

#### Program #90001A - Human Resources

**Program Contact:** Cynthia Trosino 5/2/202

**Community Services Department:** 

**Program Offer Type:** Support Program Offer Stage: As Proposed

90000, 90002 **Related Programs:** 

**Program Characteristics:** 

#### **Executive Summary**

The Department of Community Services (DCS) Human Resources program provides direct support to Division Managers and to all current and prospective employees. Services provided by the Human Resources program include, but are not limited to, recruitment and selection services, performance management, employee orientation and organizational development, succession planning and consultation services regarding a wide range of management, and employee and labor relations issues.

### **Program Summary**

The program provides a broad range of services for both division managers and employees regarding human resources and labor relations issues.

DCS Human Resources staff consults and advises management and employees on interpreting and applying the County's human resources performance planning process, personnel rules, policies, procedures, collective bargaining and labor agreements, and other applicable laws and regulations governing public sector employment.

The program provides DCS managers with additional services including: recruitment and retention services; analyzing recruitment practices to identify barriers to BIPOC candidates; equity-informed orientation and onboarding practices; performance management consultation; discipline and grievance processing; and dispute resolution.

The program facilitates the department's Family Medical Leave Act (FMLA) and Oregon Family Leave Act (OFLA) requirements, maintains its personnel records and provides an essential liaison relationship with the County's Central Human Resources and Labor Relations staff.

Performance Measures									
Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer				
Output	Average days to fill recruitments	85	69	90	90				
Outcome	Percent of new staff provided a 30-day new hire survey	100%	100%	100%	100%				

#### **Performance Measures Descriptions**

Average days to fill recruitments represents the speed with which HR fills positions, beginning with the hiring manager submitting the recruitment request and ending when a job offer is accepted by a candidate. Percent of new employees provided a 30-day new hire survey represents DCS goal to ensure that all new employees have the opportunity to share what is and is not working and support organizational improvement.

# **Legal / Contractual Obligation**

Three collective bargaining agreements; federal, state, county and department regulations covering compensation, disciplinary action and work schedules.

# **Revenue/Expense Detail**

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$819,635	\$0	\$836,695	\$0
Materials & Supplies	\$2,500	\$0	\$4,480	\$0
Internal Services	\$60,253	\$0	\$70,142	\$0
Total GF/non-GF	\$882,388	\$0	\$911,317	\$0
Program Total:	\$882	2,388	\$911	,317
Program FTE	5.00	0.00	5.00	0.00

Program Revenues					
Total Revenue	\$0	\$0	\$0	\$0	

# **Explanation of Revenues**

This program is supported by County General Funds and Department indirect revenue.

# Significant Program Changes

Last Year this program was: FY 2022: 90001 Human Resources

No significant changes in this program offer.