

# Mendocino County Human Resources Department

FY 18/19 Mid-Year Presentation  
3/26/19



## HR Accomplishments Calendar Year 2018

- ✓ Eliminated paper certification of candidates and rolled out electronic certification lists using the NEOGOV system
- ✓ Prepared and submitted new County Policy #52, Nepotism and Fraternization, for adoption by the Board of Supervisors
- ✓ County Job Fair held on May 24, 2018 with 230 attendees, 179 applications received
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- ✓ County-wide Training Program: 40 classes / 551 seats filled
- ✓ Completed 14 classification studies
- ✓ Completed organizational studies for the Assessor-Clerk Recorder, Department of Transportation, Child Support, and the Cultural Services Agency
- ✓ Successfully transitioned to the QCERA/Leave Source program to manage and track employee leaves

## HR Accomplishments Calendar Year 2018

- ✓ Conducted 334 Recruitments:
  - Screened 5,233 Applications
  - Conducted 334 Employment Exams
  - Prepared 239 Certification Lists
- ✓ Processed:
  - 577 Staffing Requests
  - 159 Promotions
  - 181 New Hires
  - 184 Terminations
  - 26 Transfers
  - 125 Special Request Forms
  - 45 Acting and Out-of-Class Assignments

## HR Accomplishments Calendar Year 2018

- ✓ 10 Civil Service Meetings:
  - 11 Application Appeals
  - 6 Probationary Period Extensions
  - 2 Disciplinary Appeals
  - 14 Classification Studies
  - Civil Service Rule Amendments

## Leadership Initiative Accomplishments Calendar Year 2018

- ✓ Leadership Initiative Workgroup Team Accomplishments:
  - Completed survey with emphasis on Employee Engagement, Customer Service and Communication; survey results reviewed and reports distributed to departments
  - Redwood Complex Fire Expo – March 24, 2018
  - Established metrics for the leadership team activities
  - Completed survey regarding department hiring processes to identify efficiencies and opportunities for improvements
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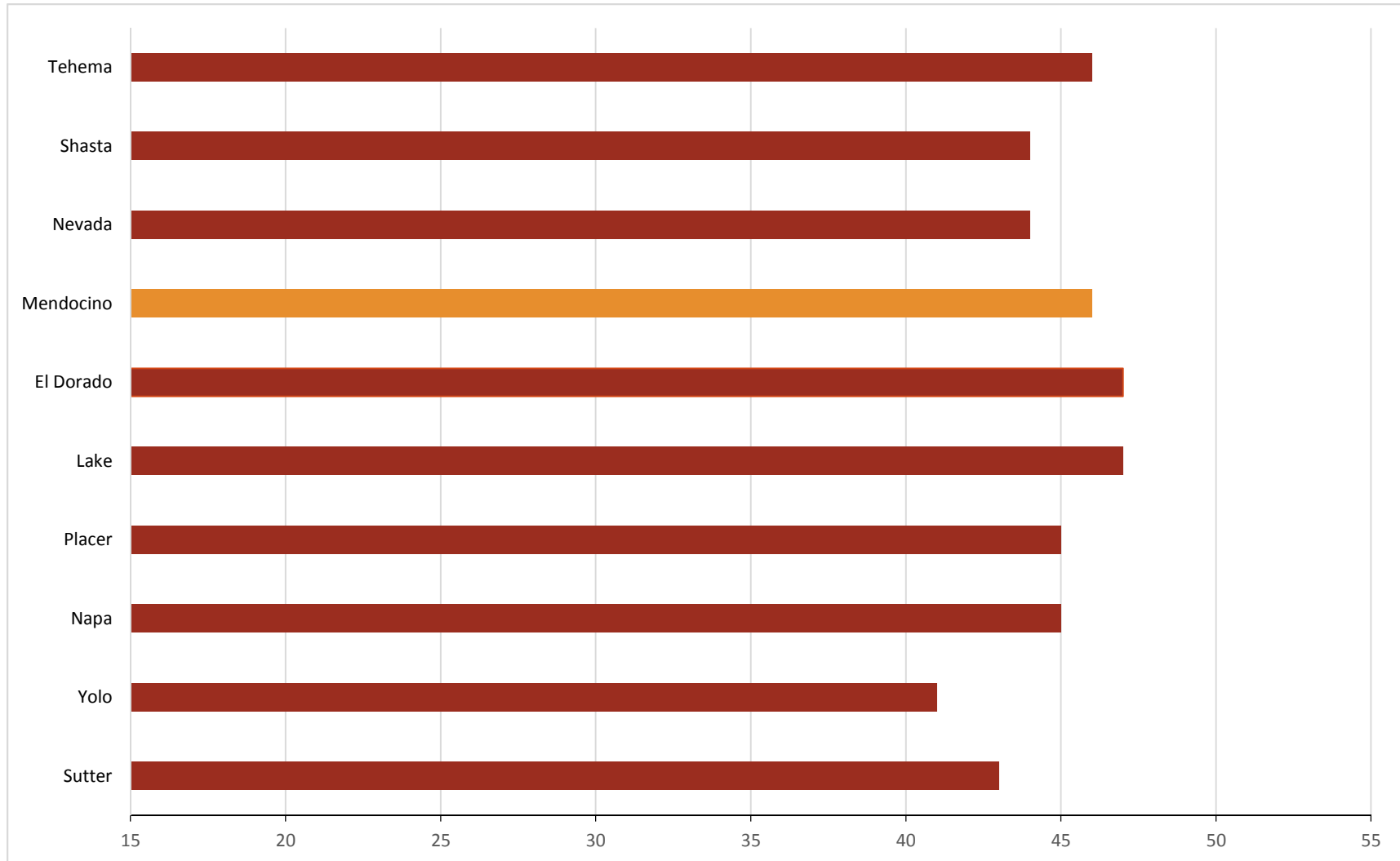
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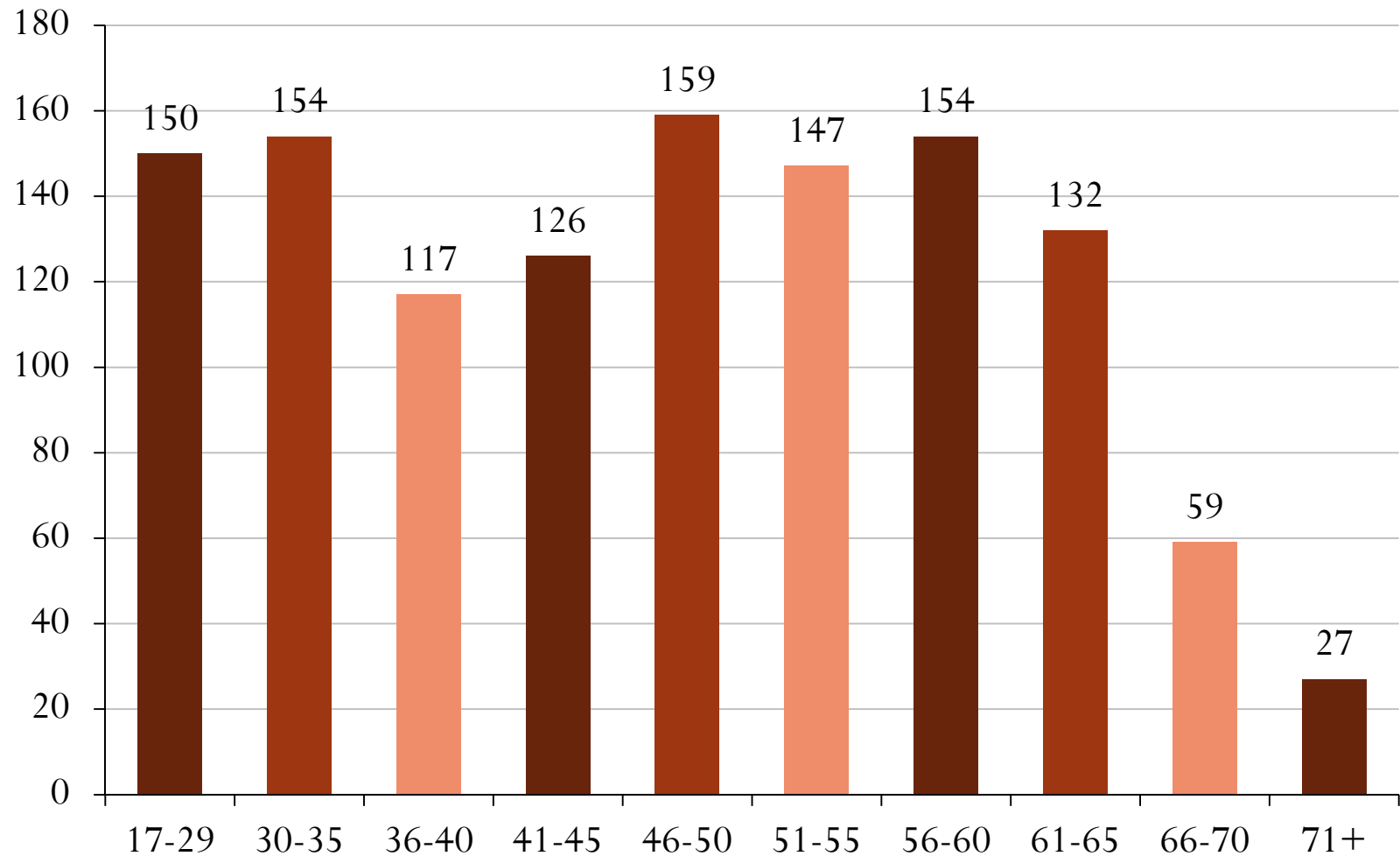
## Average Employee Age by County 12-31-18



## Mendocino County Average Employee Age Calendar Year 2012-2018

<b>Calendar Year</b>	<b>Average Age</b>
2012	48
2013	47
2014	47
2015	47
2016	47
2017	47
2018	46

## Mendocino County Employee Age by Range 12-31-18



## Percentage of the Workforce Hired in 2018

County	Total Employees	New Hires	% of New Hires
Placer	2495	184	7.37%
Napa	1364	148	10.85%
El Dorado	1846	214	11.59%
Sutter	1021	141	13.81%
Tehama	765	111	14.51%
Shasta	1782	274	15.38%
Mendocino	1121	181	15.70%
Yolo	1439	230	15.98%
Lake	821	170	20.71%
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## Turnover Rates by County Calendar Year 2018

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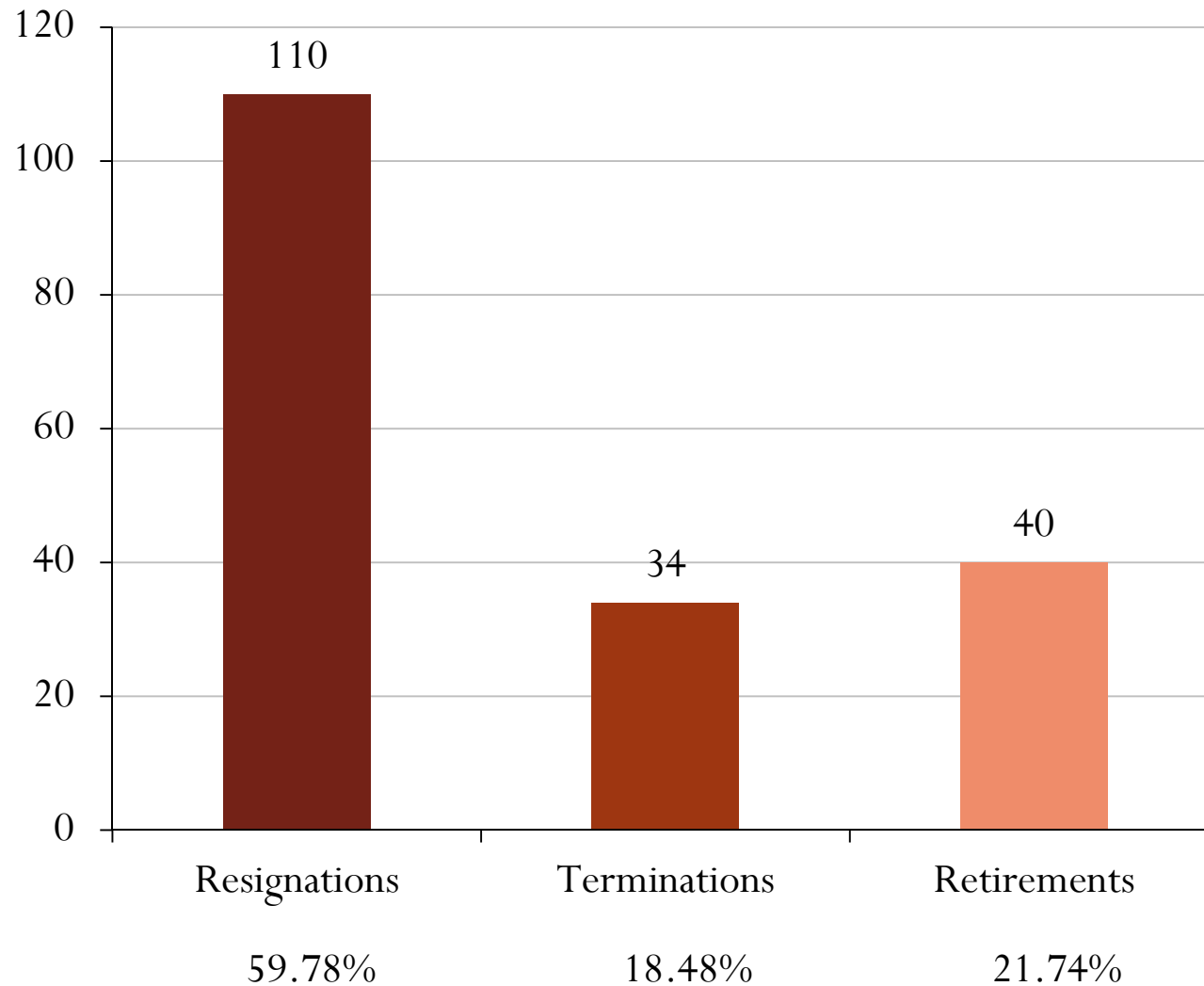
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## New Hires and Terminations by Department Calendar Year 2018

Department	New Hires	*Terminations
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Animal Care	2	2
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Auditor-Controller	4	5
Child Support	5	6
District Attorney	7	3
DOT	12	7
Executive Office/COB	4	3
EO-Facilities and Fleet	5	7
EI-Central Services	1	2
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Human Resources	3	4
Information Services	1	0
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## Mendocino County ALL Terminations by Type Calendar Year 2018



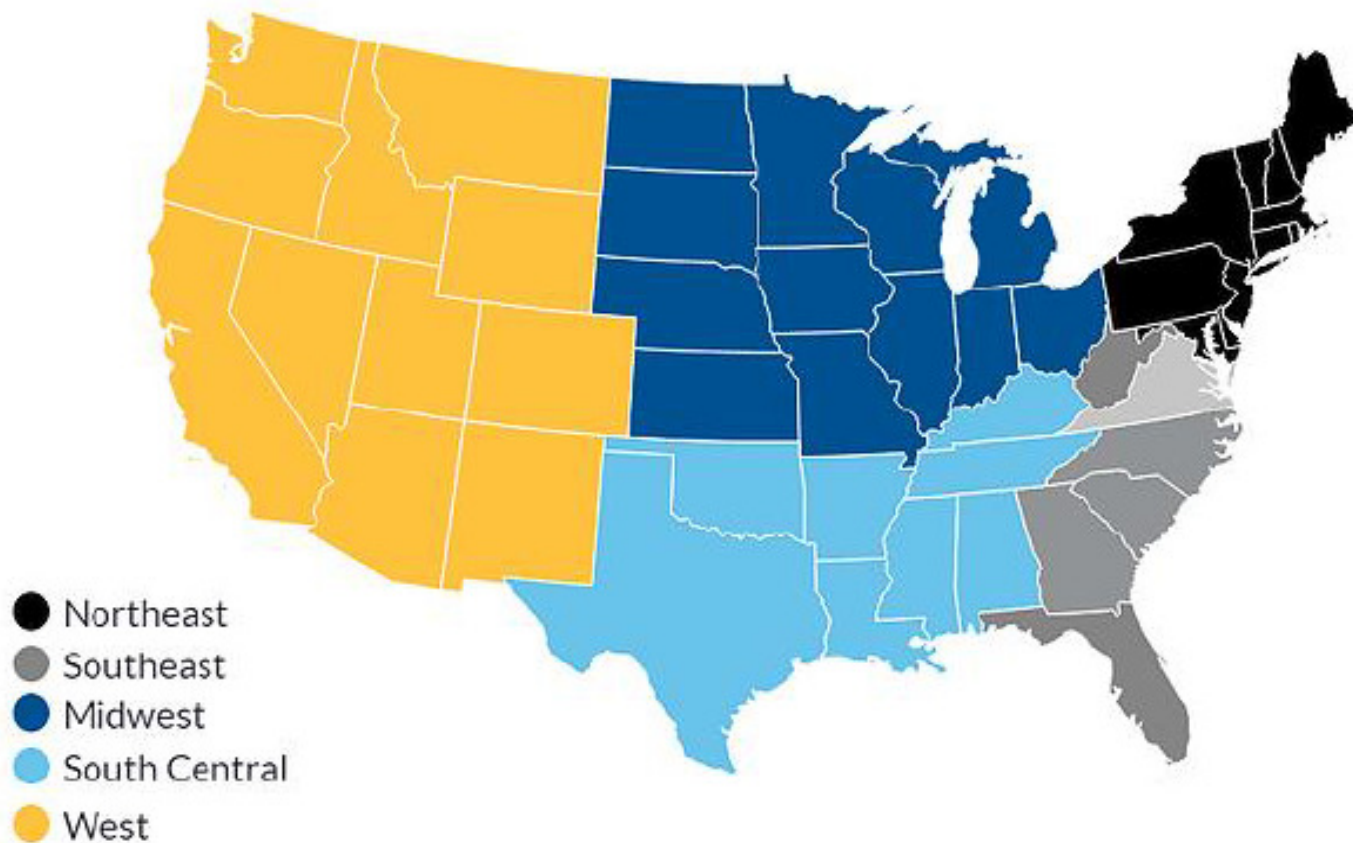
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## 2016 – 2018 Turnover Data

### Geographic Regions



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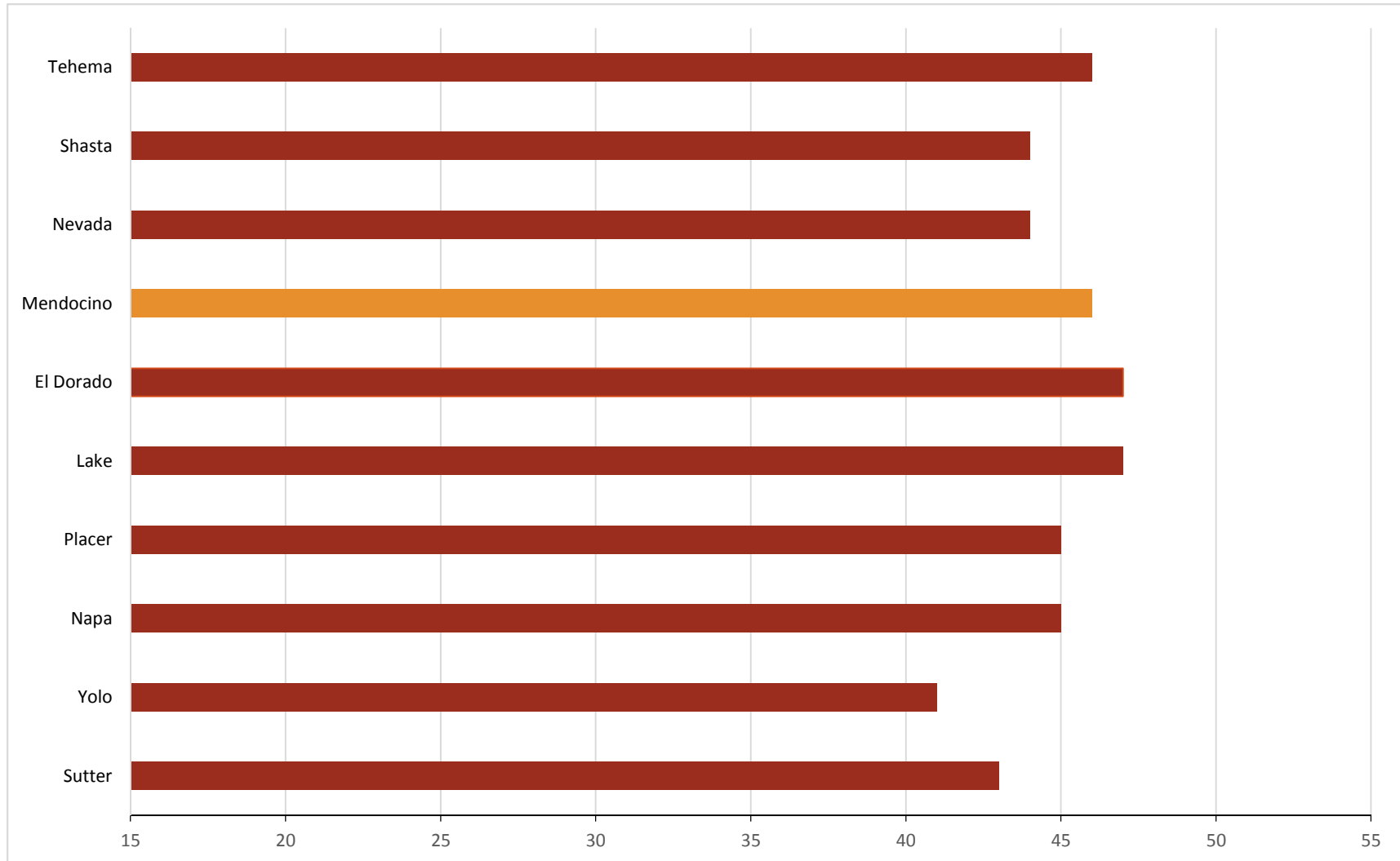
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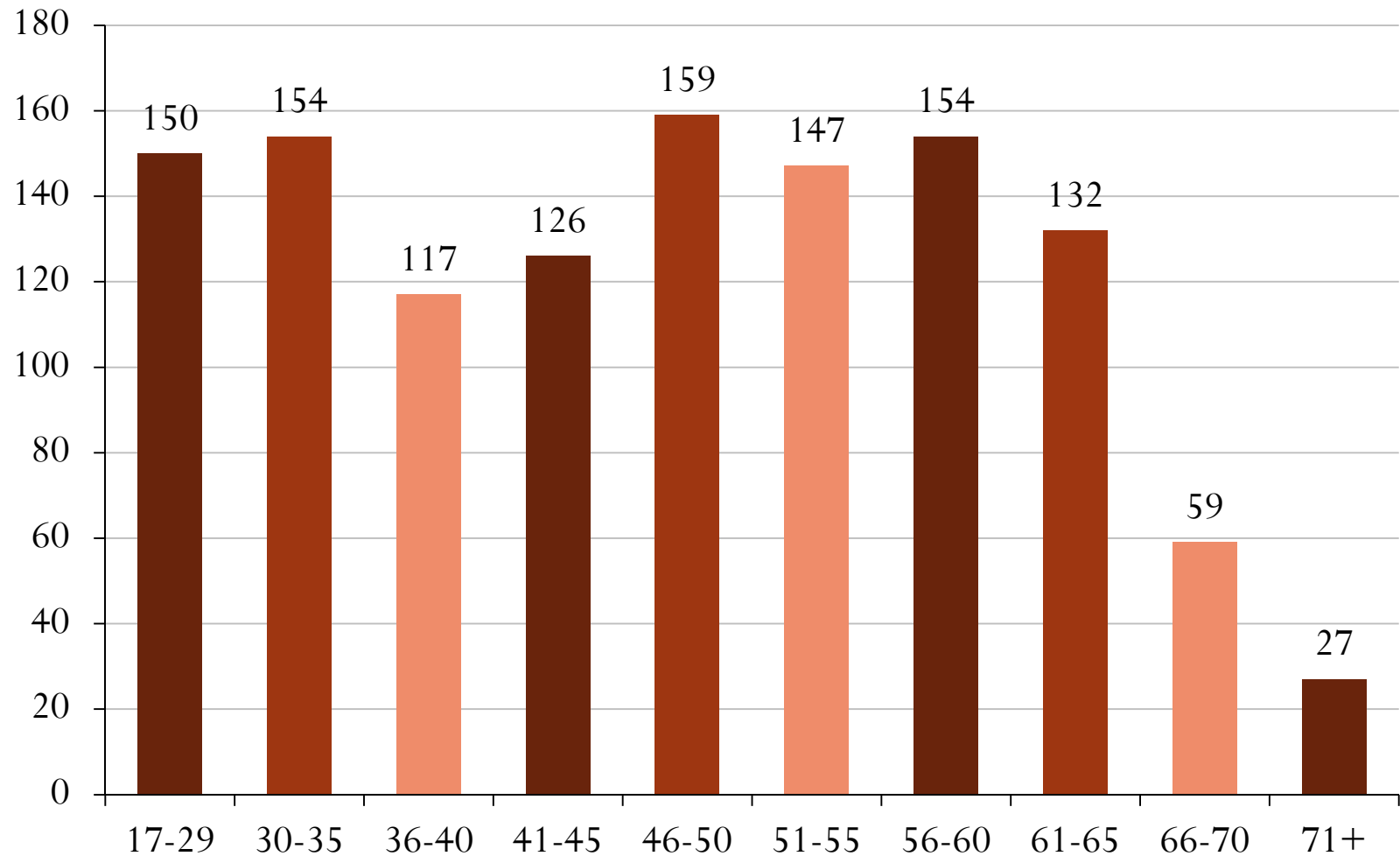
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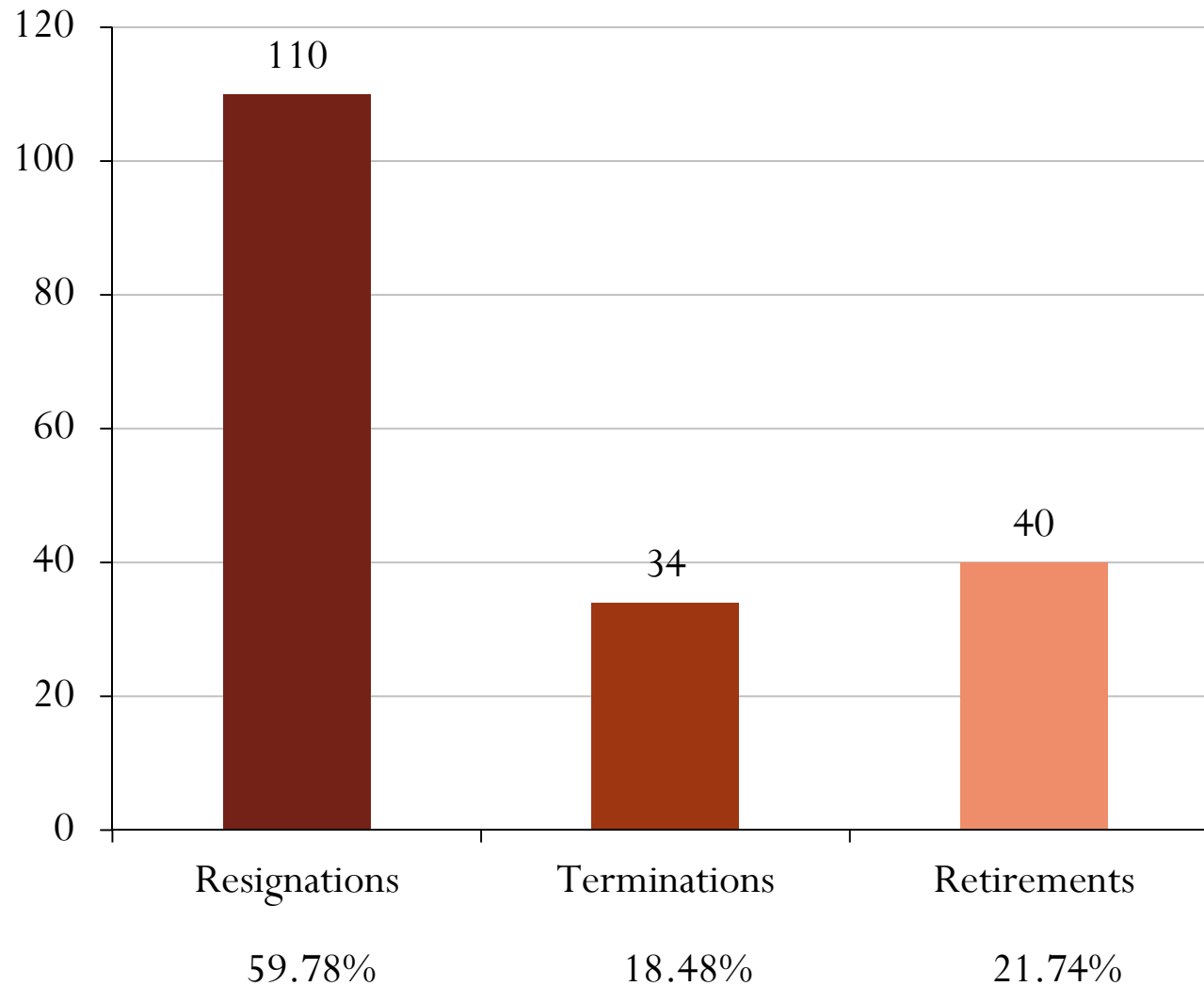


