

Mendocino County Human Resources Department

FY 17/18 Budget Workshop Presentation
6/6/18



HR Accomplishments Calendar Year 2017

- ✓ Successfully completed negotiations with all County bargaining units
- ✓ Expanded New Hire Orientation to better educate and prepare new employees to begin career with the County
- ✓ New Employee Benefits: Air Ambulance Coverage
- ✓ Integration of Munis and NEOGOV completed
- ✓ HR Training Provided to Departments: Munis/NEOGOV Integration

HR Accomplishments Calendar Year 2017

- ✓ County-wide Training Program: 24 classes/653 seats filled
- ✓ NEOGOV mobile-friendly app launched
- ✓ Laptop kiosk in HR lobby to assist applicants
- ✓ Successful completion of large class studies – Nurses, Social Workers
- ✓ Completed 10 additional classification Studies
- ✓ Launched County-wide comprehensive compensation study

HR Accomplishments Calendar Year 2017

- ✓ Launched use of County Web-App program “In-and-Out Board” within HR for employee tracking and accountability
- ✓ HR assumed management of the County’s Target Solutions and mandatory new employee ICS/NIMS training to ensure all employees are in compliance
- ✓ Recruitment
 - Increased use of social media for job openings
 - Increased targeted recruitments – Colleges, Job Fairs, Professional Organizations

HR Accomplishments Calendar Year 2017

- ✓ Conducted 351 Recruitments:
 - Screened 4,671 Applications for Employment
 - Conducted 289 Employment Exams
 - Prepared 322 Certification Lists
- ✓ Processed:
 - 681 Staffing Requests
 - 184 Promotions
 - 195 New Hires
 - 174 Terminations
 - 32 Transfers
 - 132 Special Request Forms

* excludes extra help

Leadership Initiative Accomplishments Calendar Year 2017

- ✓ The Mendocino County Executive Leadership Team (MCELT) established seven work teams (70 members)
 - Communication
 - Economic Development
 - Performance Plans
 - Recruitment and Retention
 - Customer Service
 - Employee Engagement
 - Operational Processes

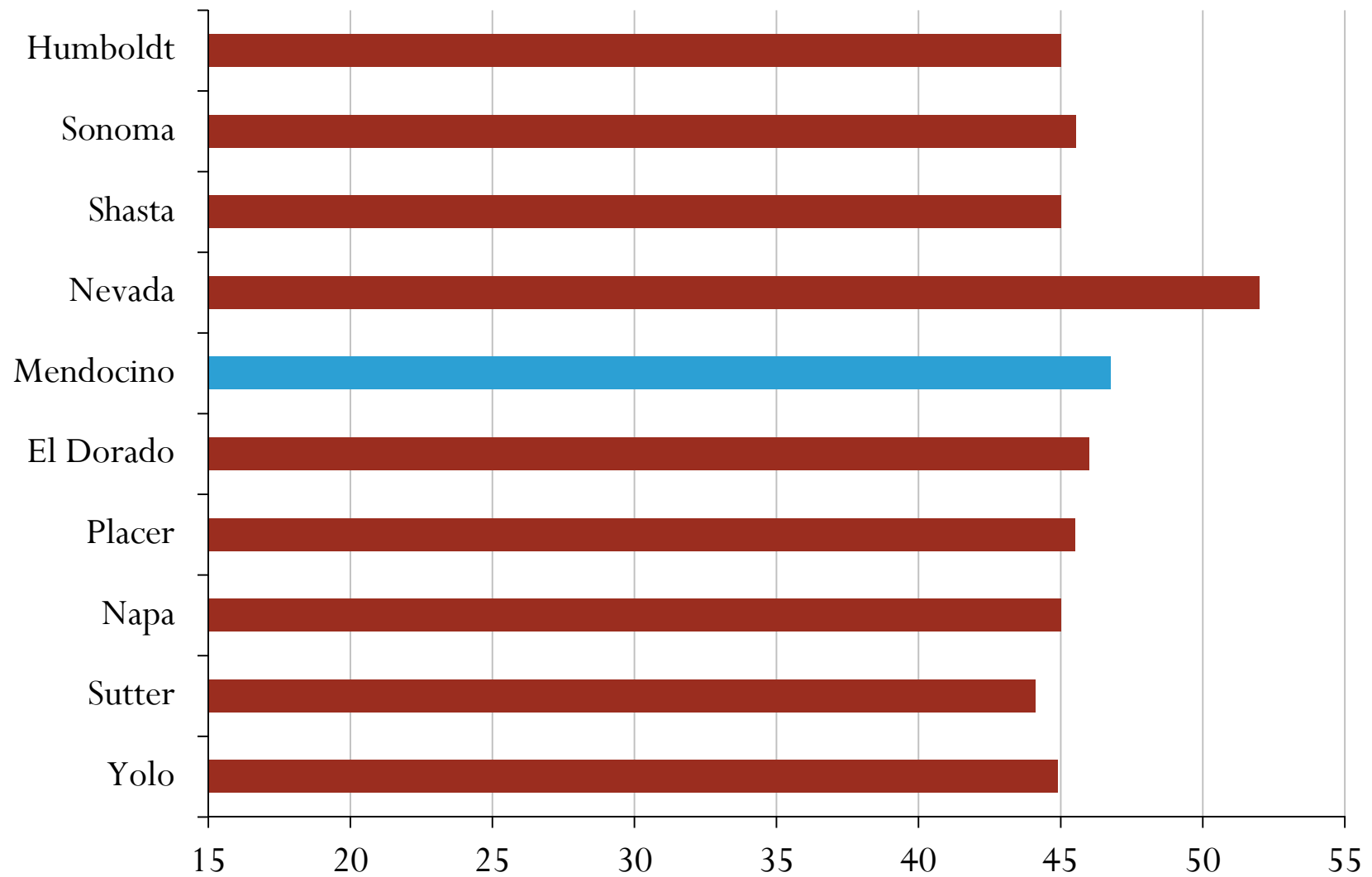
Leadership Initiative Accomplishments Calendar Year 2017

