



Human Resources • Management Report to the Personnel Board

August 2017

Administration

- Staff recently took the three proposed personnel rule changes to Council for approval on August 8th. The rules were approved.
- Non-Exempt Performance Planning & Appraisal form and instructions are being finalized with anticipation to roll out training in the next couple of weeks.
- In July, we hired six regular employees. As of July 31, 2017 there were 730 active employees consisting of 626 regular with 104 casuals and temps, included in this number are 10 limited term employees and 12 elected officials.
- HR continues to assist management with various employee issues (i.e. discipline, complaints, medical, hearings, etc.)

Recruitment

- Currently recruiting for Airport Manager, Legal Assistant for the COA, and Parks, Library, and Recreation positions.
- Staff members continue coordinating with the Vendor and Fire Department to finalize the dates for testing and practical assessments for the annual promotional process for Drivers Engineer, Captain, and Battalion Chief for later this fall.

Benefits

- Work continues on the medical contract. The contract is scheduled to go to County Council for approval on September 26, 2017.
- Two vendors were interviewed for the Benefits Consulting Services contract. Best and Final offers have been requested. They are due August 16, 2017 by 5:00 pm. Tentatively this is scheduled to go to County Council for approval on September 26, 2017.
- Staff conducted quarterly audits for the insurance plans.
- Staff is planning the annual pre-retirement seminar to be held on August 17, 2017, from 1:00 pm to 5:00 pm in Council Chambers.

Staff Development

- A total of 206 employees have now completed the Need-2-Know training classes for supervisors. This training is a pre-requisite for consideration for acceptance into the LAC Leadership Academy. The next class is scheduled for September 12, 2017.
- The LAC Leadership Academy, is in its sixth offering with a total 94 graduates. There are 20 new candidates who will begin the course starting on September 21, 2017.
- Our Tuition Assistance Reimbursement Program (TARP) is in full swing with the beginning of the new fiscal year. Over 16% of the budget has already been committed.
- Staff has prepared the Harassment Training for supervisors for this year. The plan is to kick this off at Expanded Management in September.

- Staff has implemented a Professional Development Training program which provides department managers with the option of sending employees to training here at the County. Training has been completed in the Community Services Department regarding team building and in the future the following is planned time management, new supervisor training, team building, and leadership.
- Staff has been working on the implementation of the new learning management system (Litmos).
- Staff has been providing instructional support to departments for Situational Leadership.

HRIS/PRISM & Compensation

- HR and Payroll have *successfully completed* (yeah) all three Static Environment Test (SET) sessions in PRISM and Conversion Mapping sessions. Next, we will be moving into our Process Training (August 28th-Sept 1st), followed by data conversion and Tyler Forms Development.

Safety & Risk Management

- Risk awaits PHMSA final audit results since meeting with PRC.
- Risk reviewed Samba driver report and found no suspended licenses.
- The Risk Manager continues to work with SMT on the light duty program.