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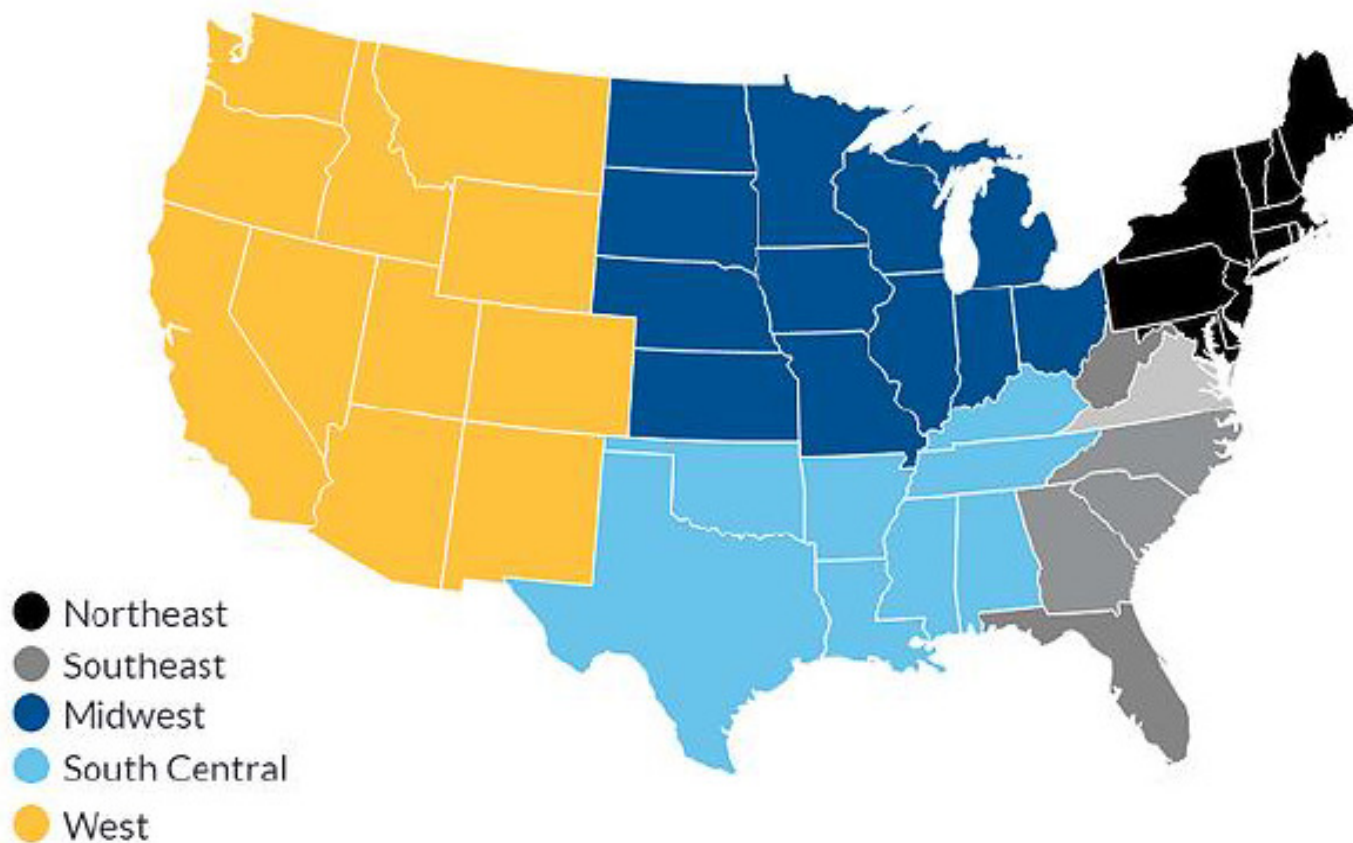


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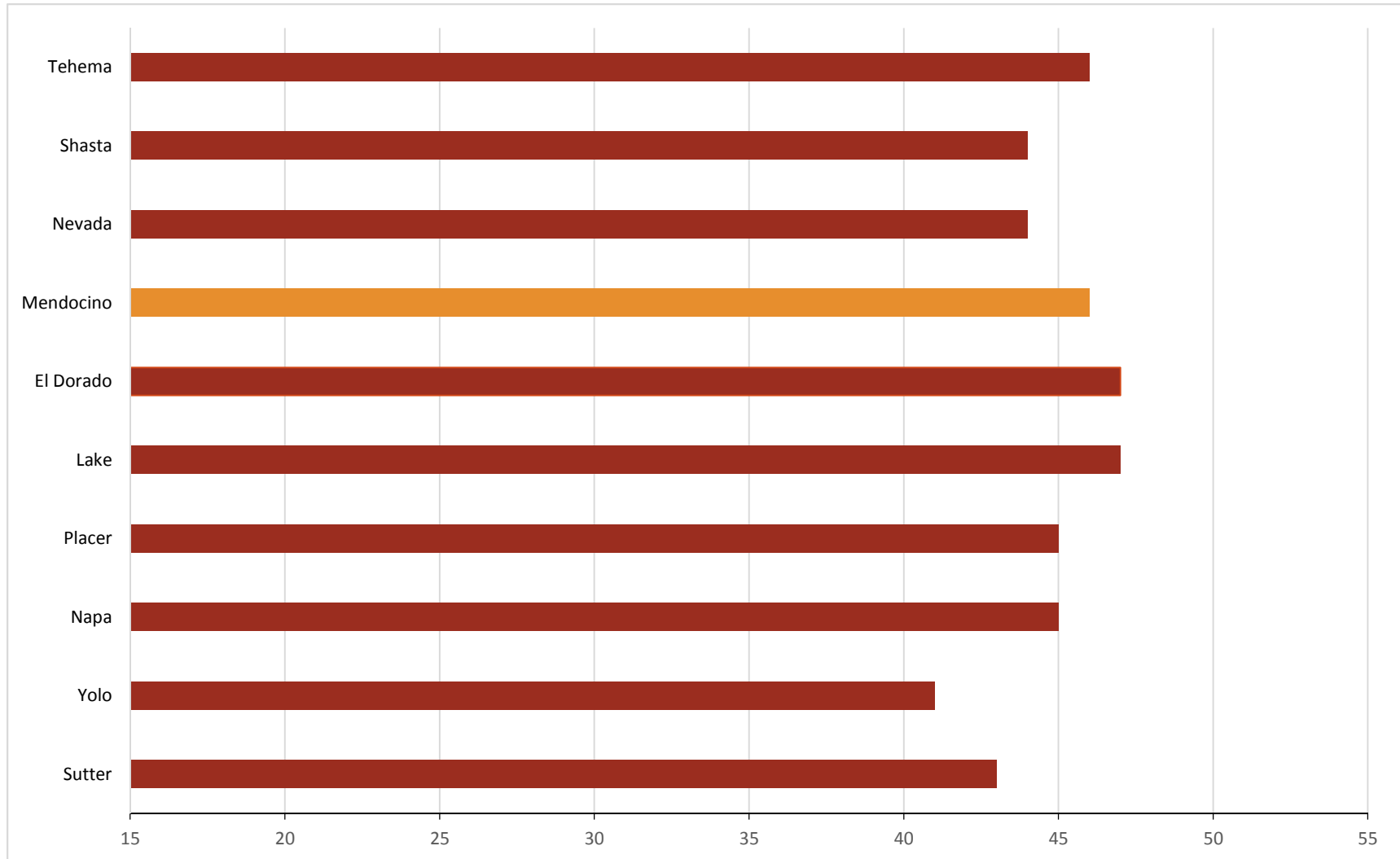
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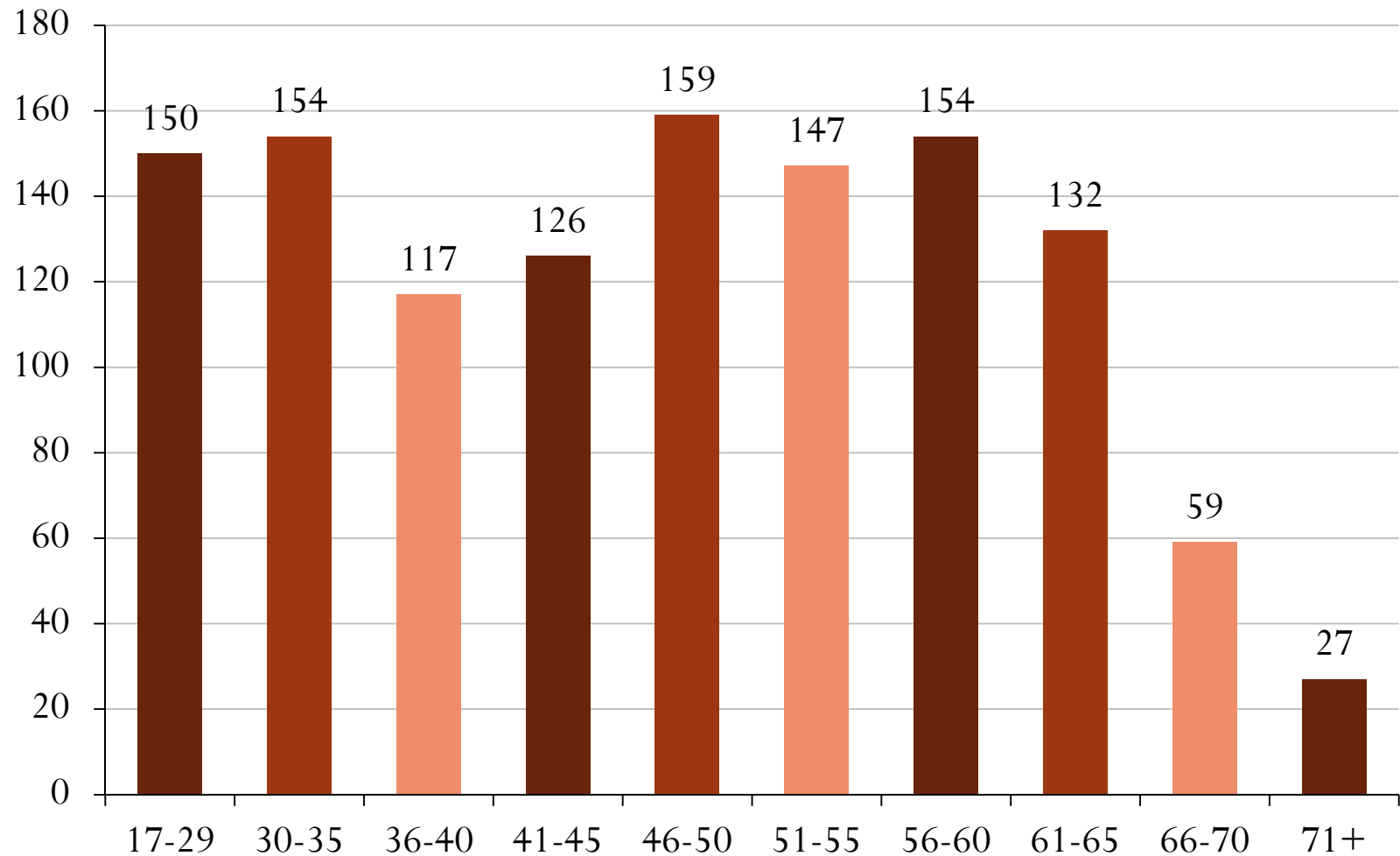


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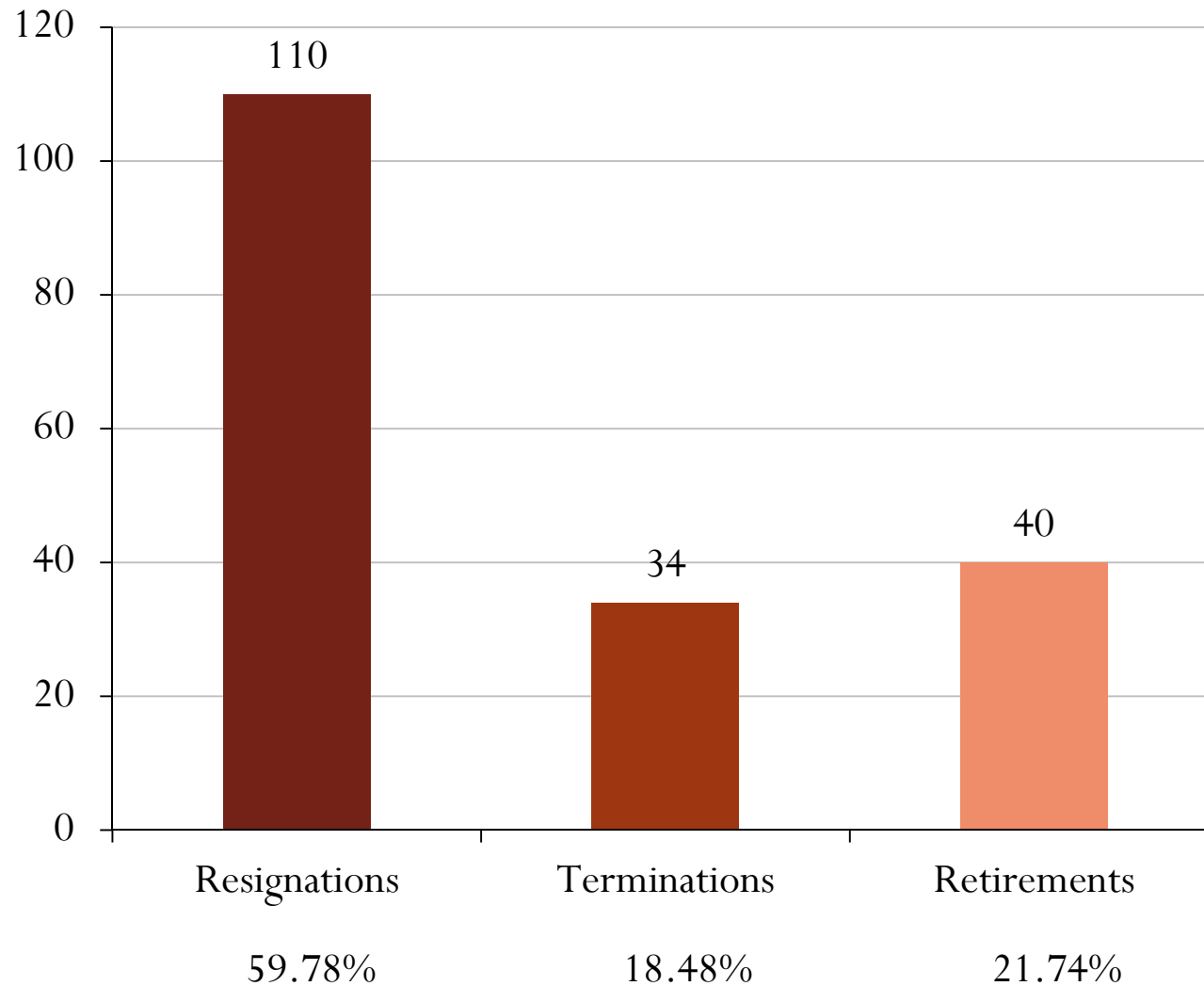
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Information Services	1	0
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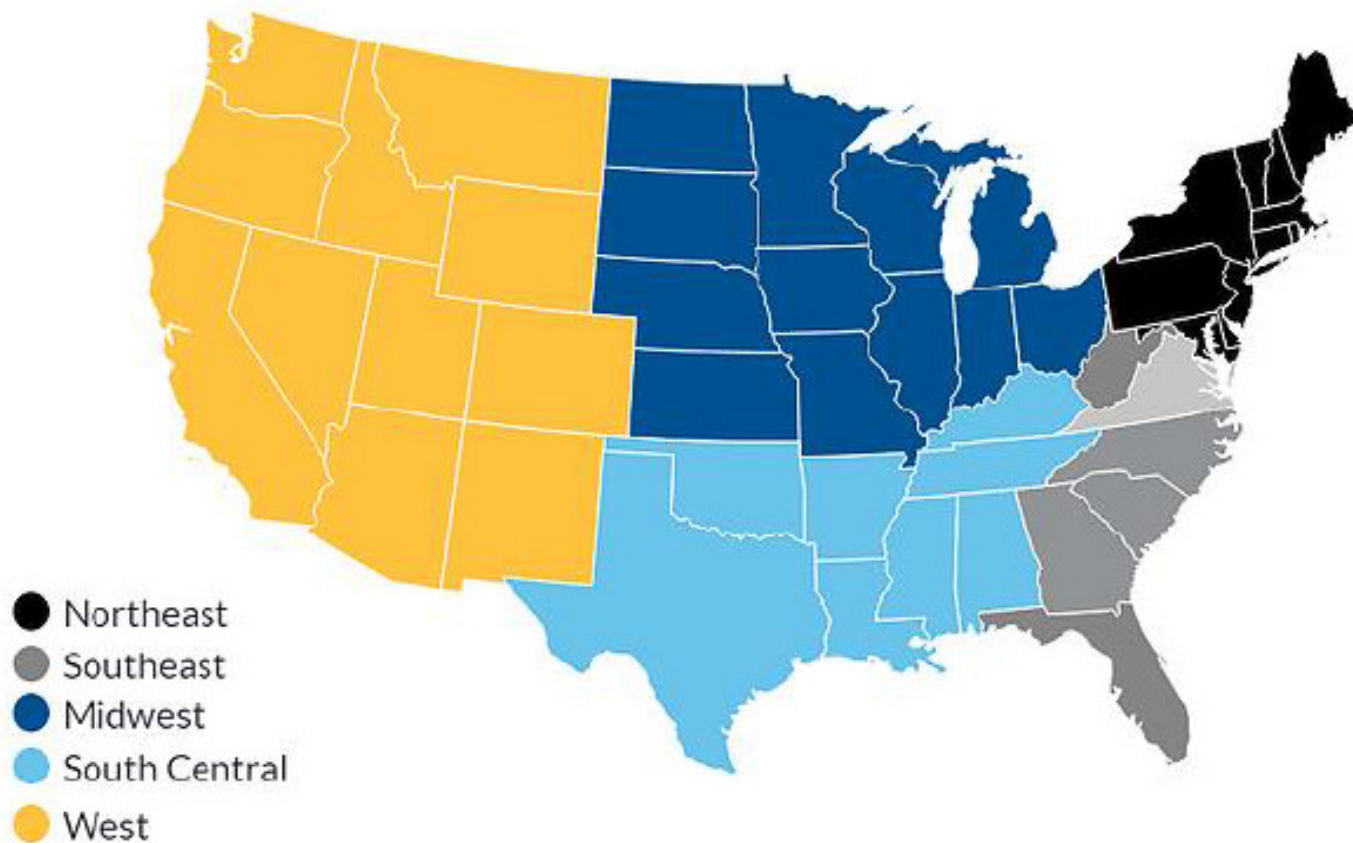