- ✓ The Expanded Leadership Team continues to grow and now has 194 members
- ✓ Provide quarterly training to the Expanded Leadership Team
- ✓ Leadership reading group has approximately 60 members, completed three books
- ✓ Co-hosted the annual joint leadership training with Humboldt County. The trainer was Futurist, Dr. Mary O'Hara-Devereaux
- ✓ Hosted High Performance Organization training with Tony Gardner, attended by 100 expanded leadership team members

Employee Health and Wellness Accomplishments Calendar Year 2017

- ✓ Online registration program now available for all wellness training and annual biometric screening
- ✓ Wellness challenges are now web-based and include online registration and tracking
- ✓ Activity based wellness challenges now have the option of integration with personal fitness tracking devices

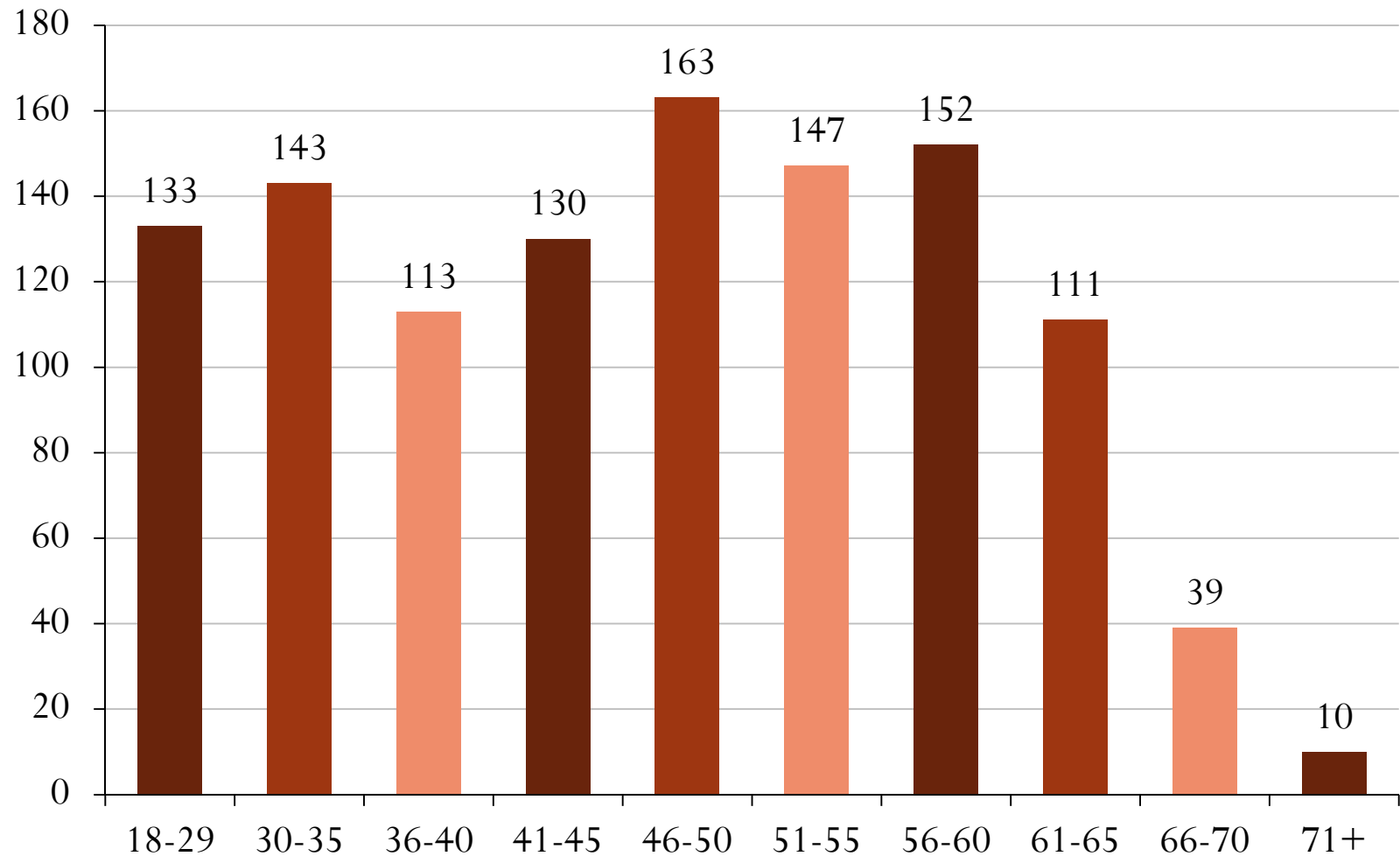
Average Employee Age by County 12-31-17



Mendocino County Average Employee Age Calendar Year 2012-2017

Calendar Year	Average Age
2012	48
2013	47
2014	47
2015	47
2016	47
2017	47

