Assessment & Development Process

Phase I.

Identify Treasurer's goals, expectations, and desired outcomes  
Perform Human Resources Audit  
    Assess H.R. Department internal functions  
    Assess H.R. support of organization  
Conduct structured interviews with Treasurer's direct reports  
Establish first level of Organization Chart

Phase II.

Perform department audits  
Conduct structured interviews with Managers' direct reports (exempt employees)  
Establish second level of Organization Chart

Phase III.

Perform Organization Assessment - interviews with non-exempt employees

Phase IV.

Complete Organization Chart  
Develop Job Descriptions  
Determine minimum job qualifications  
Develop Wage & Salary classifications  
Develop Performance Measurement system

Phase V.

Create Policies, Practices, and Procedures Manual  
Update Employee Handbook

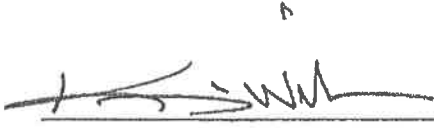


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This letter of engagement outlines the personal services agreement by and between Legacy Consulting Group, LLC and the City of St. Louis Treasurer's Office. Legacy Consulting will provide management consulting services as agreed upon by the Treasurer's Office. In exchange for these services the Treasurer's Office will pay Legacy Consulting the rate of \$150.00 per manhour of services provided and in addition, will pay mileage at the standard federal rate, lodging and meal expenses and any other reasonable extraordinary expenses incurred in the performance of the service agreement. Legacy Consulting will invoice the Treasurer's Office each month for services and expenses from the month prior which the Treasurer's Office will pay in accordance with their normal procedures. Legacy Consulting Group, LLC is an independent contractor and nothing in this agreement constitutes an employer/employee relationship. The agreement commences on January 1, 2013 and expires upon notification by either party.

For the Consultant:

For the Treasurer's Office

  
Signature

  
Signature

  
Print Name

  
Print Name