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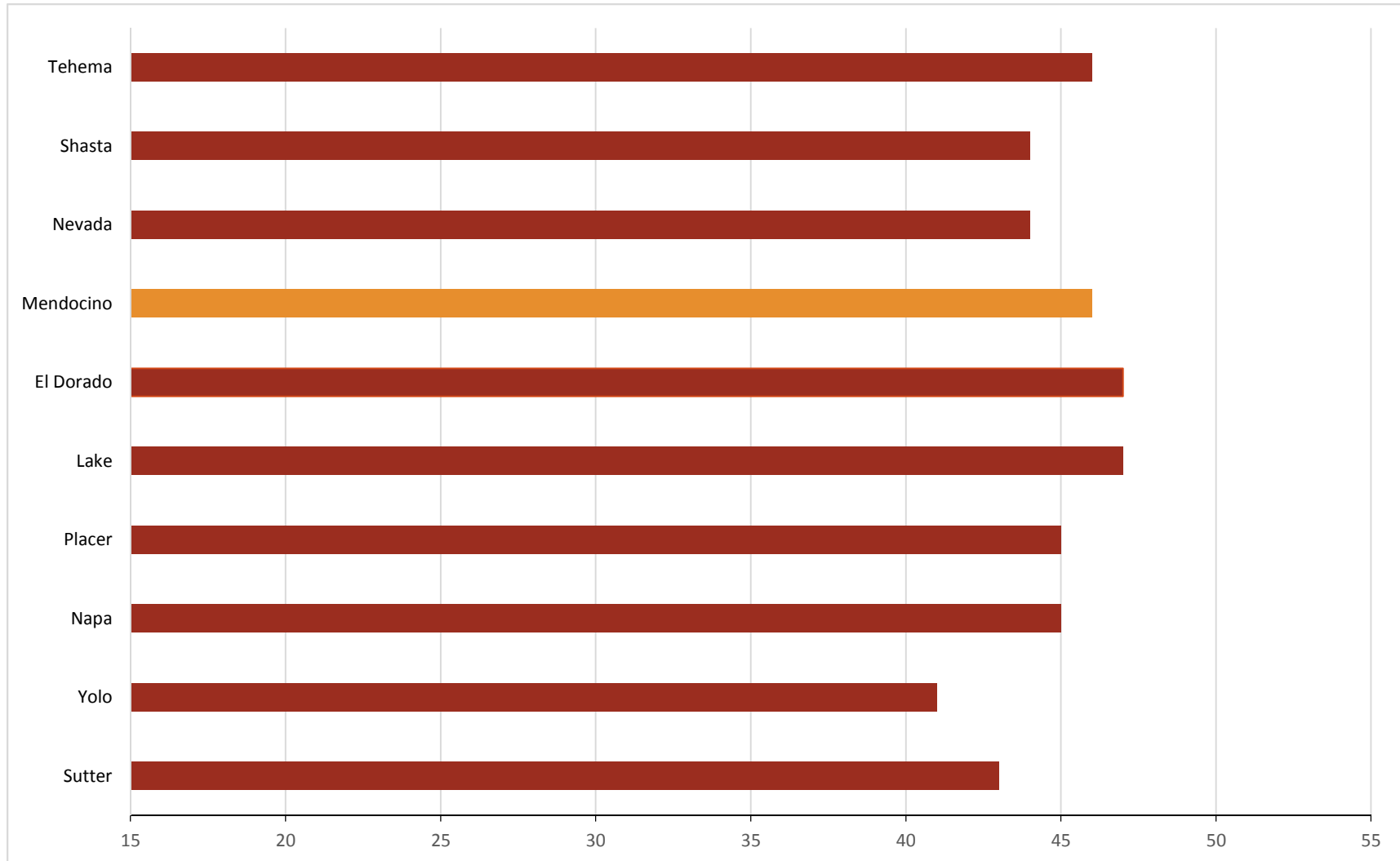
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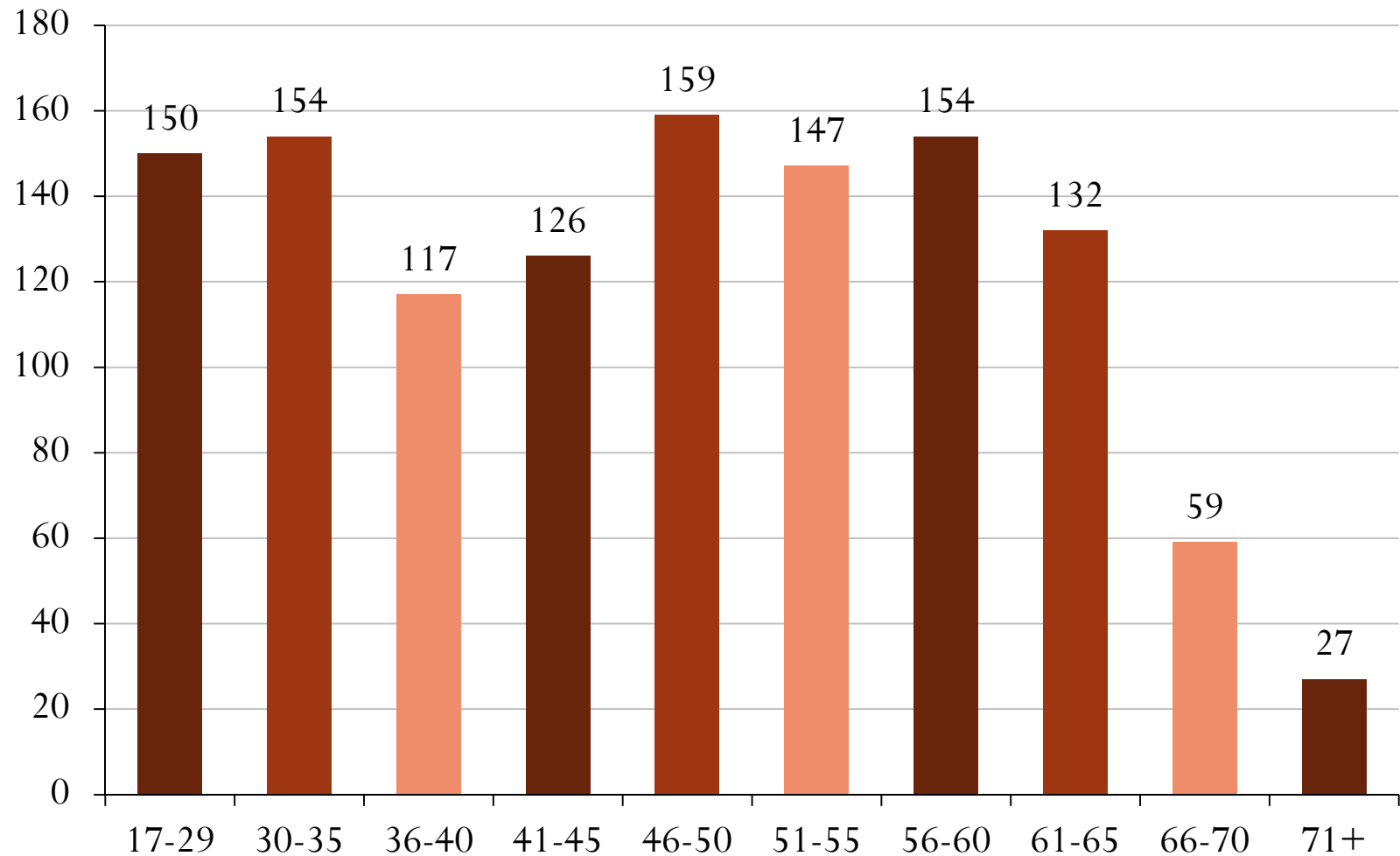
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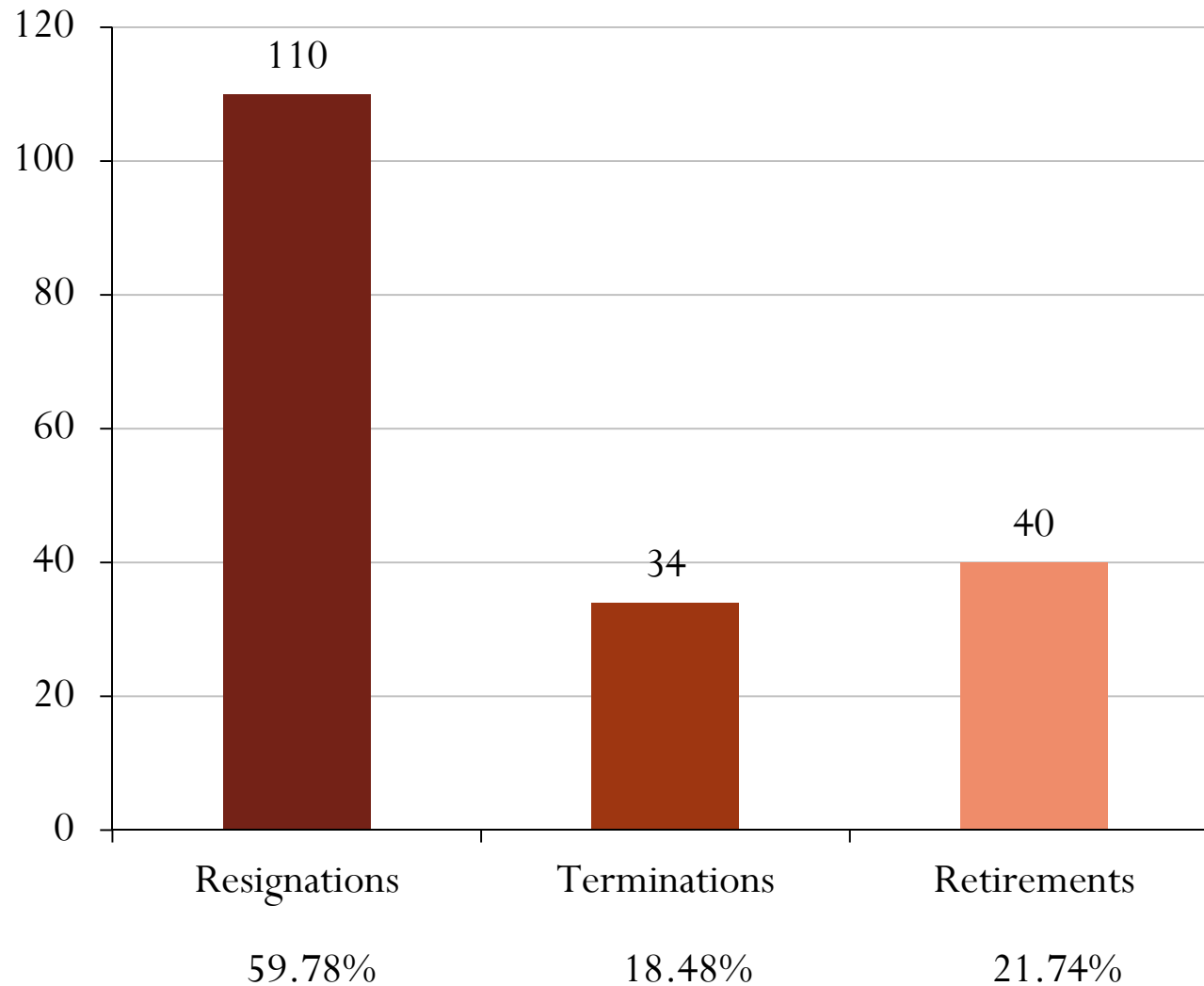
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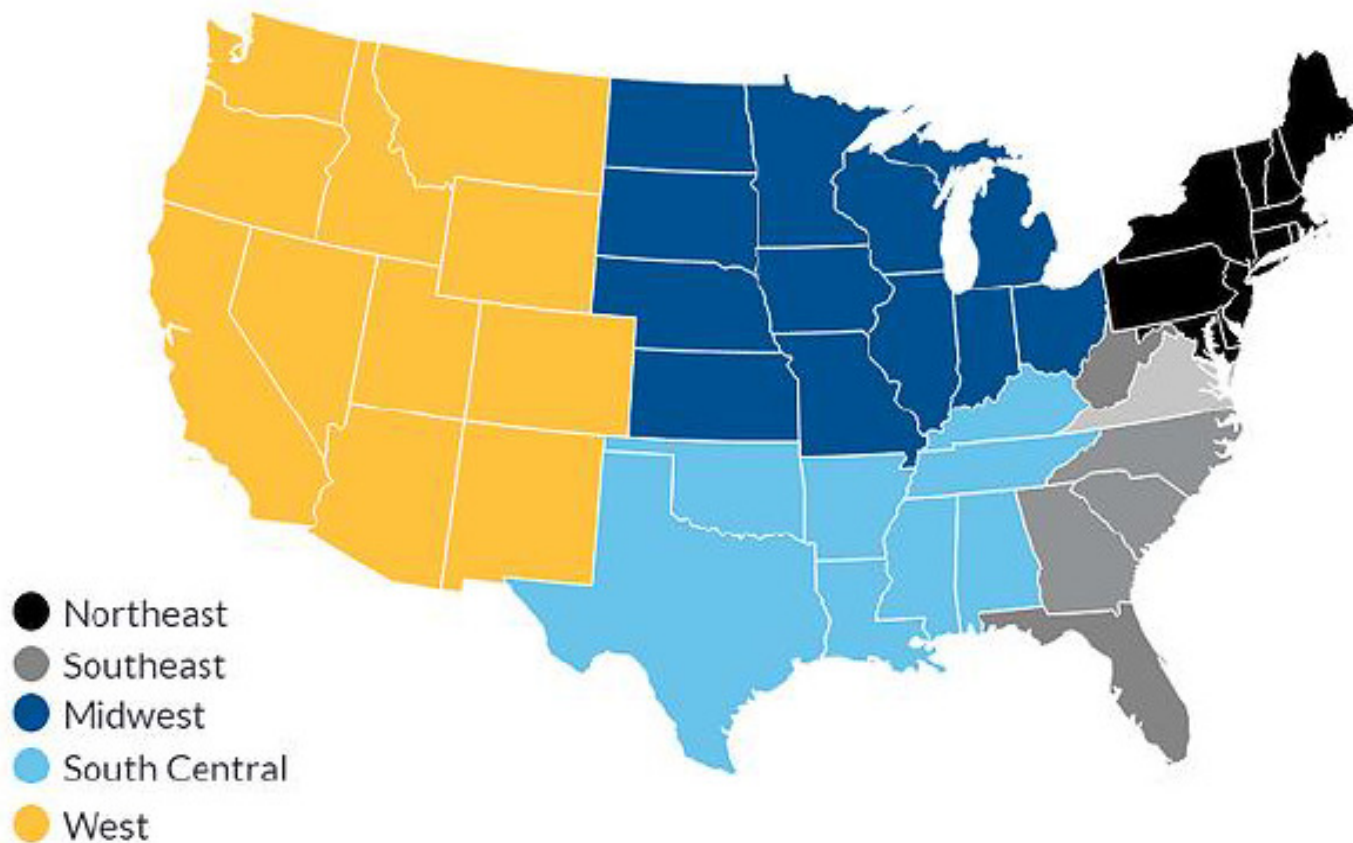


## 2016 – 2018 Turnover Data Using ALL Termination Types

	2016	2017	2018	% Increase / Decrease
Mendocino County	18.8%	15.4%	16.4%	+ 1.0%
State of California*	16.8%	17.6%	N/A	N/A
Western Region*	N/A	N/A	20.3%	N/A
National*	18.1%	18.5%	19.3%	+ .08%

## 2016 – 2018 Turnover Data

### Geographic Regions



## HR Goals Calendar Year 2019

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# Mendocino County Human Resources Department

FY 18/19 Mid-Year Presentation  
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## HR Accomplishments Calendar Year 2018

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  - 11 Application Appeals
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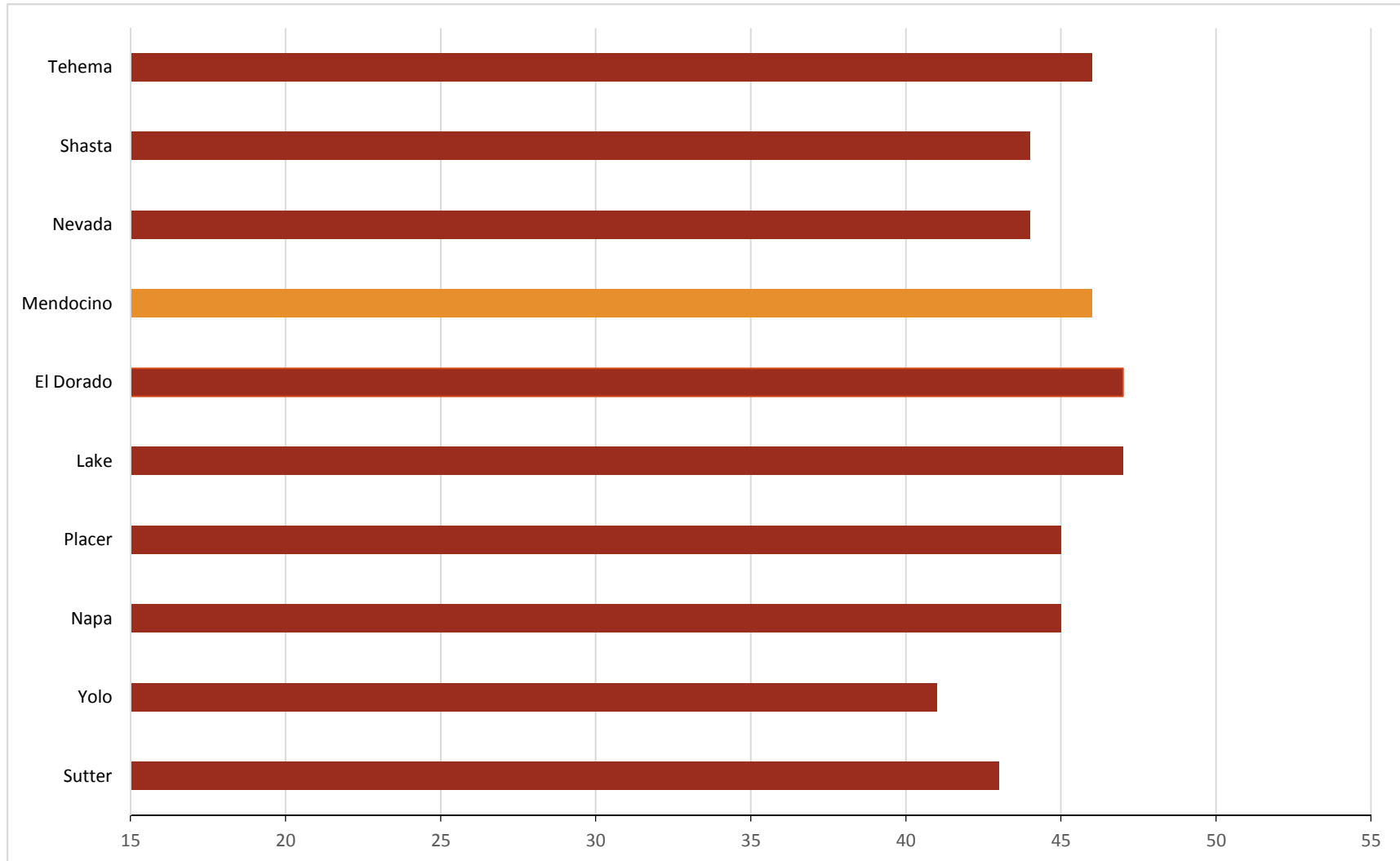
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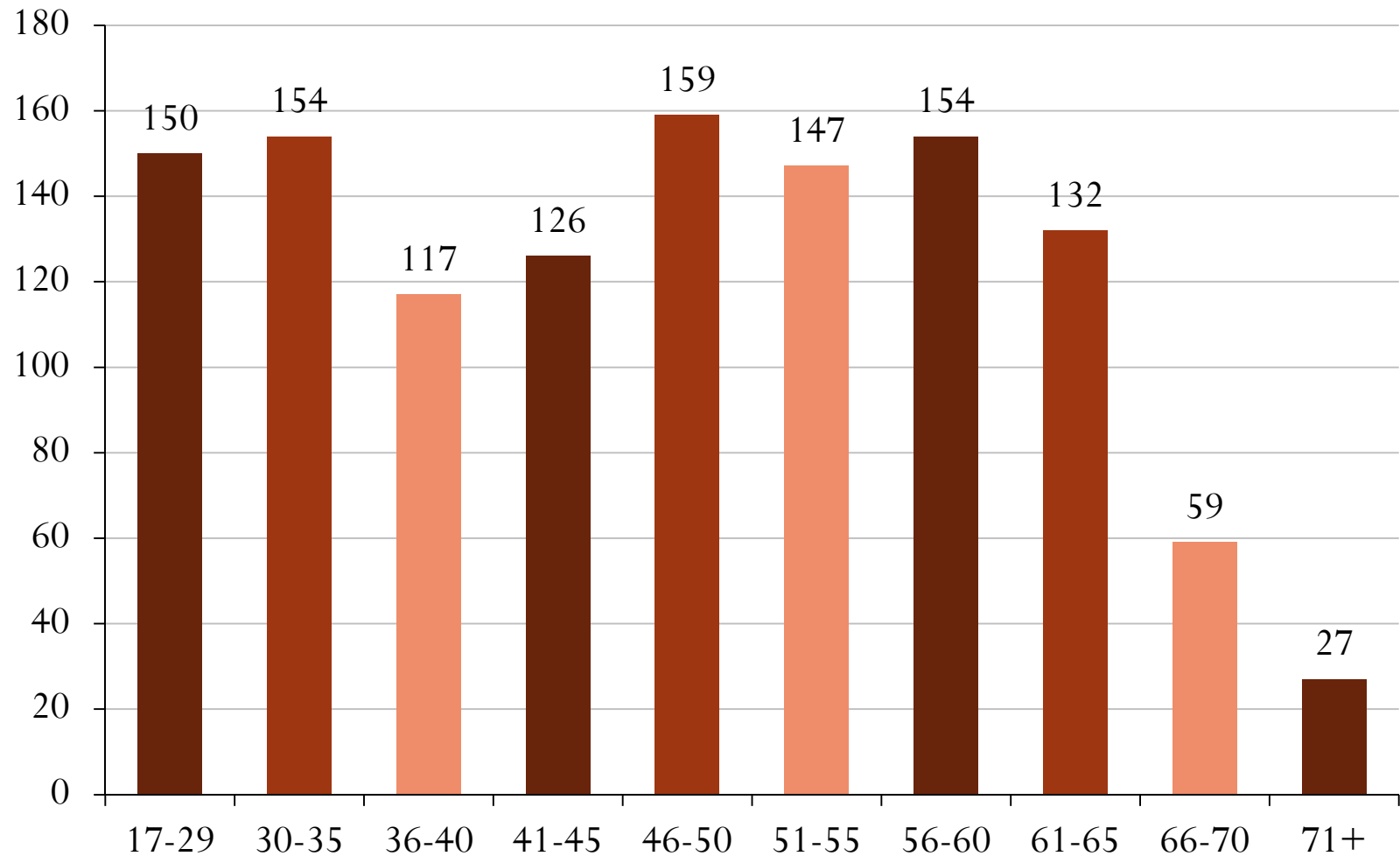
## Average Employee Age by County 12-31-18



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Calendar Year	Average Age
2012	48
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## Mendocino County Employee Age by Range 12-31-18



## Percentage of the Workforce Hired in 2018

County	Total Employees	New Hires	% of New Hires
Placer	2495	184	7.37%
Napa	1364	148	10.85%
El Dorado	1846	214	11.59%
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## Turnover Rates by County Calendar Year 2018