Mendocino County Employee Age by Range 12-31-17



Percentage of the Workforce Hired in 2017

County	Total Employees	New Hires	% of New Hires
Sonoma	3889	332	8.54%
Napa	1367	120	8.78%
Placer	2492	322	12.92%
Shasta	1727	235	13.61%
Yolo	1420	203	14.30%
Sutter	897	131	14.60%
Humboldt	1915	289	15.09%
Mendocino	1128	195	17.23%
Lake	809	142	17.55%
El Dorado	1730	307	17.75%
Nevada	745	149	20.00%
Butte	not available	not available	not available
Tehama	not available	not available	not available

Turnover Rates by County Calendar Year 2017

County	Total Employees (as of 12/31/17)	Separations (Voluntary and Non-Voluntary)	Turnover Percentage	Average Age of Employees
Napa	1367	82	6.00%	45
Nevada	745	59	7.92%	52
Humboldt	1915	161	8.41%	45
Sonoma	3889	346	8.90%	45
El Dorado	1730	154	8.90%	46
Yolo	1420	139	9.79%	45
Placer	2492	256	10.27%	46
Mendocino	1128	133	11.79%	47
Sutter	897	107	11.93%	44
Shasta	1727	211	12.22%	45
Lake	809	113	13.97%	Not available
Butte	Not available	Not available	Not available	Not available
Tehama	Not available	Not available	Not available	Not available

