

#### Program #60110A - Human Resources

Support

**Program Contact:** Jennifer Grogan 7/14/2022

Sheriff **Department:** 

**Program Offer Type:** 

Program Offer Stage: As Adopted

**Related Programs:** 

**Program Characteristics:** 

#### **Executive Summary**

The Sheriff's Office Human Resources perform the staffing and personnel functions for its approximately 800 positions and employees.

### **Program Summary**

This program conducts staffing-related functions including: recruitment processes, position tracking, promotional hiring processes, fingerprinting. ID and photographs for facility access of contractors and other County employees, coordination of psychological testing for hire, employee personnel and medical records maintenance (including compliance with HIPAA rules regarding medical files), termination activities, labor relations interactions, union contract negotiations, grievance responses, affirmative action, ADA (Americans with Disabilities Act) accommodation process, leave administration including the Family Medical Leave Act, the Oregon Family Leave Act, COVID guarantine protocols, military leave, Workers' Compensation and administrative leave.

This program is essential to support all of the Sheriff's Office's staffing functions. The Sheriff's Office has three unions and personnel rules that govern its members, is a 24/7 workplace, conducts thorough and in-depth hiring processes including psychological and physical evaluations for sworn staff and backgrounds of all employees, and maintains a high level of staff security. These conditions require HR to function in a highly specialized, confidential environment. Many of the components of engaging in the County equity initiative rely on processes through Human Resources and this unit engages directly and frequently with the Sheriff's Office Equity Manager. Human Resources have begun its equity work in earnest by analyzing, reviewing and updating the hiring processes to include engagement with and input from the Equity Manager to ensure an equity analysis is completed on each hiring process. These efforts will continue for each new recruitment process conducted, as well as promotional processes.

Performance Measures								
Measure Type	Primary Measure	FY21 Actual	FY22 Budgeted	FY22 Estimate	FY23 Offer			
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military) processed	588	800	569	800			
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100%	100%	100%	100%			

#### **Performance Measures Descriptions**

HR has made and continues to engage in improvements to our hiring processes, including ensuring that the increased number of applications is processed in a timely manner and ensuring employees' appropriate and applicable state and federally-protected coverage is applied and managed. This comes in an environment of increased FMLA/OFLA usage and where HR also continues to address inappropriate sick time usage.

## **Legal / Contractual Obligation**

Support for Sheriff's Mandates, including ORS Chapters 206 and 169. Family Medical Leave Act (FMLA) of 1994. Health Insurance Portability and Accountability Act (HIPAA) of 1996, CDC and OSHA directives and guidelines for changing COVIC protocols.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2022	2022	2023	2023
Personnel	\$1,448,177	\$0	\$1,531,623	\$0
Contractual Services	\$72,124	\$0	\$72,124	\$0
Materials & Supplies	\$24,071	\$0	\$23,842	\$0
Internal Services	\$94,491	\$0	\$142,496	\$0
Total GF/non-GF	\$1,638,863	\$0	\$1,770,085	\$0
Program Total:	\$1,638,863		\$1,770,085	
Program FTE	9.00	0.00	9.00	0.00

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

# **Explanation of Revenues**

## Significant Program Changes

Last Year this program was: FY 2022: 60110 Human Resources