**REVISED**

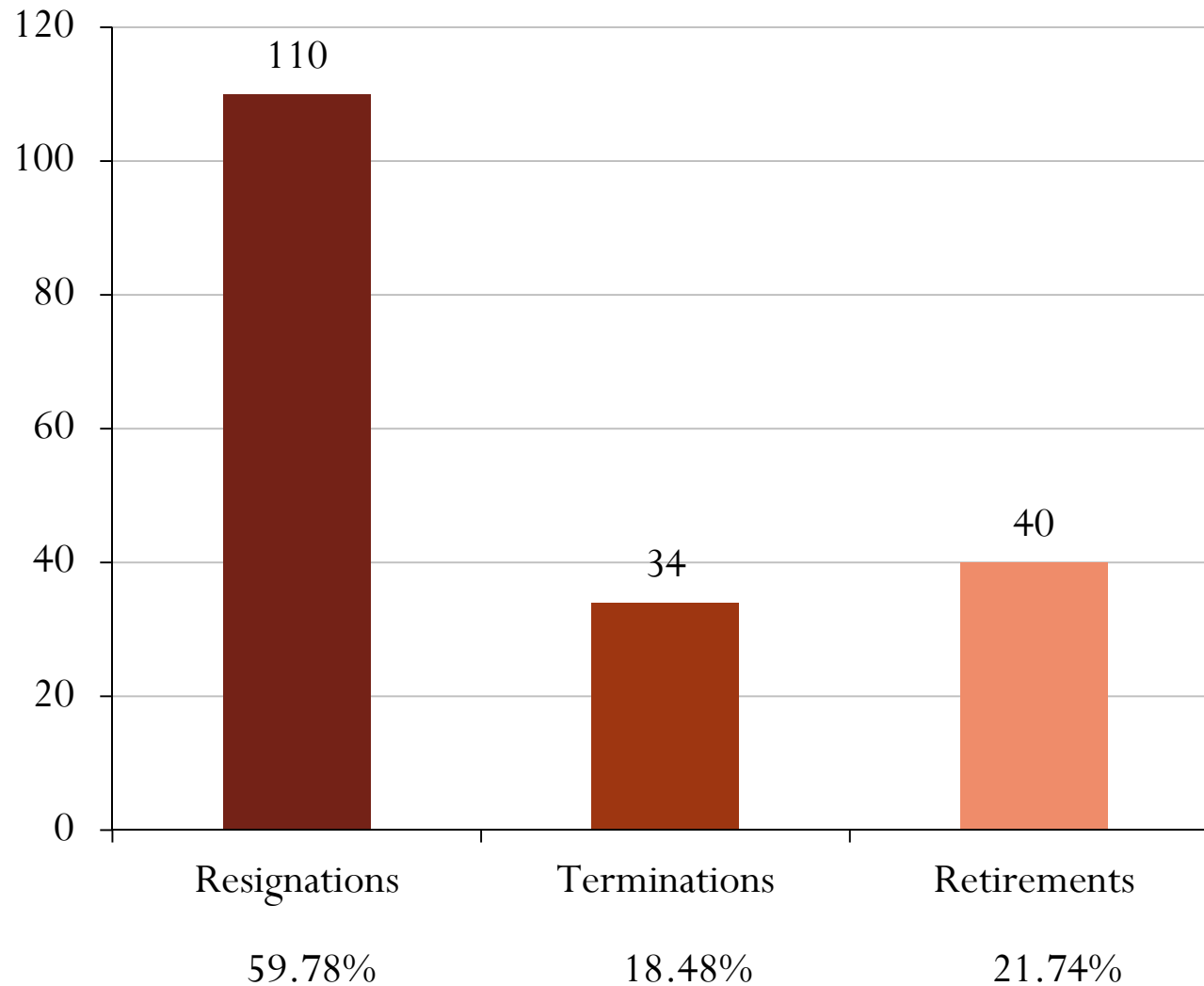
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District Attorney	7	3
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Human Resources	3	4
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Cultural Services Agency - Library	7	8
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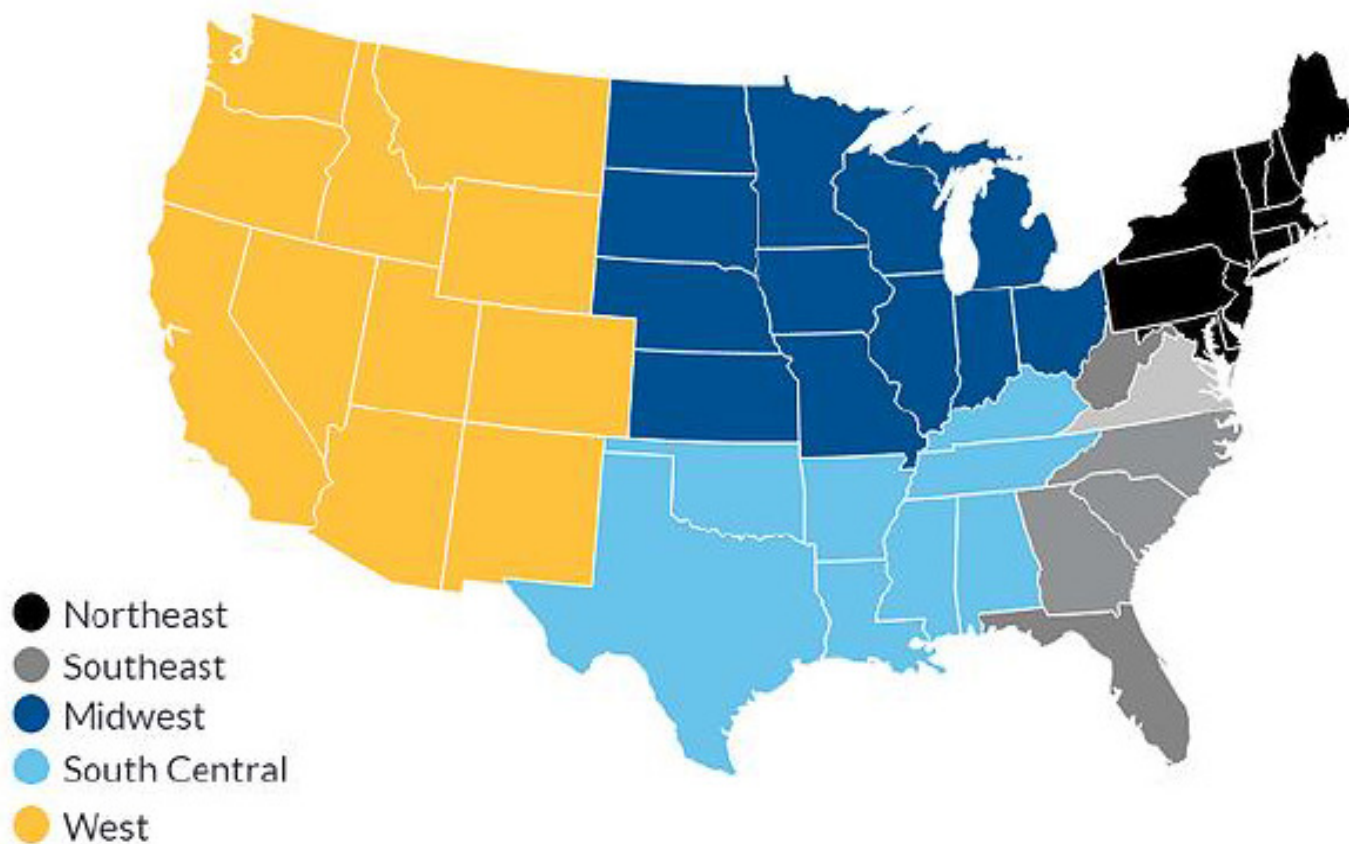


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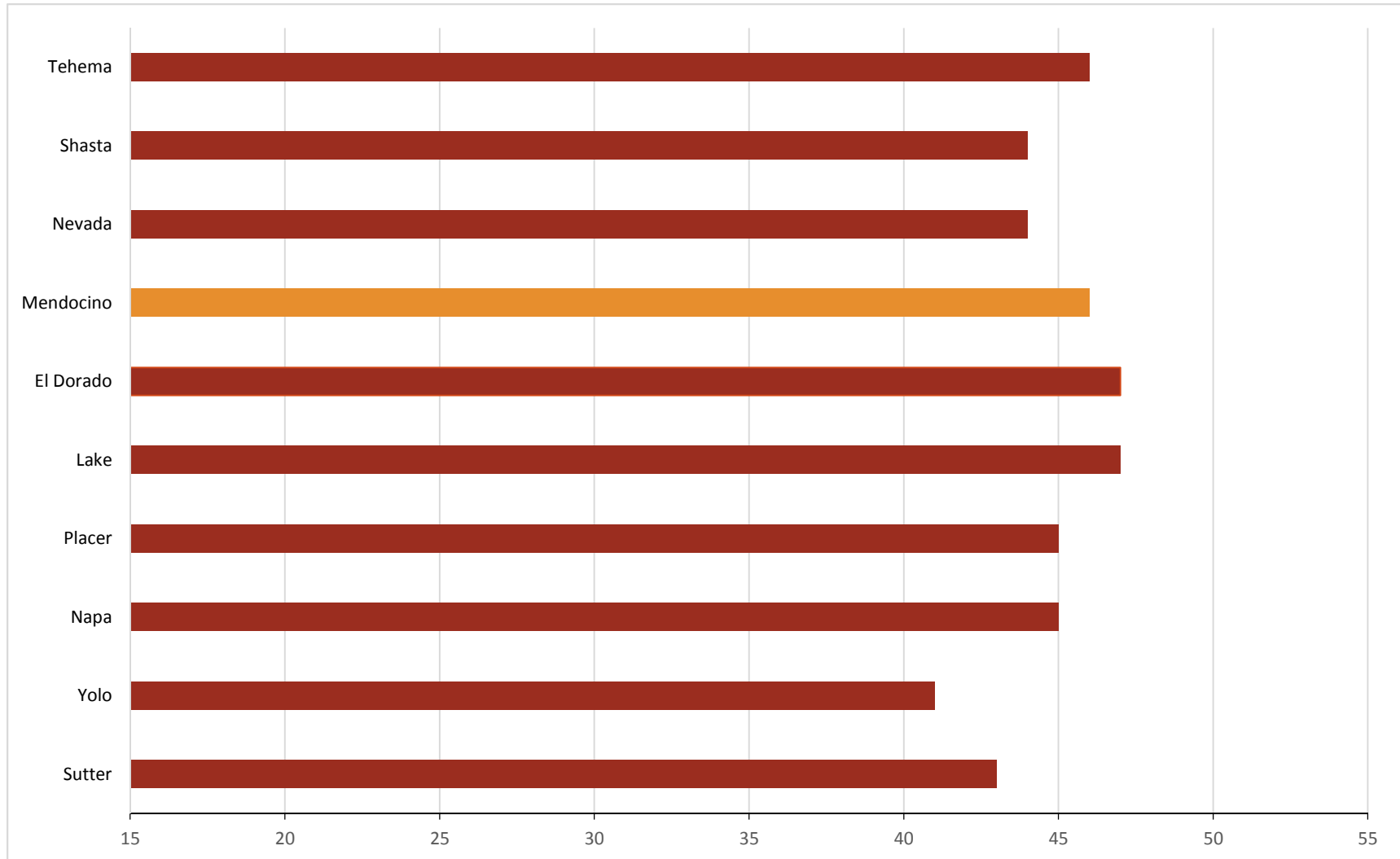
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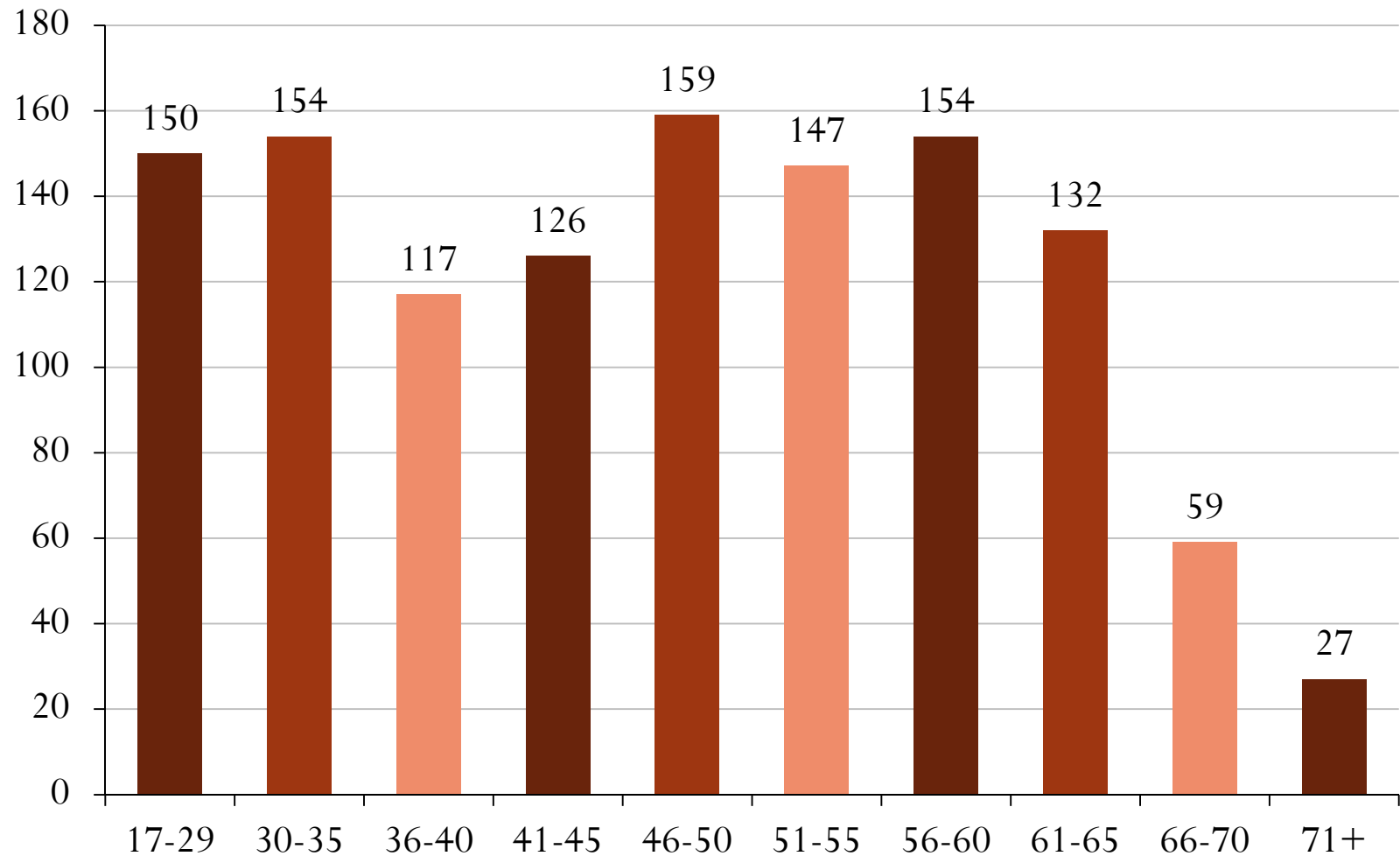




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**REVISED**

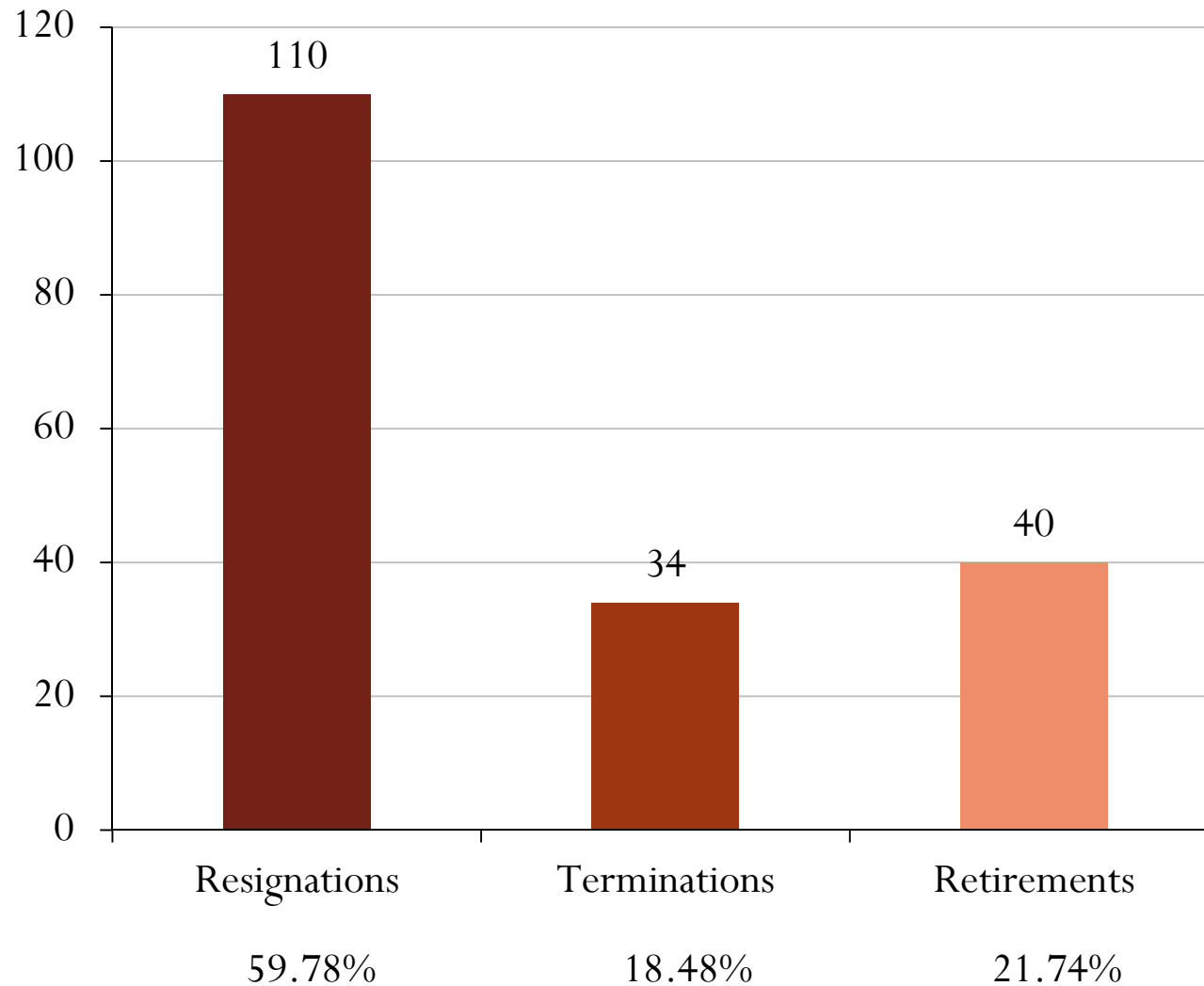
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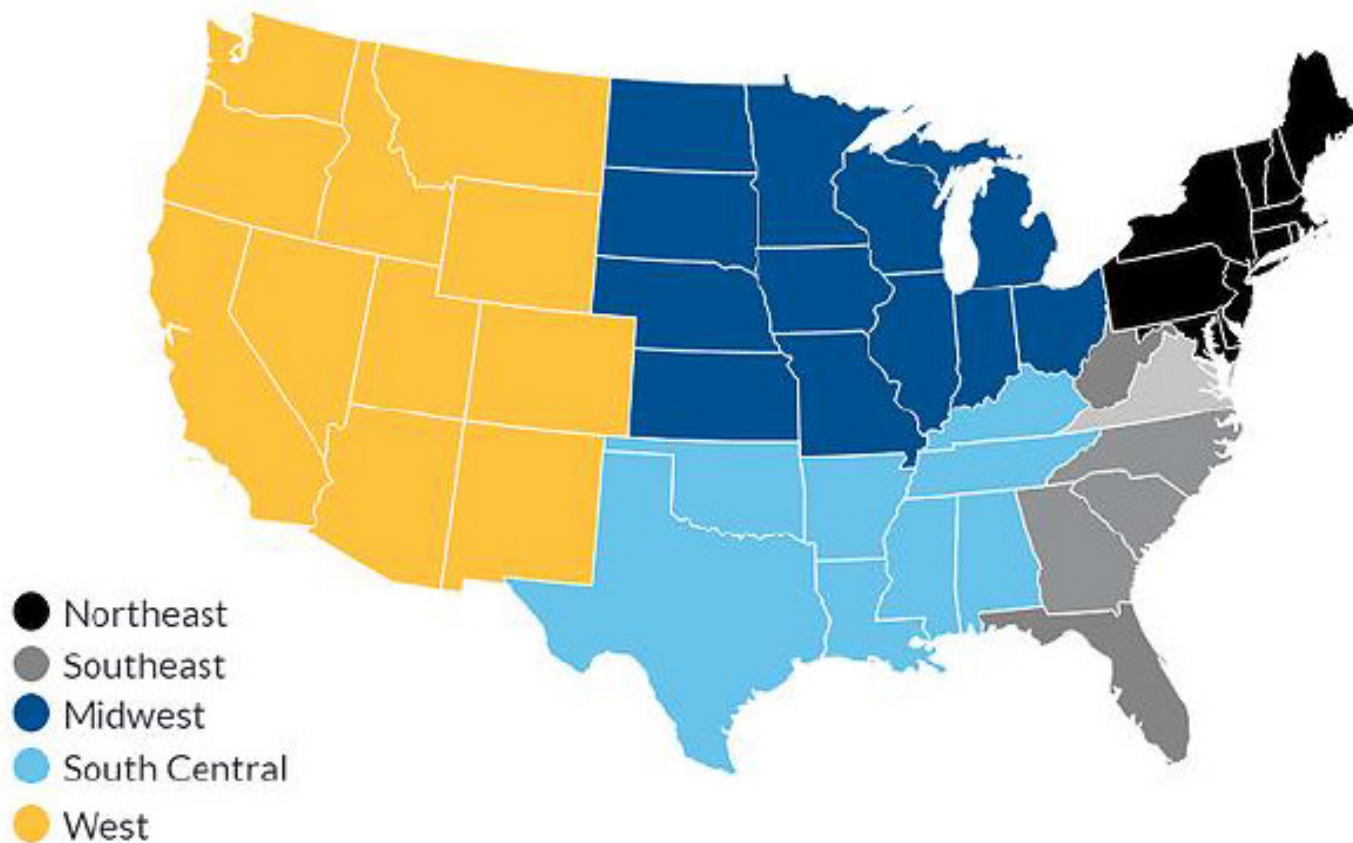