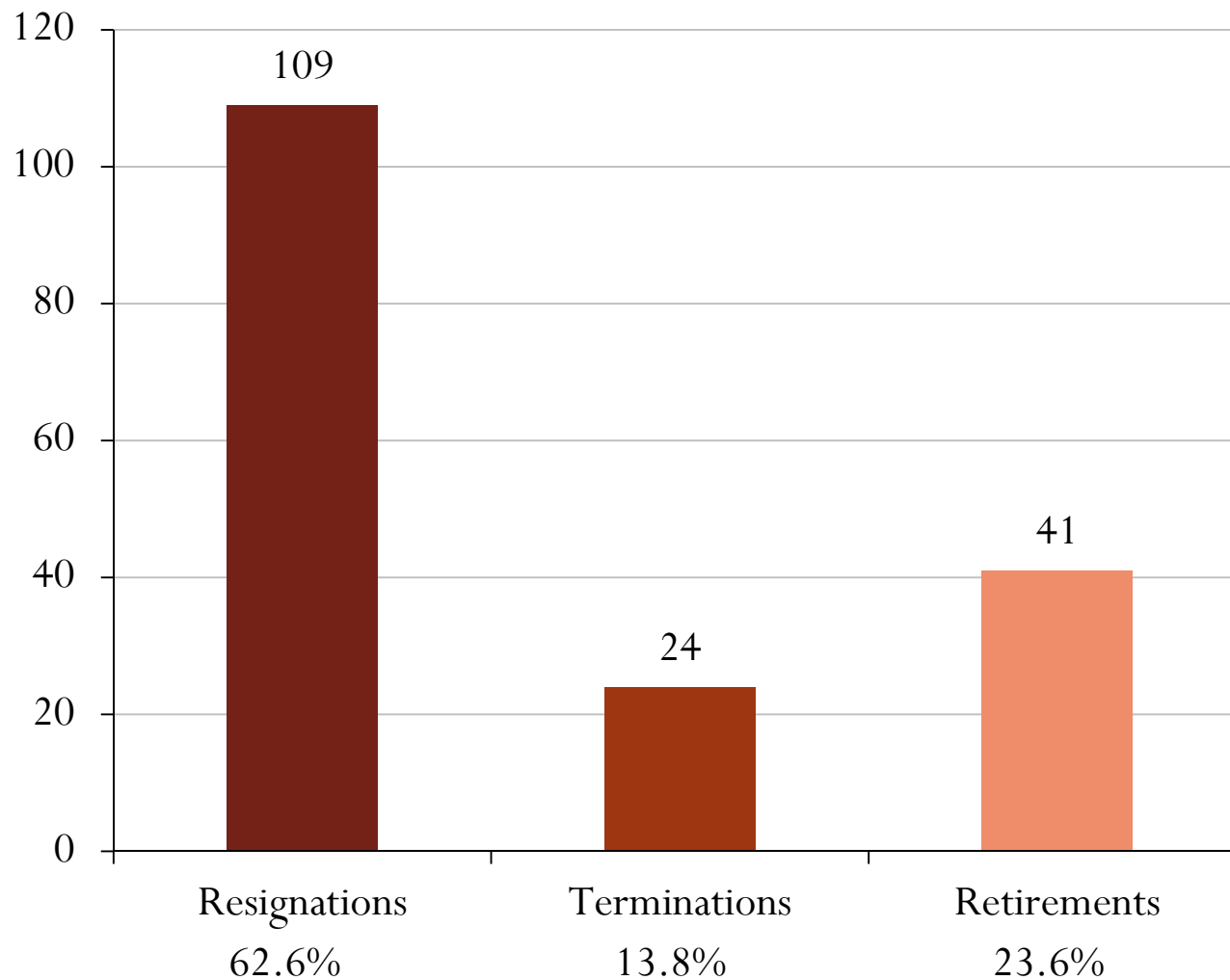
*Excludes extra-help and retirements

New Hires and Terminations by Department Calendar Year 2017

Department	New Hires	*Terminations
Agriculture	8	4
Air Quality	0	2
Animal Care	1	0
Assessor Clerk-Recorder	6	2
Auditor-Controller	1	2
Board of Supervisors	1	0
Child Support	5	6
County Counsel	0	2
District Attorney	11	8
DOT	14	19
Executive Office/COB	2	3
EO-Facilities and Fleet	9	4
Health and Human Services Agency	75	65
Human Resources	4	2
Library	10	4
Museum	0	1
Planning and Building	13	12
Probation/Juvenile Hall	4	6
Public Defender	9	8
Sheriff/Jail	22	23
Treasurer Tax-Collector	0	1
Total	195	174

*Includes retirements

Mendocino County ALL Terminations by Type Calendar Year 2017



2016 and 2017 County, State and National Vacancy Rates Using ALL Termination Types

	2016	2017	% Increase/ Decrease
Mendocino County	18.8%	15.4%	-3.4%
State of California*	16.8%	17.6%	0.8%
National*	18.1%	18.5%	.04%

HR Goals Calendar Year 2018

- Research and Implement Online Testing for Written Exams
- Maintain the 25 Day Performance Measure Goal for Recruitment
- Successfully complete negotiations with various bargaining groups
- Implement the County's new leave tracking system
- Work closely with Departments to identify opportunities for improvement in hiring and retention
- Develop and implement a Multi-Session Training Academy for New and Existing Supervisors

HR Goals Calendar Year 2018

- Implementation of electronic certifications of eligible applicants in NEOGOV
- Complete planning process and begin implementation of the NEOGOV performance-based employee evaluation program
- Continue to oversee and provide support to the County Leadership Initiative activities
- Support education and training on relevant HR topics, trends, and best practices for HR staff
- Increase Health Risk Assessment and Biometric Screening Participation
- Apply for American Heart Association Workplace Health Achievement Recognition Award