

# Mendocino County Human Resources Department

FY 2017-18 Budget Hearing Presentation

06/07/17



## HR Accomplishments FY 2016-2017

- County-wide Training Program:
  - ✓ 24 classes offered
  - ✓ 653 seats filled
- New Employee Benefits:
  - ✓ Air Ambulance Coverage
  - ✓ Plush Care
  - ✓ Medical Expense Reimbursement Plan (MERP)
- Human Resources Training Team:
  - ✓ Staffing Requests
  - ✓ Munis/NEOGOV Integration

## HR Accomplishments FY 2016-2017

- Completed 6 Classification Studies
- Conducted 344 Recruitments:
  - ✓ Screened 5,556 Applications for Employment
  - ✓ Conducted 344 Employment Exams
  - ✓ Prepared 368 Certification Lists
- Processed:
  - ✓ 707 Staffing Requests
  - ✓ 175 Promotions
  - ✓ 229 New Hires
  - ✓ 216 Terminations
  - ✓ 18 Transfers
  - ✓ 130 Special Request forms

## HR Accomplishments FY 2016-2017

- Activities and Services provided to HHSA
  - ✓ Improved timelines by eliminating Staff Resources
  - ✓ Ongoing meetings with Agency staff to better understand their needs and address issues in a timely manner
  - ✓ Customized HR reports on staffing
  - ✓ On-site assistance with employee matters for administration
  - ✓ Employees willing to bring their questions and issues directly to HR
  - ✓ Attend Agency meetings to provide information and updates, and gather input from staff related to HR activities
  - ✓ Identified and eliminated duplicative and outdated agency internal processes related to HR activities
  - ✓ Improved coordination with risk management and worker compensation programs

# HR Accomplishments FY 2016-2017

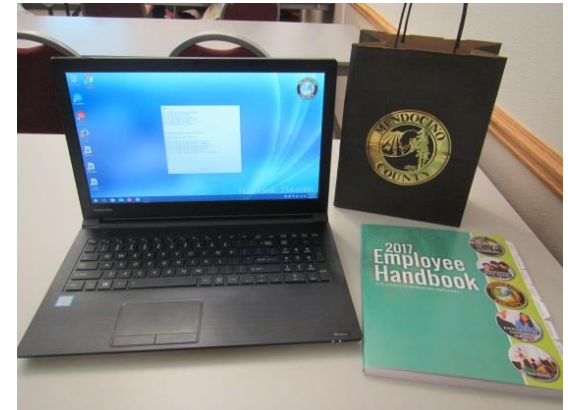
- Leadership Initiative:

- ✓ Mendocino County Executive Leadership Team (MCELT)  
Convened
- ✓ Developed Team Charter
- ✓ Identified and Established Seven Work Groups (70 members)
  - Communication
  - Economic Growth and Development
  - Performance Plans (Metrics)
  - Recruitment and Retention
  - Customer Service
  - Employee Engagement
  - Operational Processes
- ✓ HPO Training – Tony Gardner
- ✓ Futurist Presentation - Dr. Mary O'Hara-Deveraux



# HR Accomplishments FY 2016-2017

- Comprehensive New Employee Orientation
  - ✓ Two full days
  - ✓ Hosted by HR staff
  - ✓ 14 Presenters including BOS and CEO
  - ✓ Focus on public service
  - ✓ 15 Relevant topics covered
  - ✓ New employee paperwork completed
  - ✓ Hands-on County computer system access
  - ✓ Mandatory training completed



# HR Goals

## FY 2017-2018

- Recruitment
  - ✓ Develop ad campaign focusing on benefits and careers
  - ✓ Increase use of social media for job openings
  - ✓ Increase targeted recruitments
    - Colleges
    - Job Fairs
    - Professional organizations
  - ✓ HR and Department reviews of job announcements/flyers to better attract qualified applicants using HR industry trends, updated language and better clarity of job functions and qualification requirements

## HR Goals FY 2017-2018

- Retention
  - ✓ Identify and investigate “hot spots” for turnover
  - ✓ Review current classification and compensation plan and identify industry trends and standards
  - ✓ Continue to review and update classification specifications to ensure they are current and accurate
- Improve oversight of the County’s leave tracking system
- Successfully negotiate labor agreements with eight employee bargaining units
- Develop and implement training program for qualifications appraisal panel members



## HR Goals FY 2017-2018

- Continue to effectively monitor and manage medical claim costs
- Expand County-wide training program to bring classes to North County and Coast
- Assign an employee “Wellness Champion” to each County department to disseminate information, advocate, and promote wellness activities
- Monitor and comply with future changes in Federal healthcare regulations
- Host a second County Job Fair in May 2018