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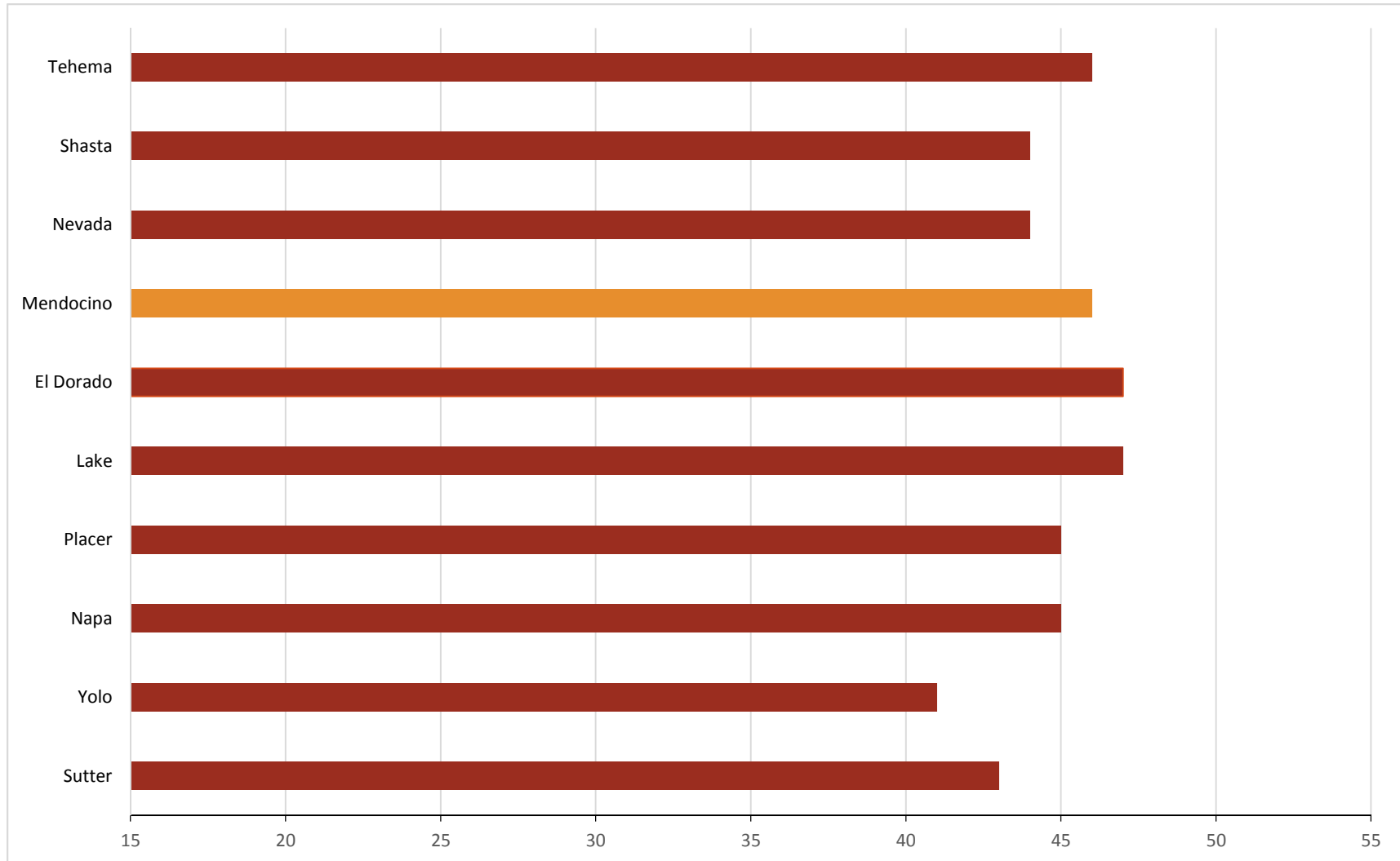
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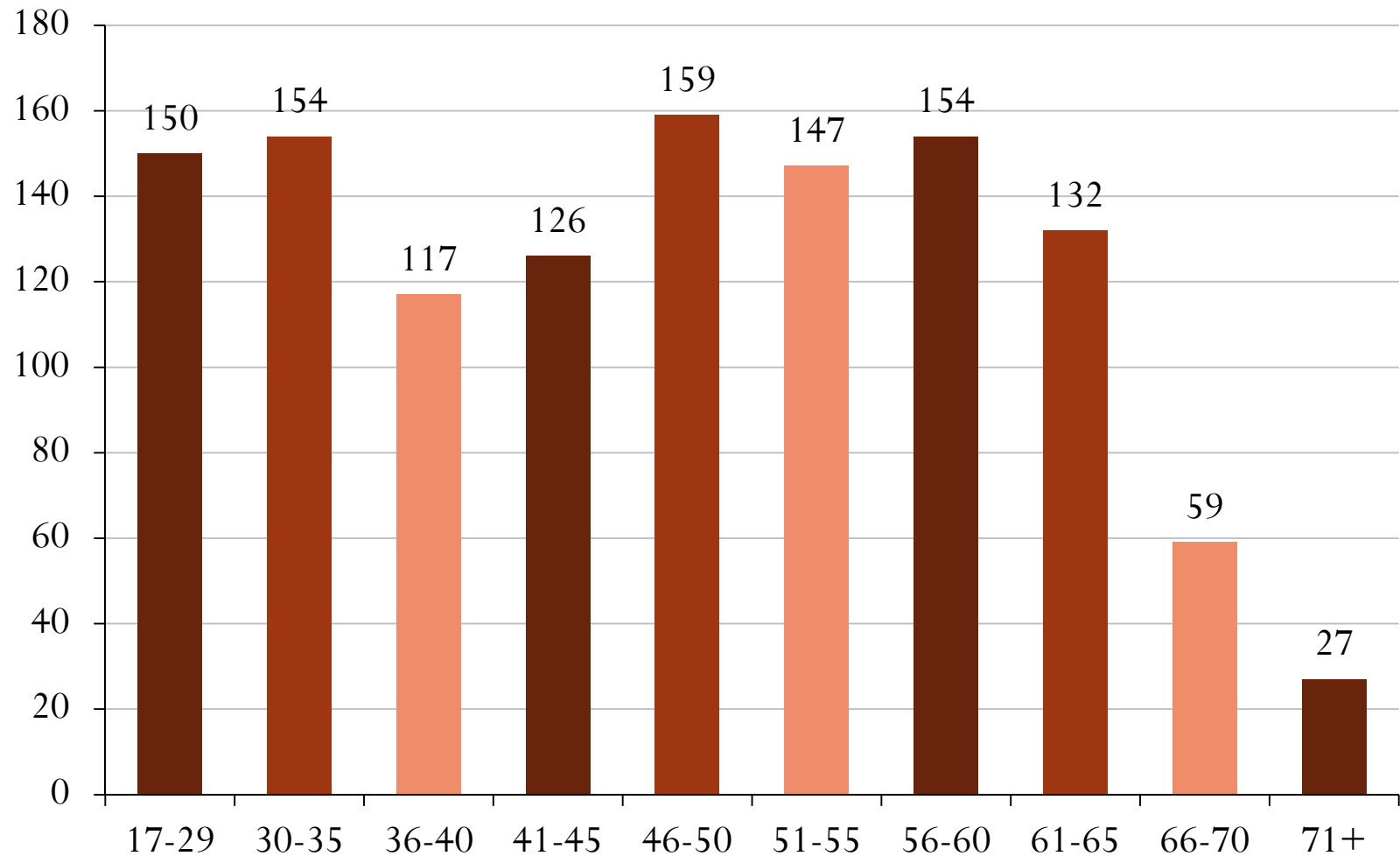
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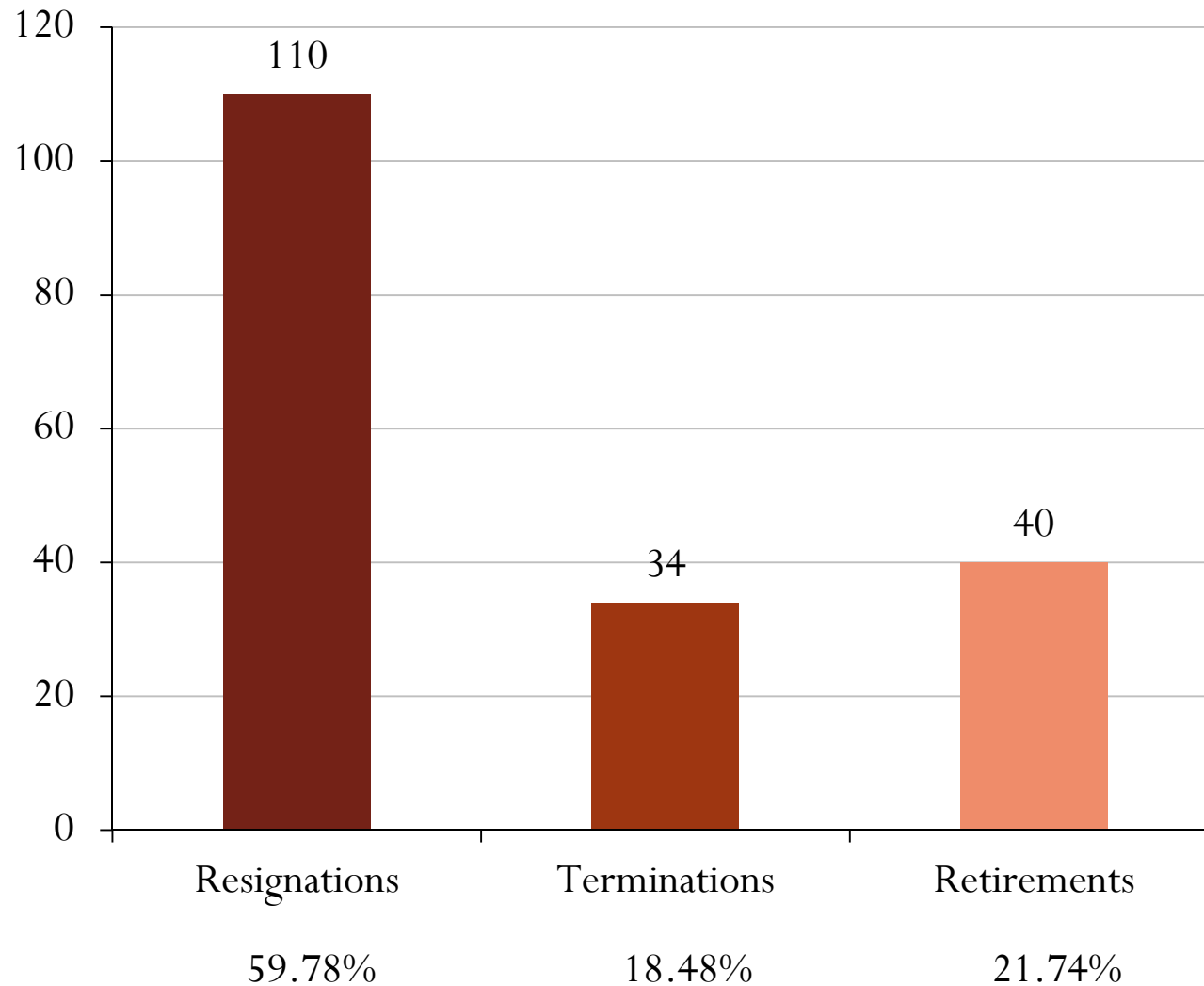
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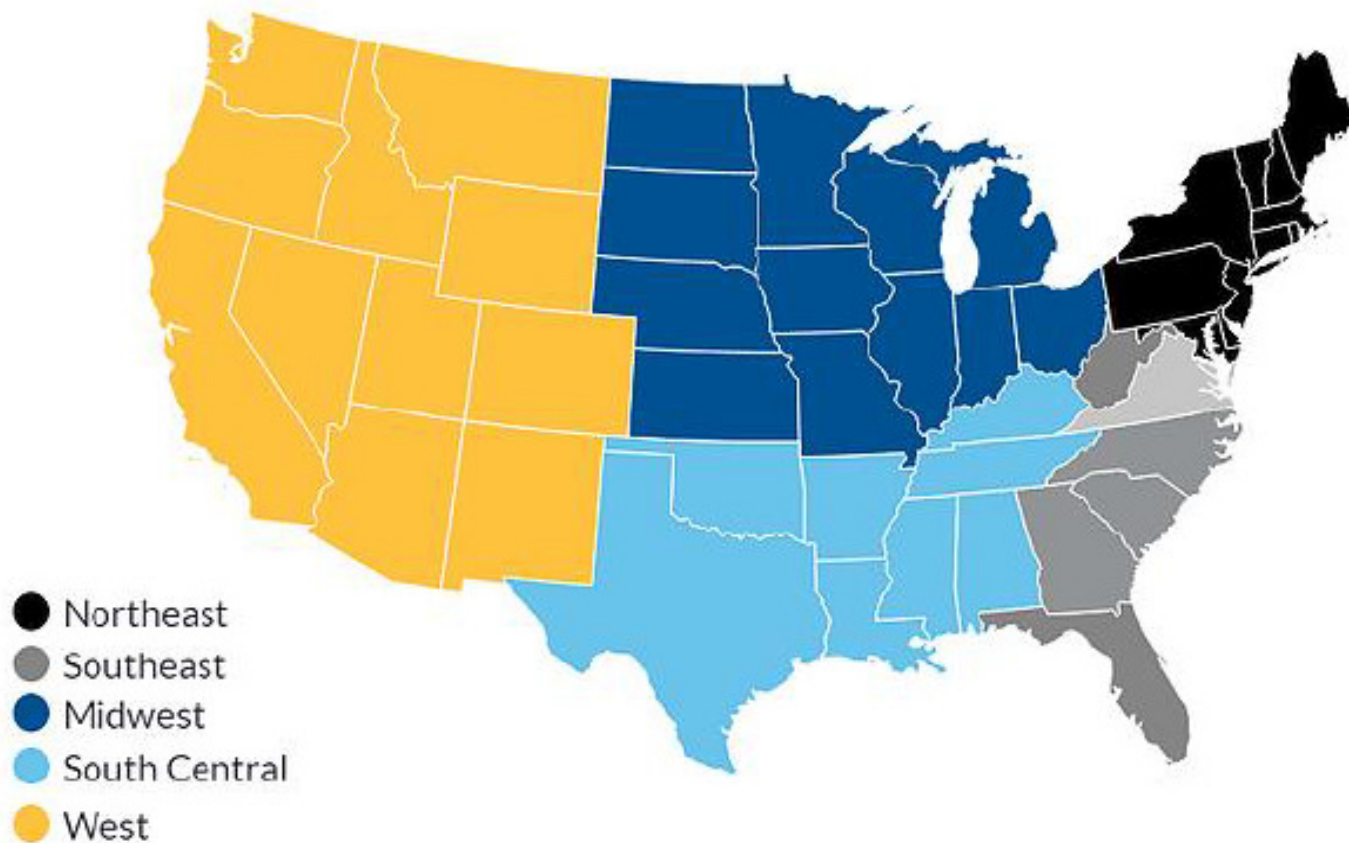


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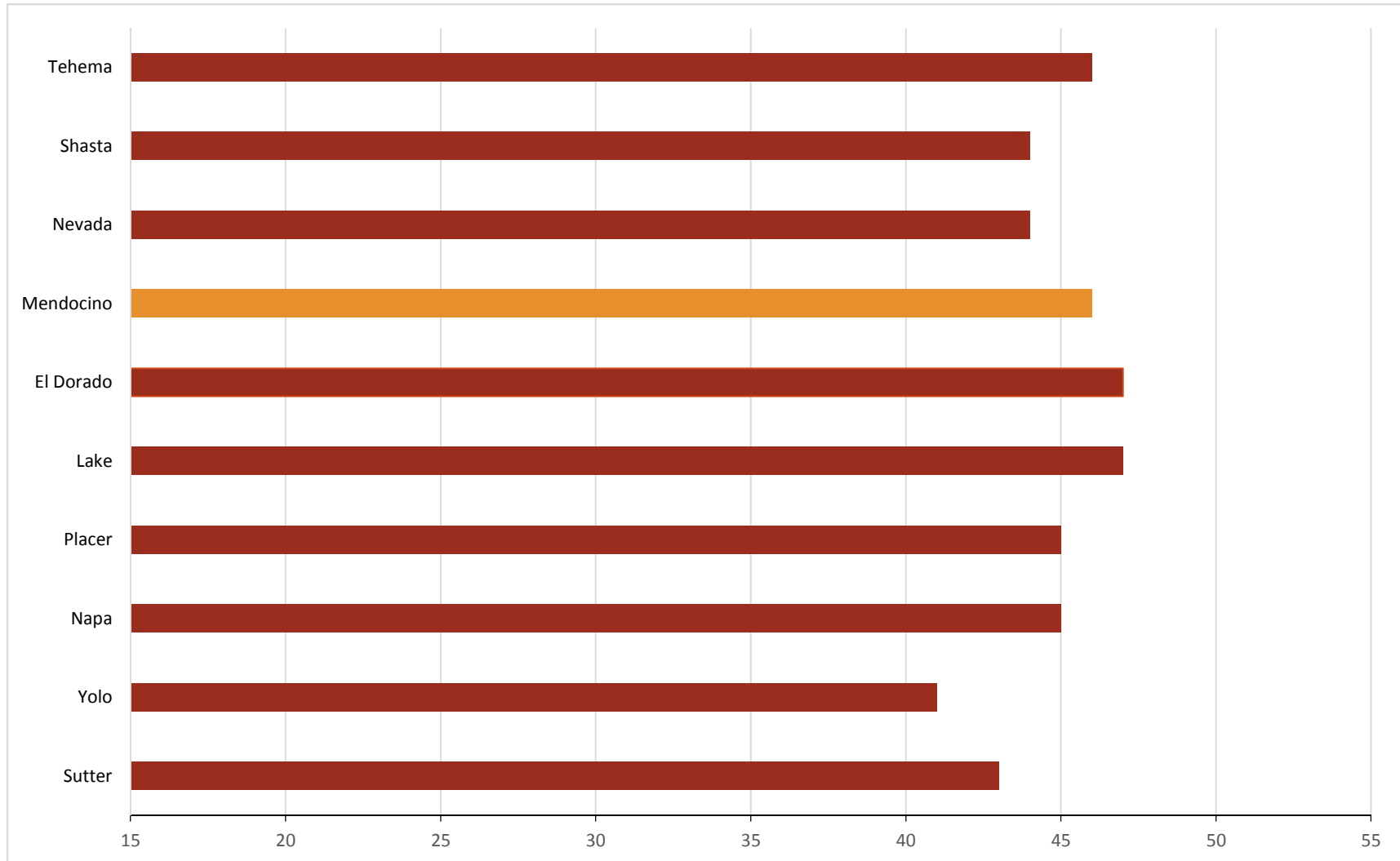
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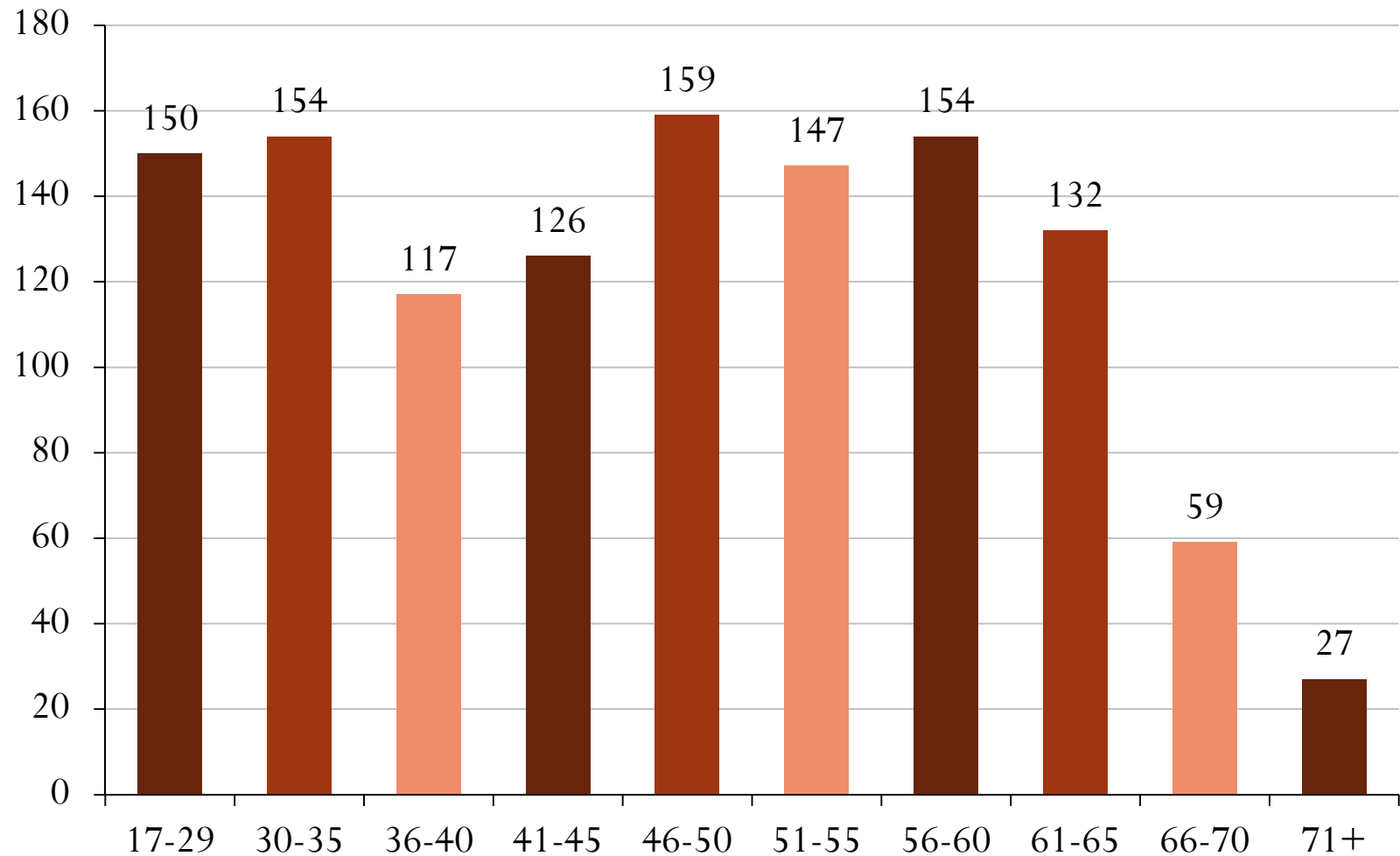
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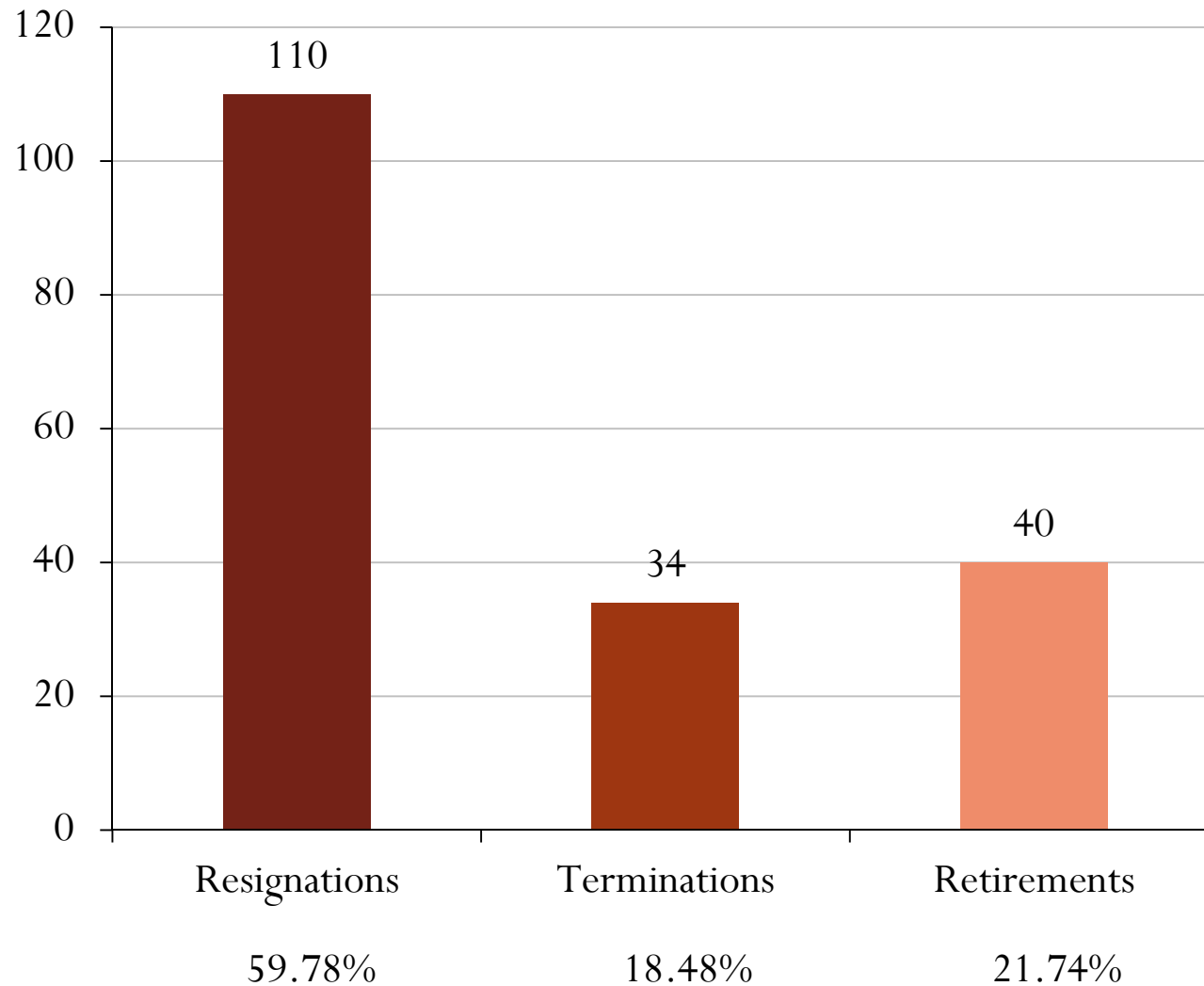
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## New Hires and Terminations by Department Calendar Year 2018

