

**Department:** Health Department

**Program Contact:** Debi Smith

**Program Offer Type:** Support

**Program Offer Stage:** As Requested

**Related Programs:**
**Program Characteristics:** Out of Target

**Executive Summary**

The Health Department's Human Resources division is responsible for providing resources and leadership to Health Department employees in a way that fosters a supportive, compassionate, safe, trustworthy, respectful and motivating work environment for all staff. Human Resources supports a workforce of over 1400 staff at various work sites where Public Health, Behavioral Health, Corrections Health, Integrated Clinical Services, and Finance/Business Services operate.

**Program Summary**

Human Resources provides expertise, consultation and leadership to ensure a highly skilled and diverse workforce is hired and retained while upholding the department's core values of equity and inclusion, managing the compliance of personnel rules and legal requirements and developing and maintaining partnerships with labor unions and community stakeholders. The Human Resources team is staffed with individuals of diverse educational, professional, cultural and lived backgrounds that offer a high-level of expertise and competency and also reflect our departments workforce core values.

The key function areas that drive Human Resources operations are Recruitment and Staffing that include onboarding new staff, strategic partnering with leadership on critical staffing priorities while driving diversity targets and strategies, also includes career counseling for staff seeking skill development and promotion and strategies for building networks and partnership with community organizations to foster pipelines for County employment. Employee Relations that involves working with management and staff on matters related to employee satisfaction and recognition, team development, employee and supervisor performance management and coaching, and correction action and discipline. Labor Relations that involve leading and managing complaint investigations, providing conflict resolution and mediation, partnering with County Labor Relations and Legal teams on union contract interpretation, compliance and negotiations, and interpretation and compliance of local state federal law requirements. This work also involves partnering with union staff representing AFSCME Local 88, Dental and Physicians, and Oregon Nurses Association collective bargaining agreements. Other Human Resources Operations areas include Workday (employee enterprise system) implementation, Leave Administration, ADA, Privacy Compliance, Class Comp, Data Management and Employee File Maintenance.

**Performance Measures**

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	% increase in diversity of workforce	1	3	2	3
Outcome	% increase in diversity of hires through the increased focus on diversity in recruitment strategies	3.5	7	4	4
Output	% Completion of Annual Performance Planning and Review	78	100	85	90

**Performance Measures Descriptions**

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Requested General Fund	Requested Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$0	\$0	\$270,427	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$270,427</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$270,427</b>	
<b>Program FTE</b>	0.00	0.00	2.80	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Explanation of Revenues

Significant Program Changes

Last Year this program was:

Human Resources will be a significant contributor to the implementation and success of the Workforce Equity Strategic Plan (WESP). The WESP focus areas that Human Resources has begun to support and contribute to are Interview Panels, Pathways and ADA Resources. A Human Resources Analyst position was repurposed in FY21 to offer resources for the Mentoring focus area.