

#### Program #60110 - Human Resources

2/20/2019

Department:SheriffProgram Contact:Jennifer OttProgram Offer Type:SupportProgram Offer Stage:As Requested

**Related Programs:** 

**Program Characteristics:** In Target

### **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, position tracking, promotional assessment centers, interviews, fingerprinting, documentation, arrangements for psychological testing, hiring, photography and preparation of identification cards, records maintenance (including compliance with HIPAA rules regarding medical files), termination activities, conduct of labor-management interaction, affirmative action, leave administration including the Family Medical Leave Act, the Oregon Family Leave Act, 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 that represent its members, is a 24/7 workplace, conducts thorough and in-depth backgrounds of all employees and maintains a high level of staff security. These conditions require HR to function in a highly specialized environment.

Performance Measures								
Measure Type	Primary Measure	FY18 Actual	FY19 Purchased	FY19 Estimate	FY20 Offer			
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military) processed	720	800	789	800			
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100%	100%	100%	100%			

#### **Performance Measures Descriptions**

HR strives to ensure 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. This comes in an environment of increased FMLA/OFLA usage and where HR also continues to address inappropriate sick time usage. The number of paid parental leave requests have increased substantially. Data are from SAP.

## **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.

## **Revenue/Expense Detail**

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2019	2019	2020	2020
Personnel	\$1,365,920	\$0	\$1,413,991	\$0
Contractual Services	\$11,657	\$0	\$12,124	\$0
Materials & Supplies	\$27,413	\$0	\$28,099	\$0
Internal Services	\$105,052	\$0	\$119,977	\$0
Total GF/non-GF	\$1,510,042	\$0	\$1,574,191	\$0
Program Total:	ram Total: \$1,510,042		\$1,574,191	
Program FTE	10.00	0.00	10.00	0.00

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

## **Explanation of Revenues**

# Significant Program Changes

Last Year this program was: FY 2019: 60110-19 Human Resources