Department	New Hires	*Terminations
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Air Quality	0	0
Animal Care	2	2
Assessor Clerk-Recorder	6	9
Auditor-Controller	4	5
Child Support	5	6
District Attorney	7	3
DOT	12	7
Executive Office/COB	4	3
EO-Facilities and Fleet	5	7
EI-Central Services	1	2
Health and Human Services Agency	70	70
Human Resources	3	4
Information Services	1	0
Cultural Services Agency - Library	7	8
Cultural Services Agency - Museum	1	1
Planning and Building	8	7
Probation/Juvenile Hall	5	17
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<b>Total</b>	<b>181</b>	<b>184</b>

\*Includes retirements

## Mendocino County ALL Terminations by Type Calendar Year 2018

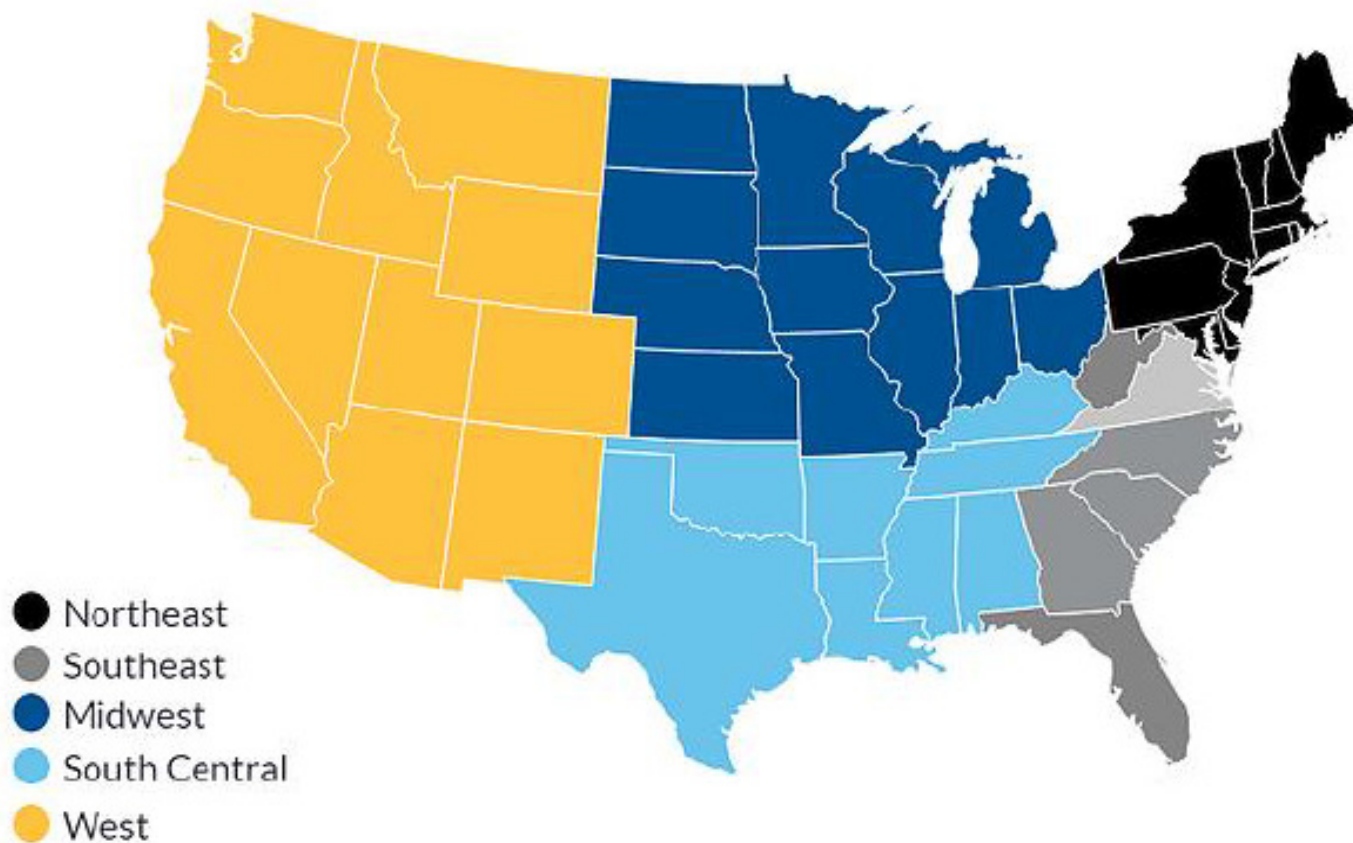


## 2016 – 2018 Turnover Data Using ALL Termination Types

	2016	2017	2018	% Increase / Decrease
Mendocino County	18.8%	15.4%	16.4%	+ 1.0%
State of California*	16.8%	17.6%	N/A	N/A
Western Region*	N/A	N/A	20.3%	N/A
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# Mendocino County Human Resources Department

FY 18/19 Mid-Year Presentation  
3/26/19



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- ✓ Leadership Initiative Workgroup Team Accomplishments:
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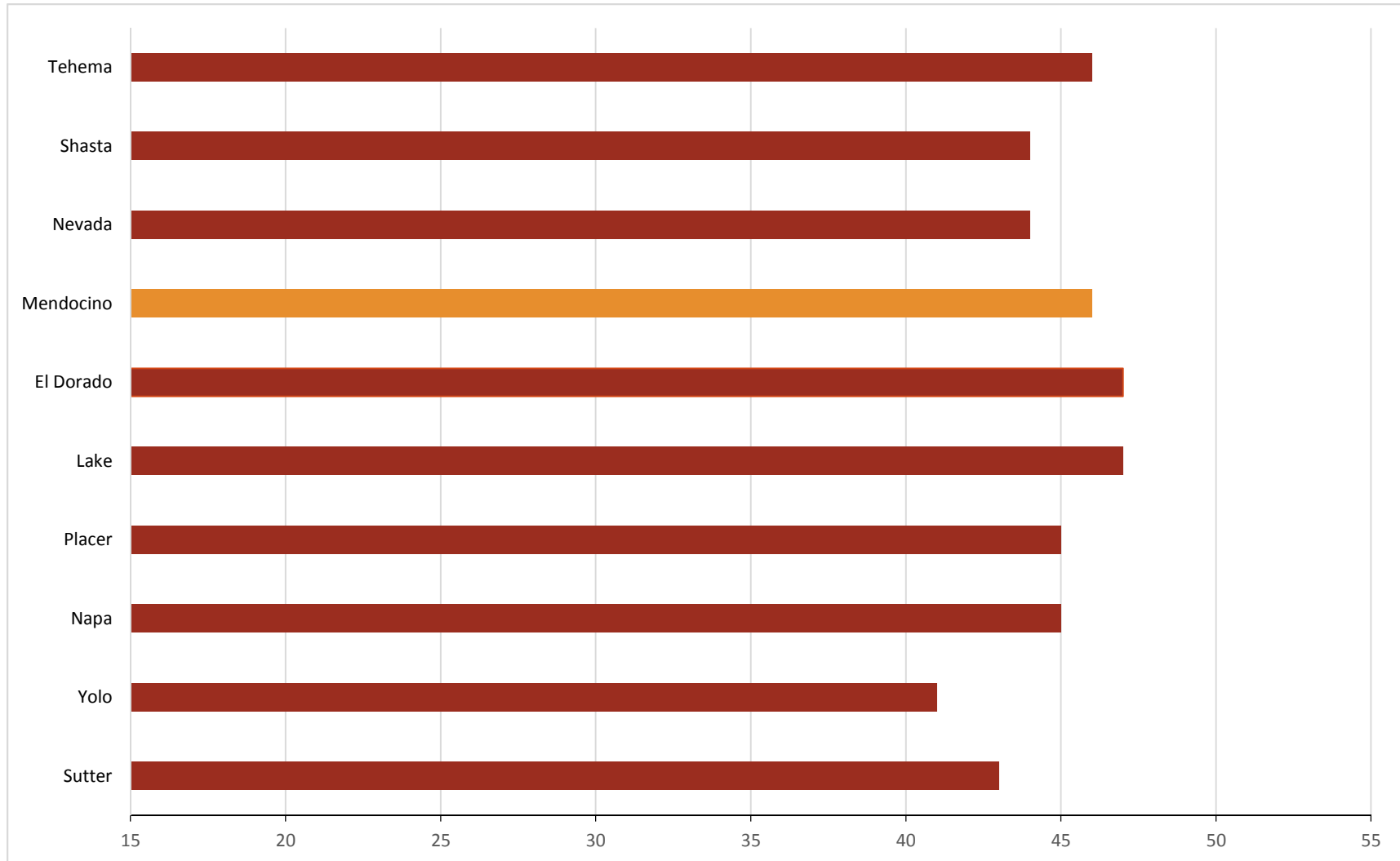
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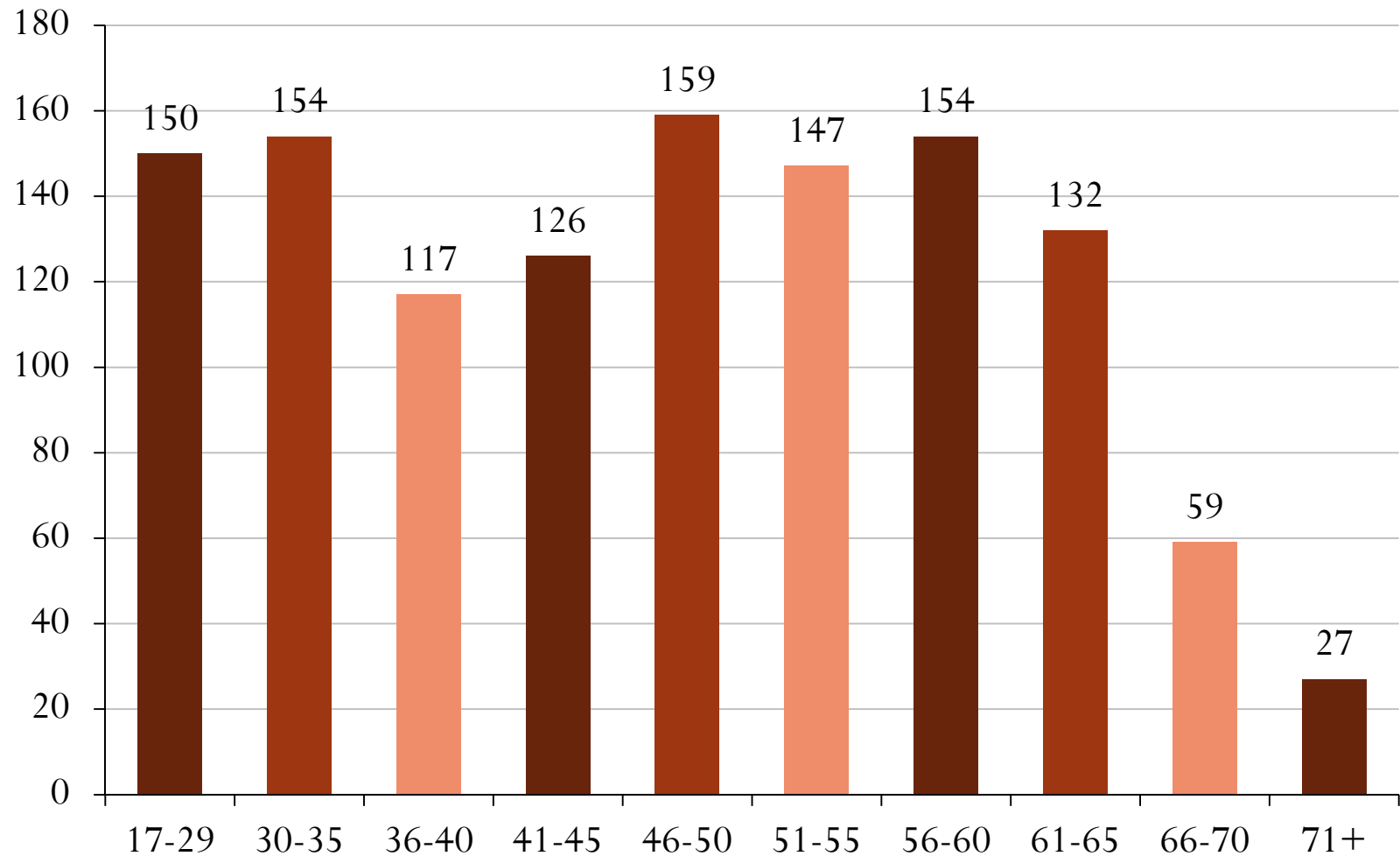
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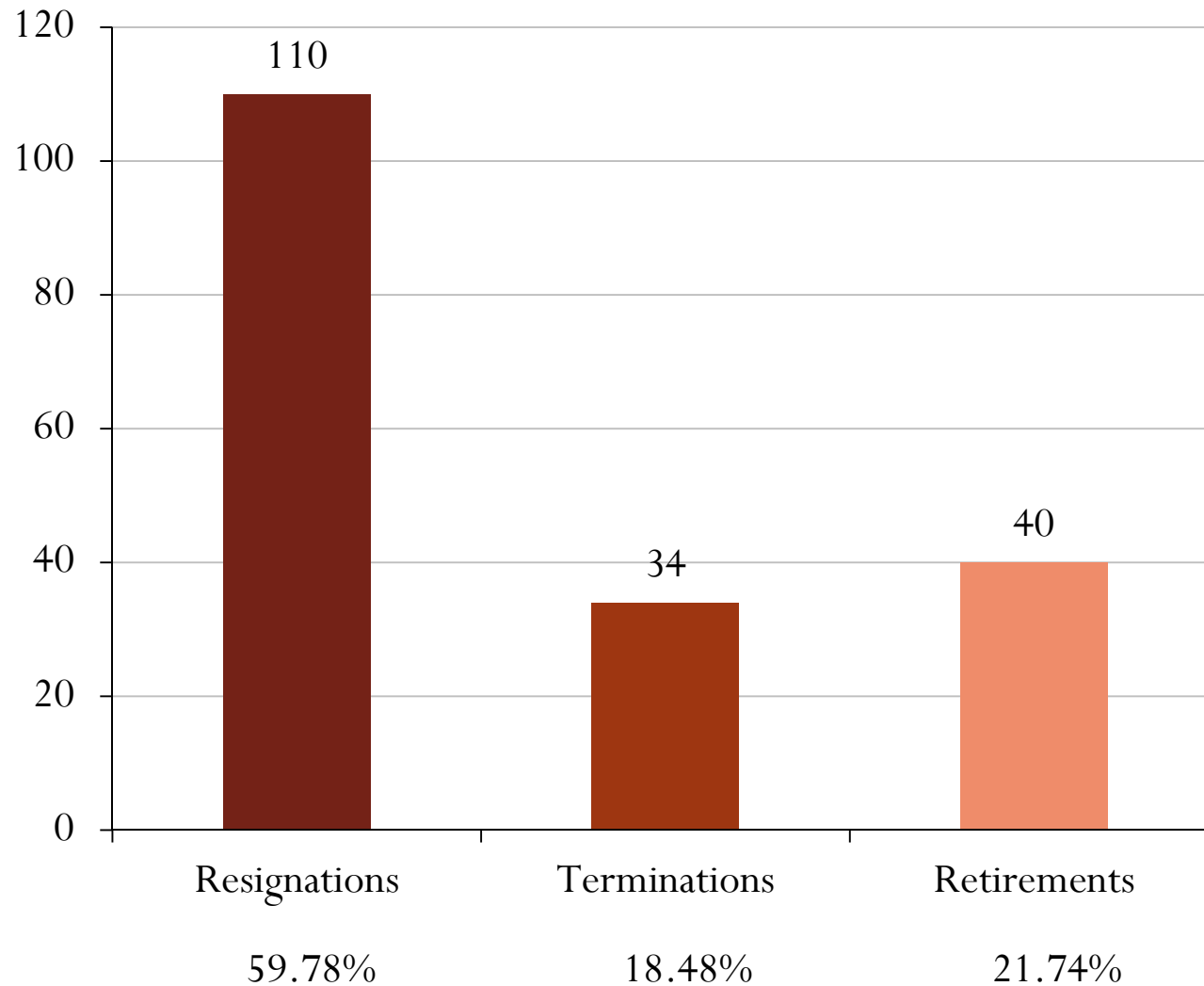
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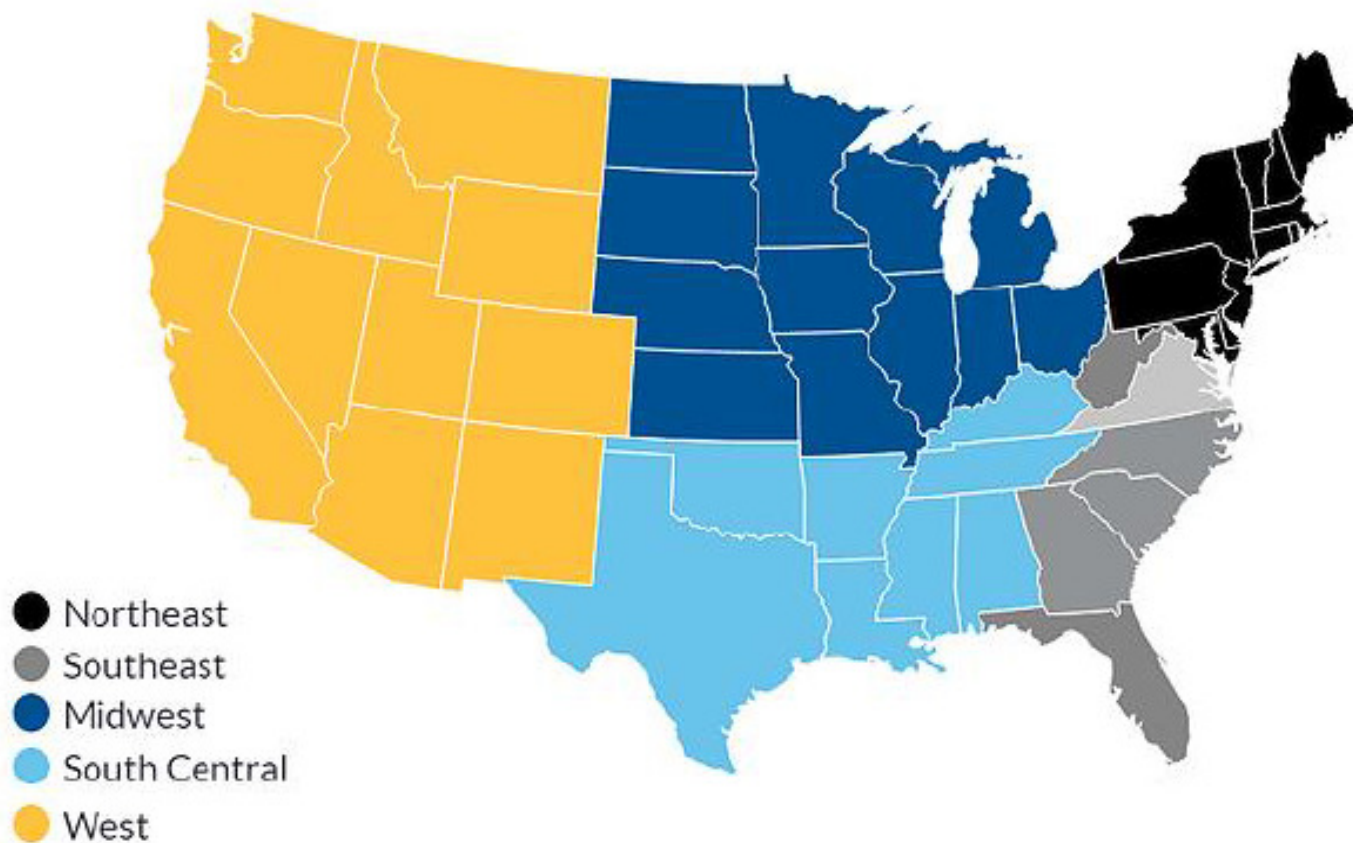
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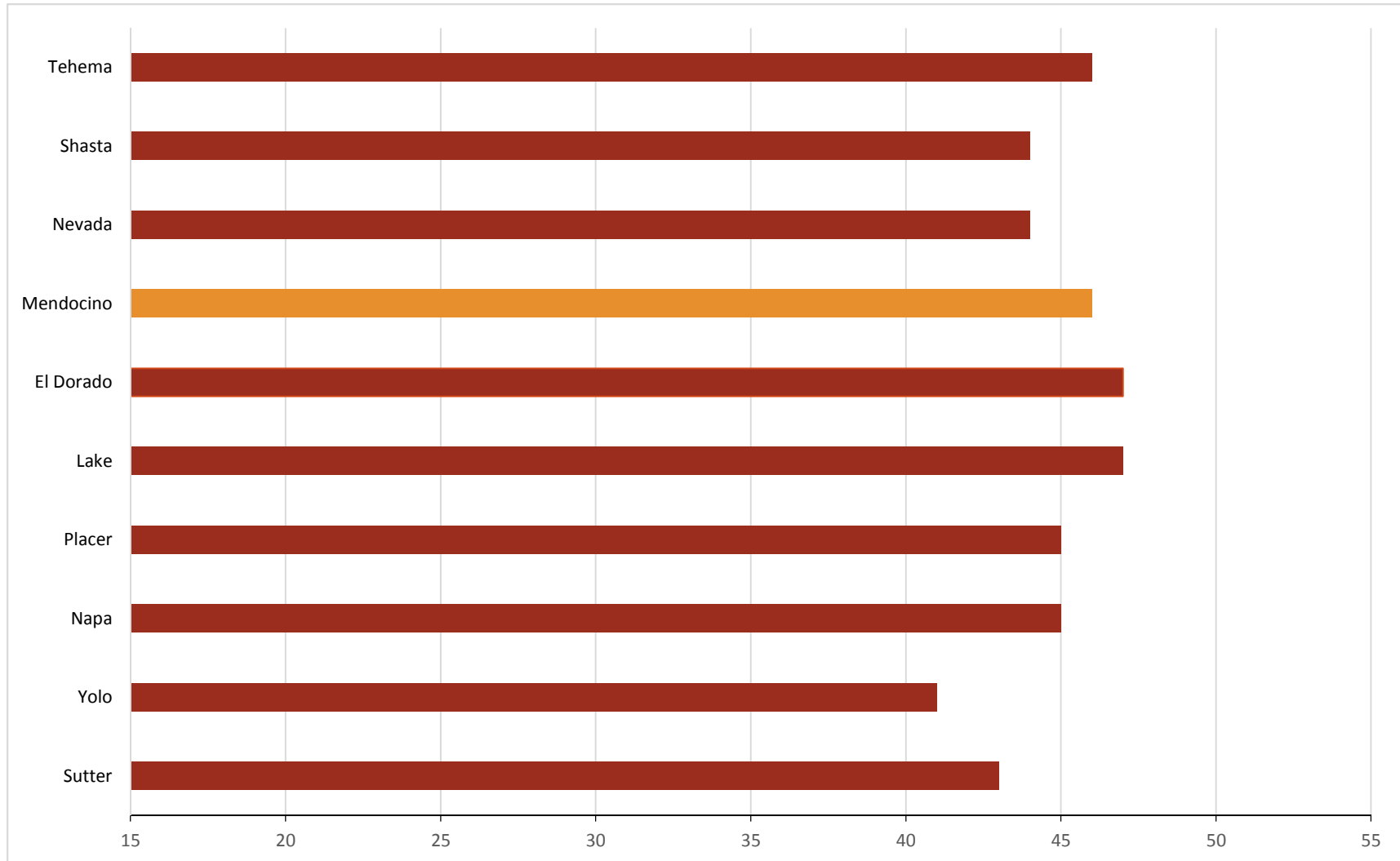
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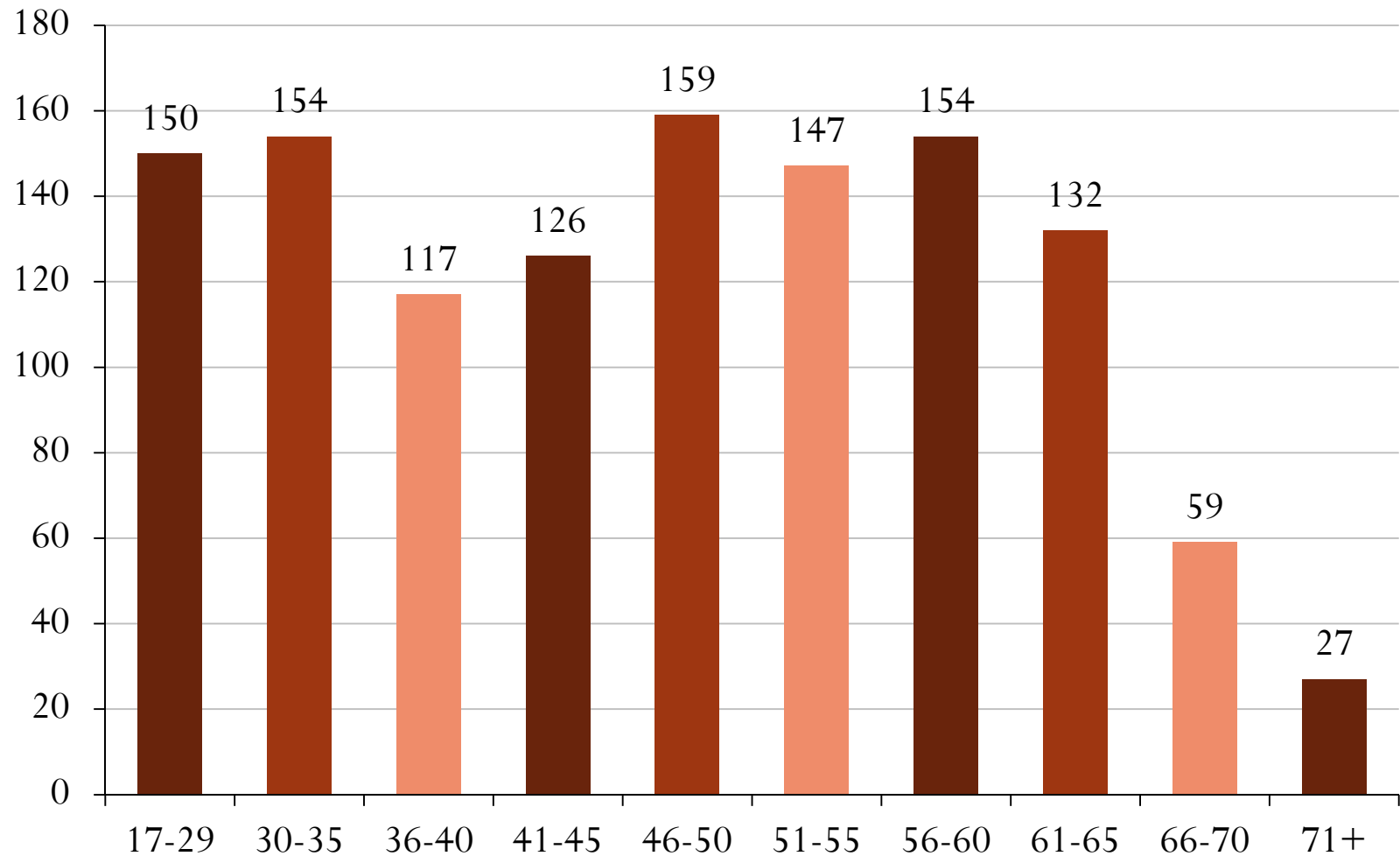
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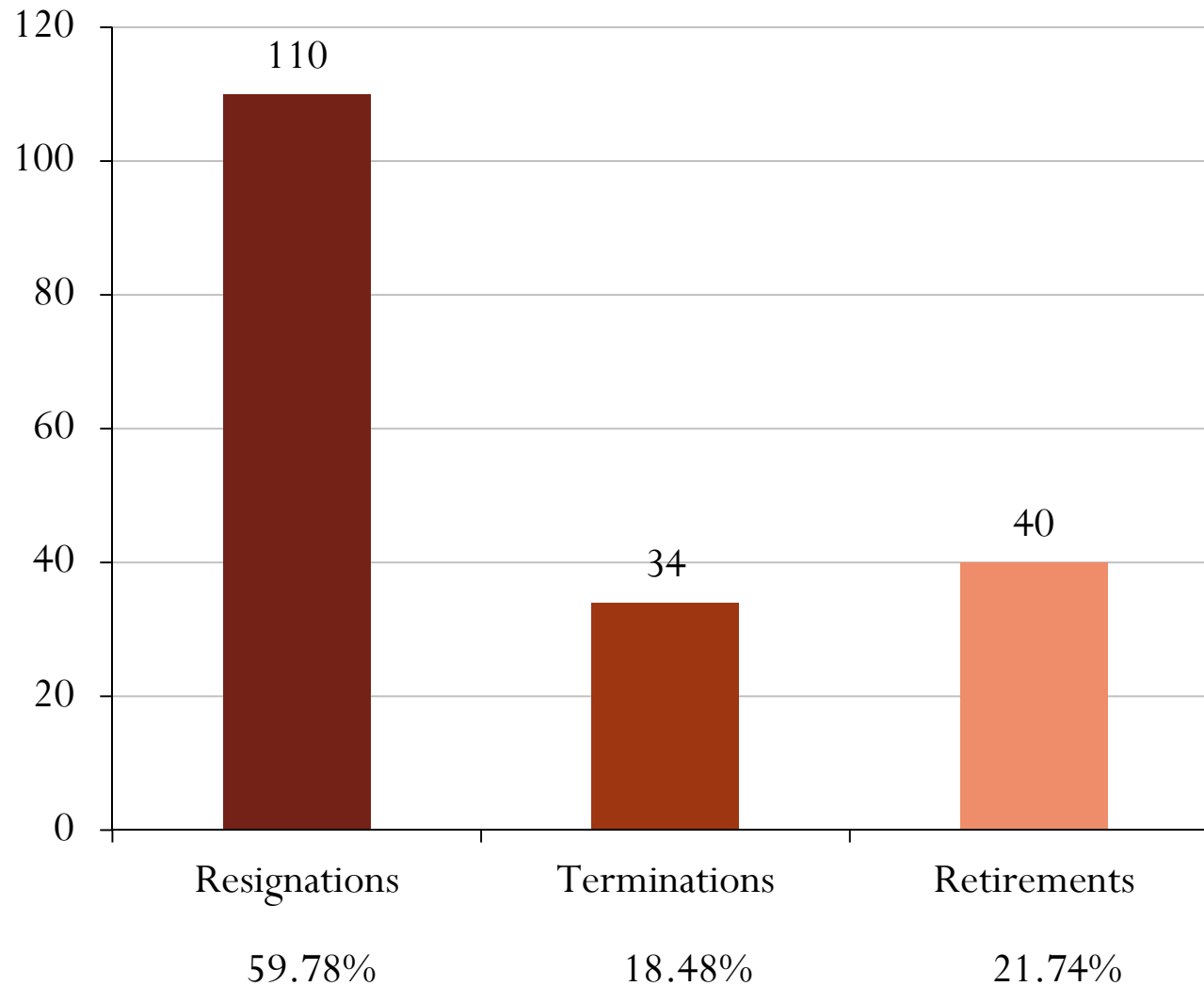


