Multnomah				
Program #60110 - Huma	an Resources			7/6/2021
Department:	Sheriff	Program Contact: Je	ennifer Ott	
Program Offer Type:	Support	Program Offer Stage: A	s Adopted	
Related Programs:				
Program Characteristic	S:			
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, 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, 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.

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military) processed	421	800	438	800
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100%	100%	100%	100%

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.

## 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.

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds	
Program Expenses	2021	2021	2022	2022	
Personnel	\$1,327,713	\$0	\$1,448,177	\$0	
Contractual Services	\$12,124	\$0	\$72,124	\$0	
Materials & Supplies	\$28,099	\$0	\$24,071	\$0	
Internal Services	\$102,696	\$0	\$94,491	\$0	
Total GF/non-GF	\$1,470,632	\$0	\$1,638,863	\$0	
Program Total:	\$1,470	\$1,470,632		\$1,638,863	
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 2021: 60110 Human Resources

In FY 2022, the Equity Manager position moved from the Human Resources program offer to the Equity & Inclusion program offer (60105A).

In FY 2021, Human Resources began the process of engaging with the Equity Manager to analyze and review hiring processes. In FY 2022, all hiring processes will have engagement, input and participation by the Equity Manager, and Equity Team participant and/or another department Equity Team member.

The Equity Manager works with each recruiter and provides input on all recruitment language, reviews and updates all interview and supplemental questions in recruitments and all interview panel members will have gone through bias training prior to participation. In FY 2022, MCSO will continue to update and support the Equity Initiative efforts by moving next to review and update the promotional processes as well as efforts to engage and retain current employees.