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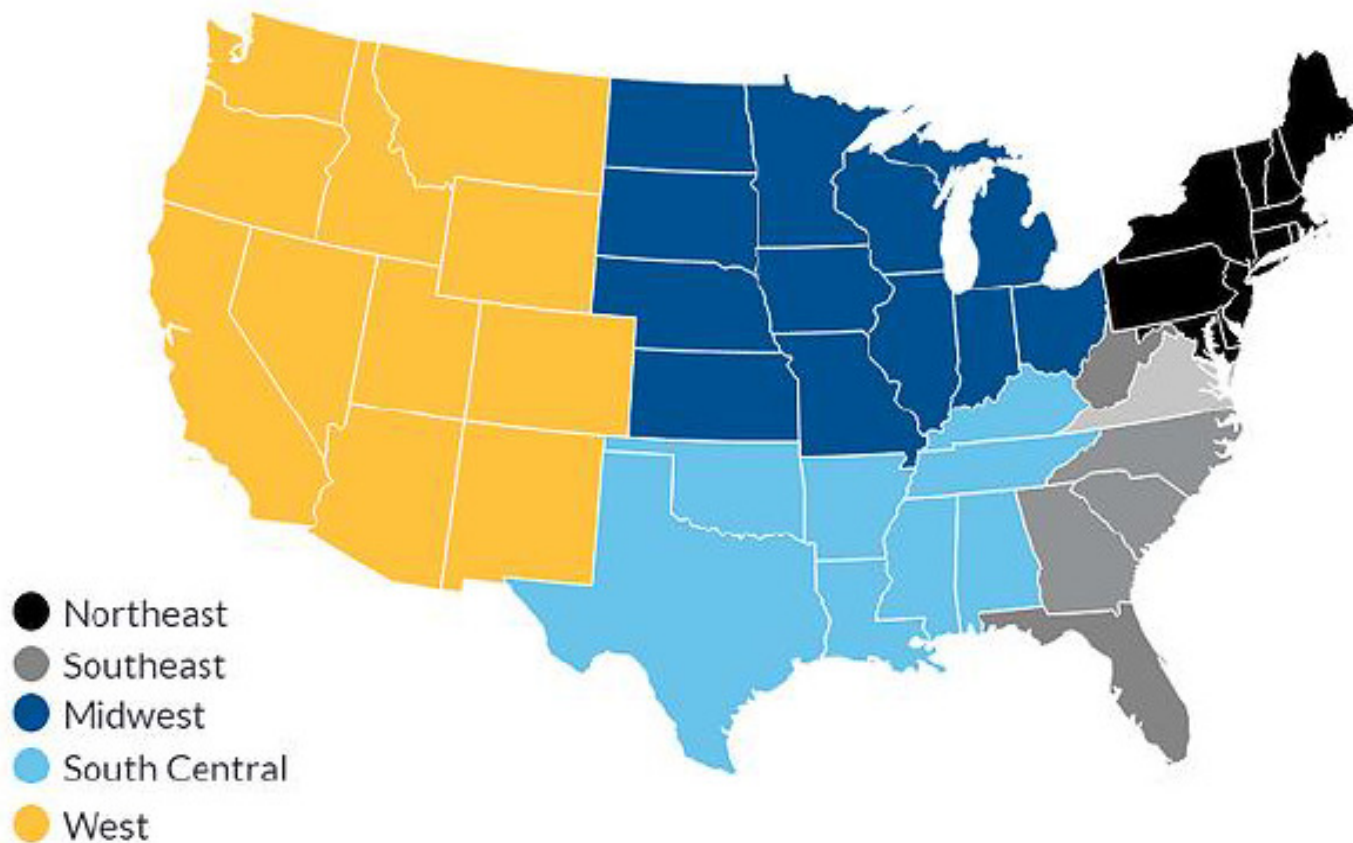


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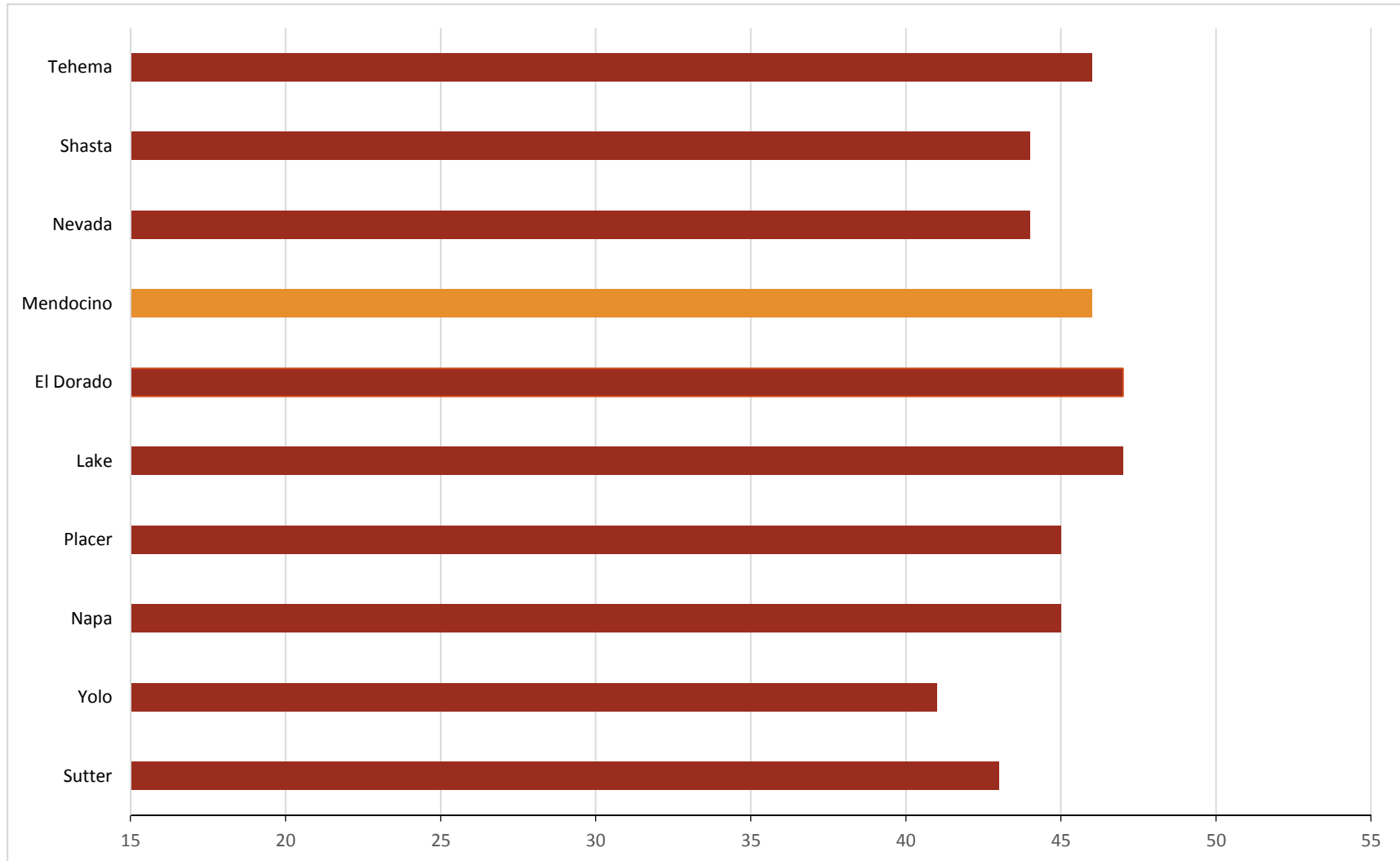
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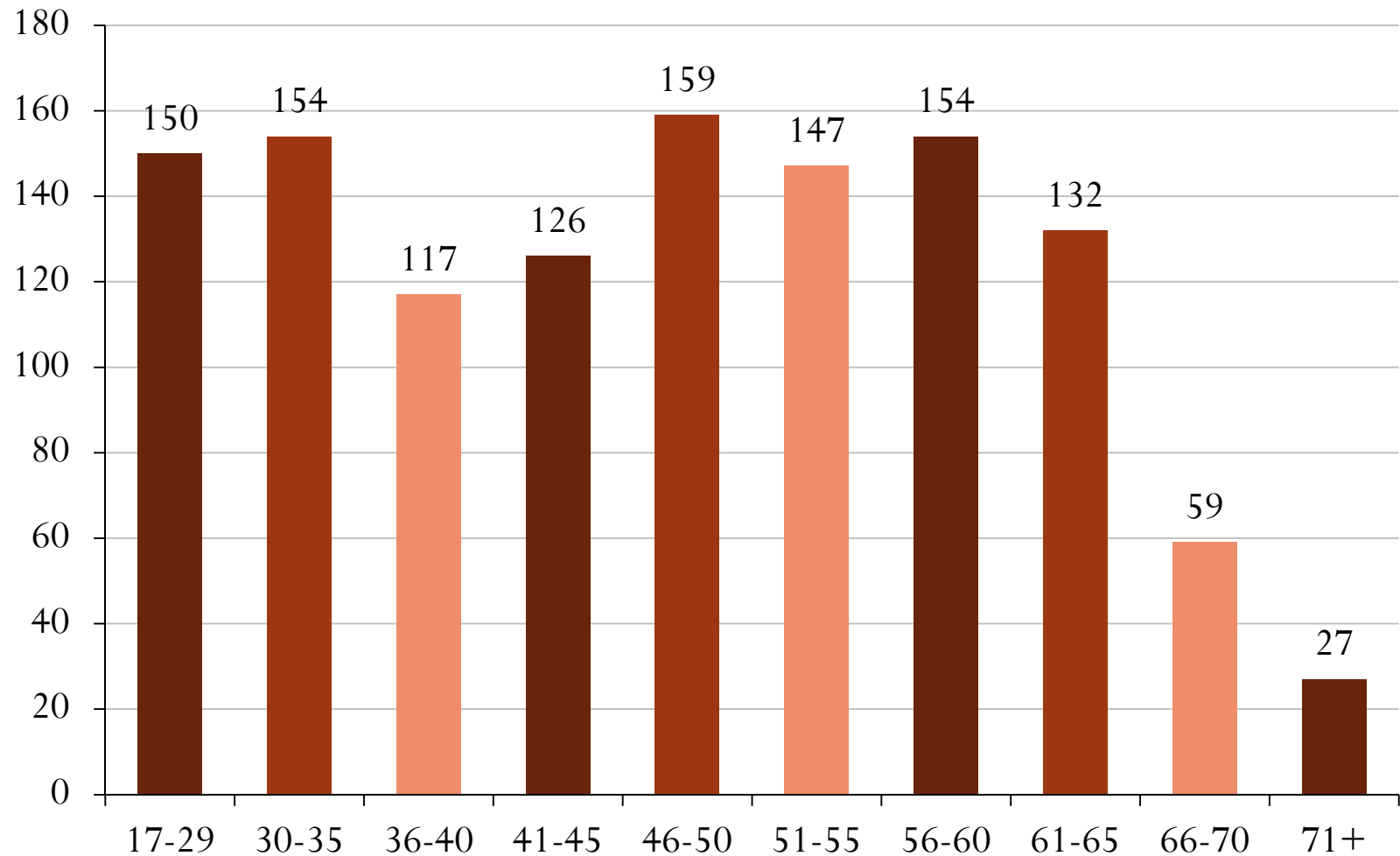


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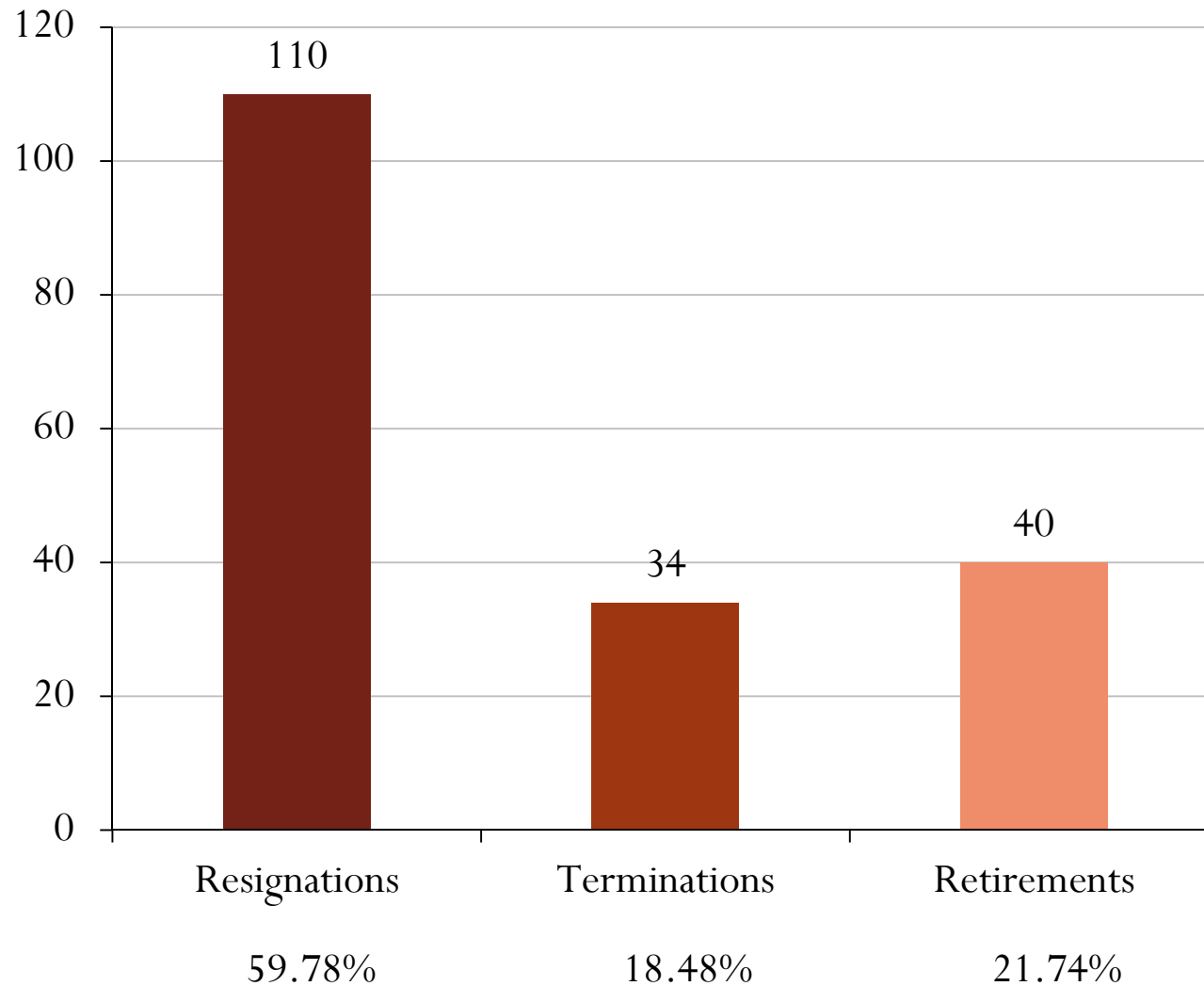
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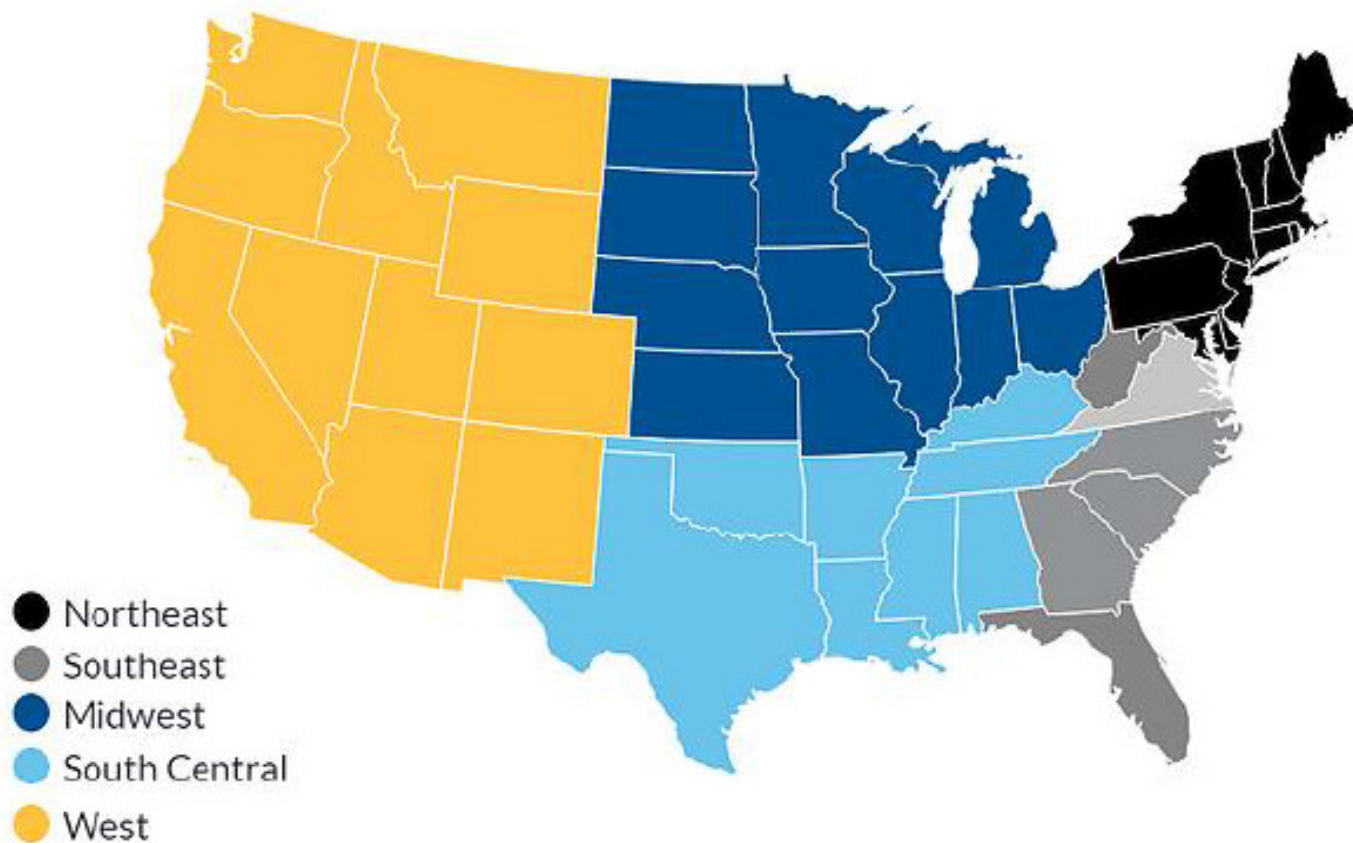


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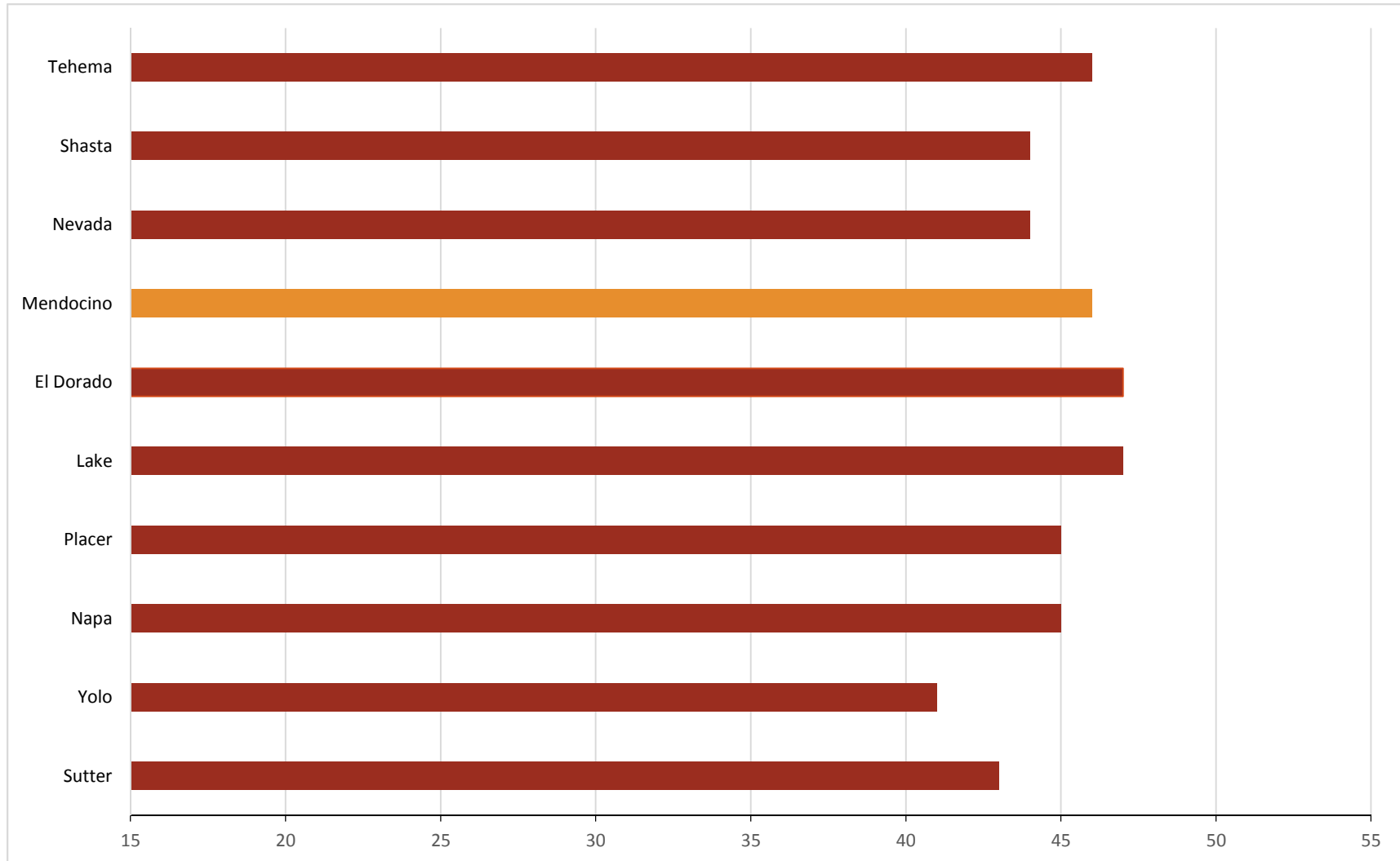
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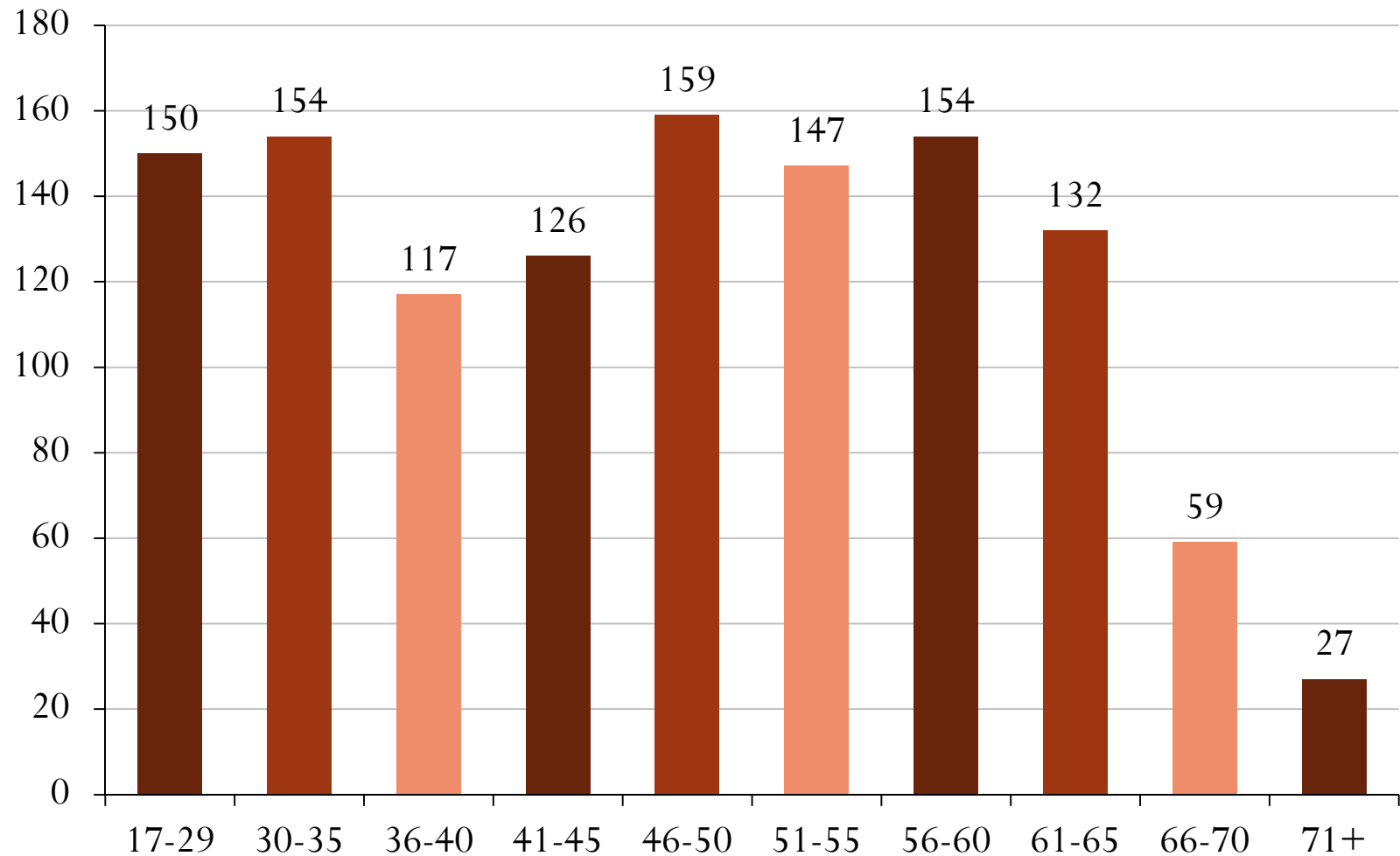
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## Turnover Rates by County Calendar Year 2018

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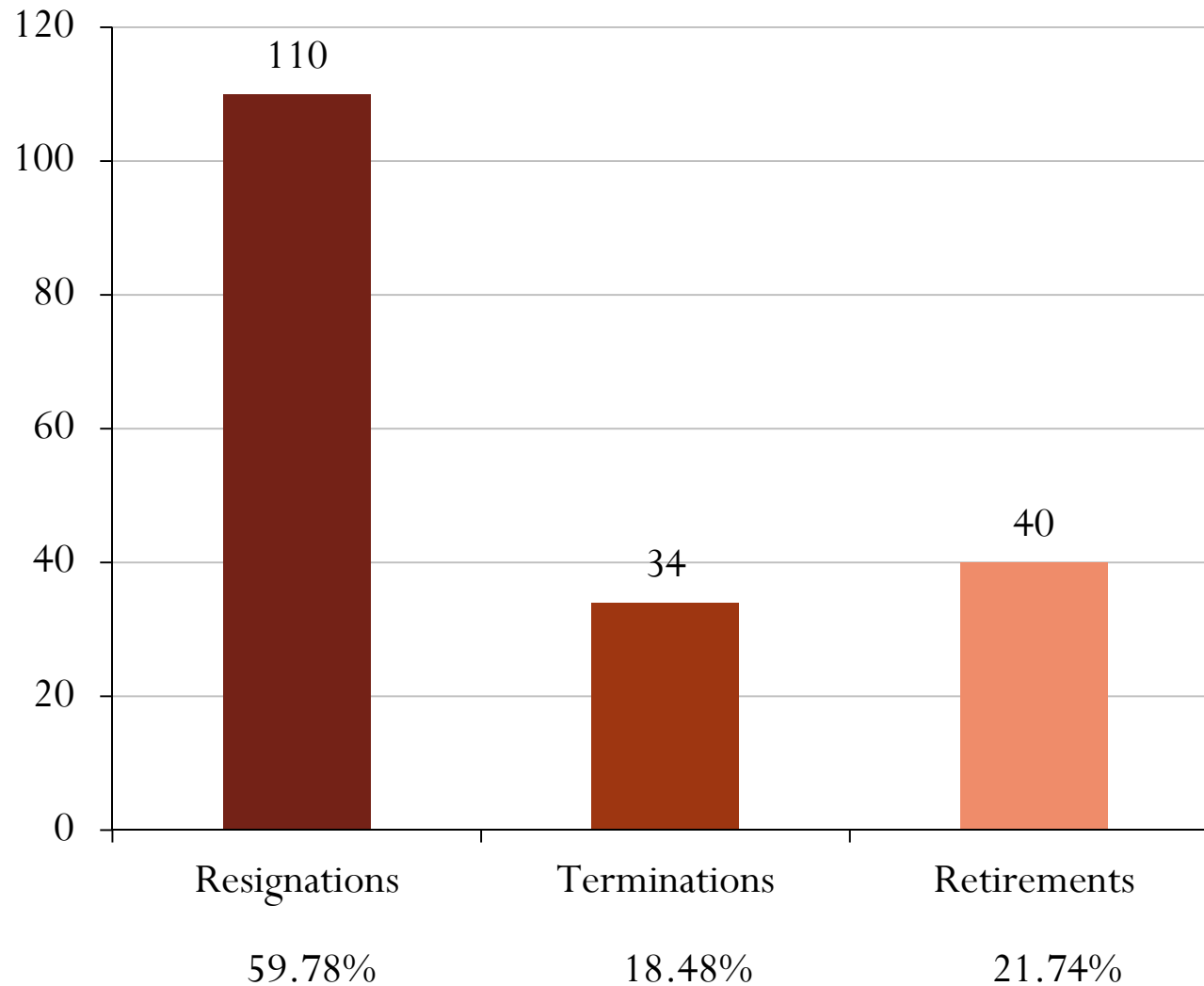
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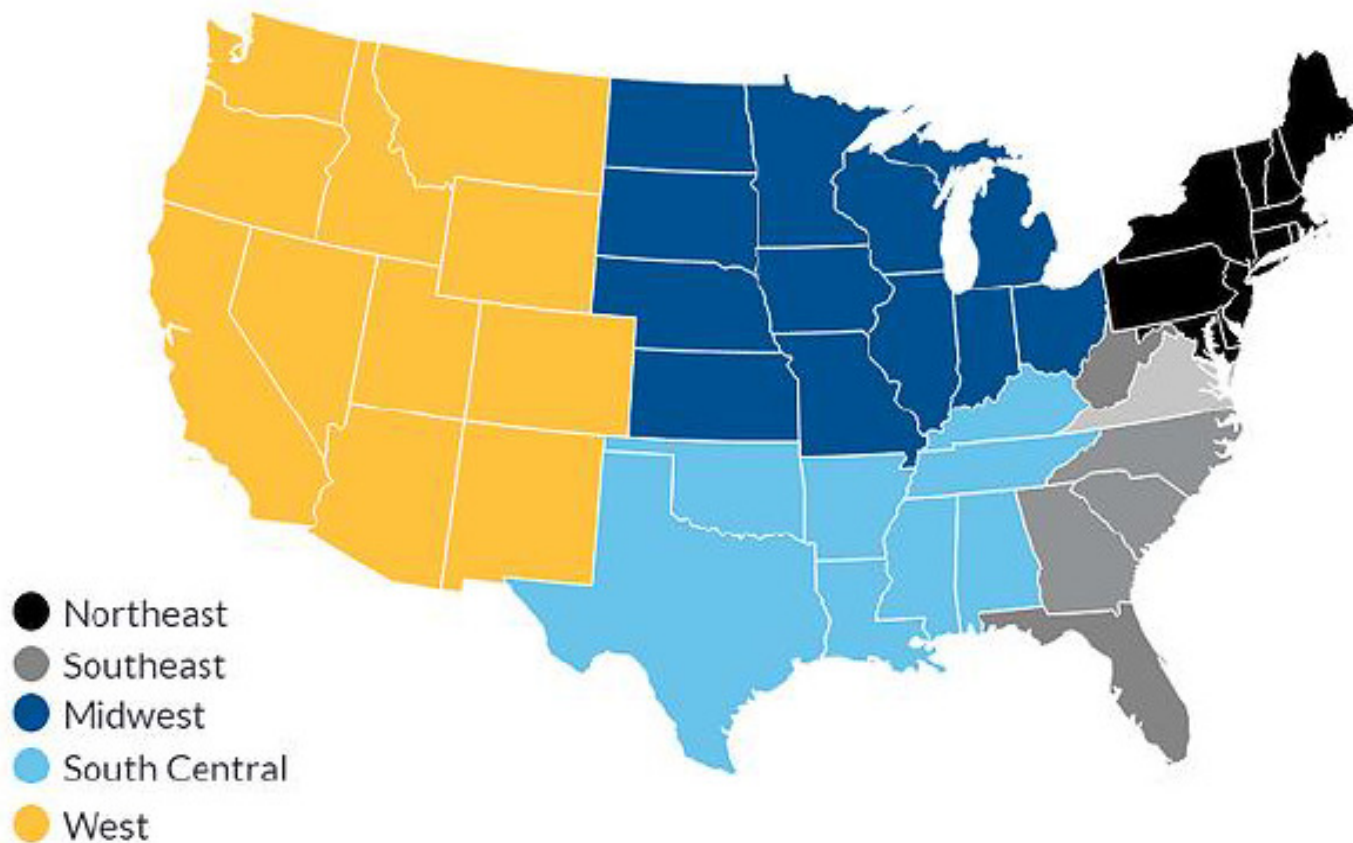


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3/26/19



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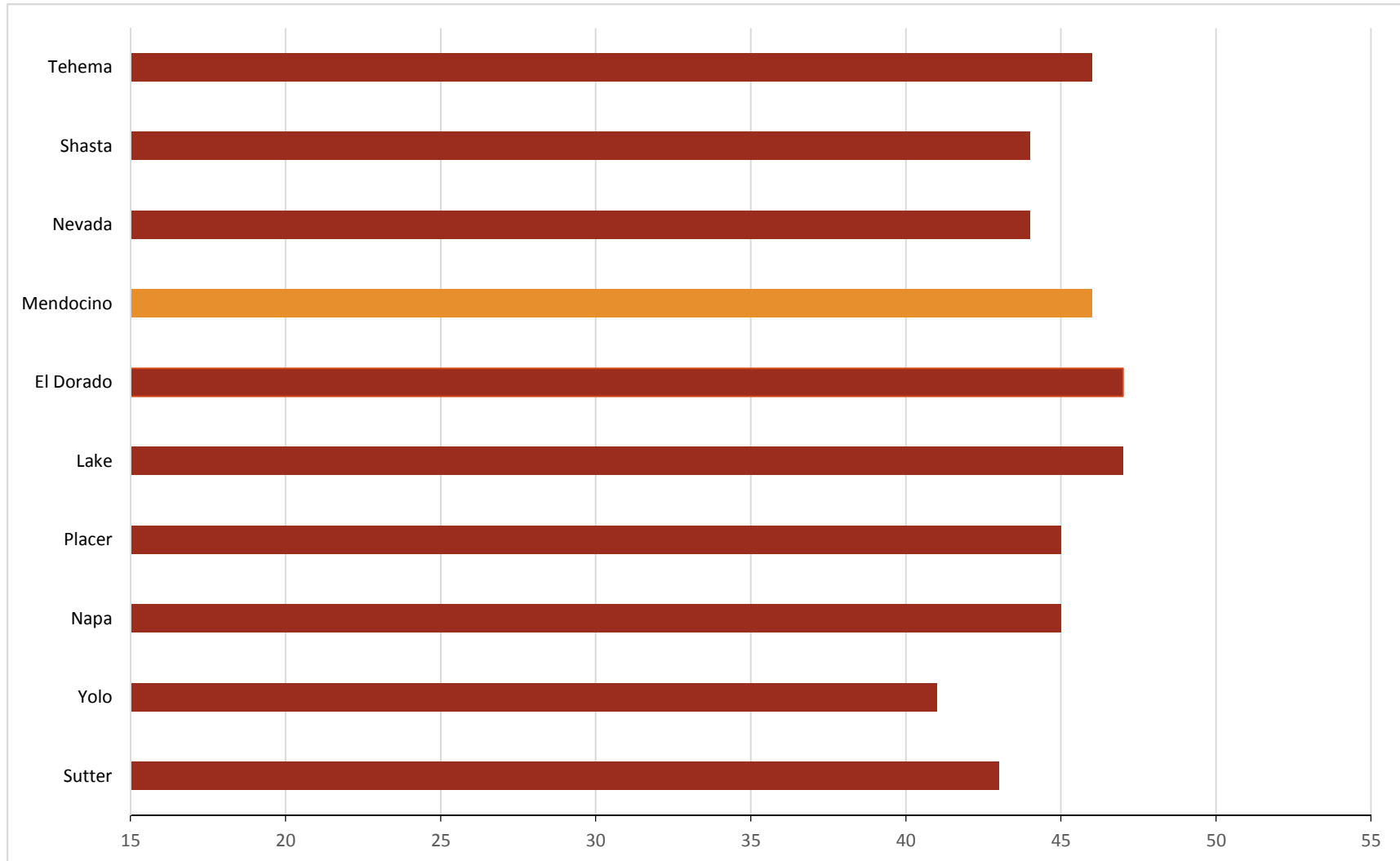
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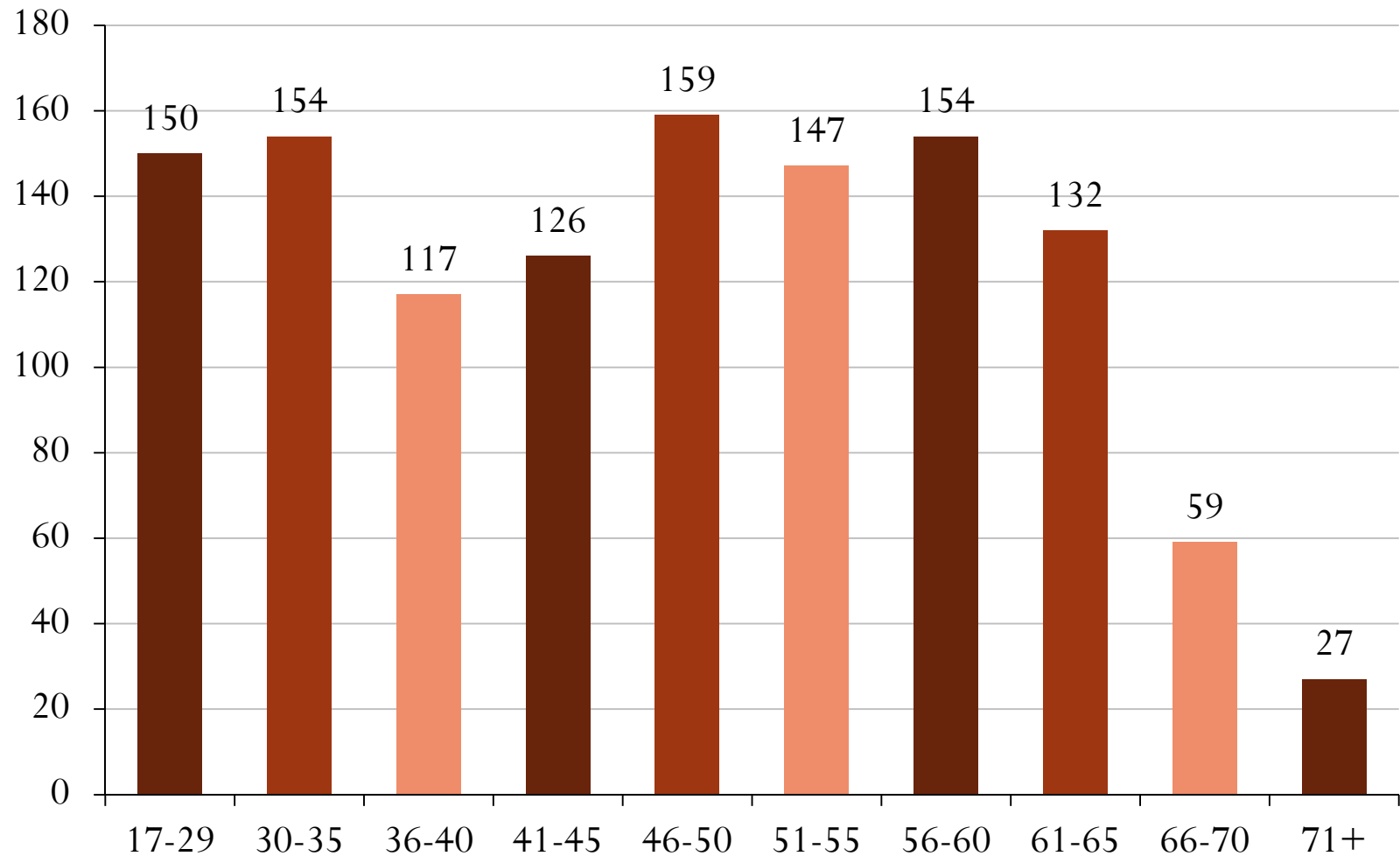
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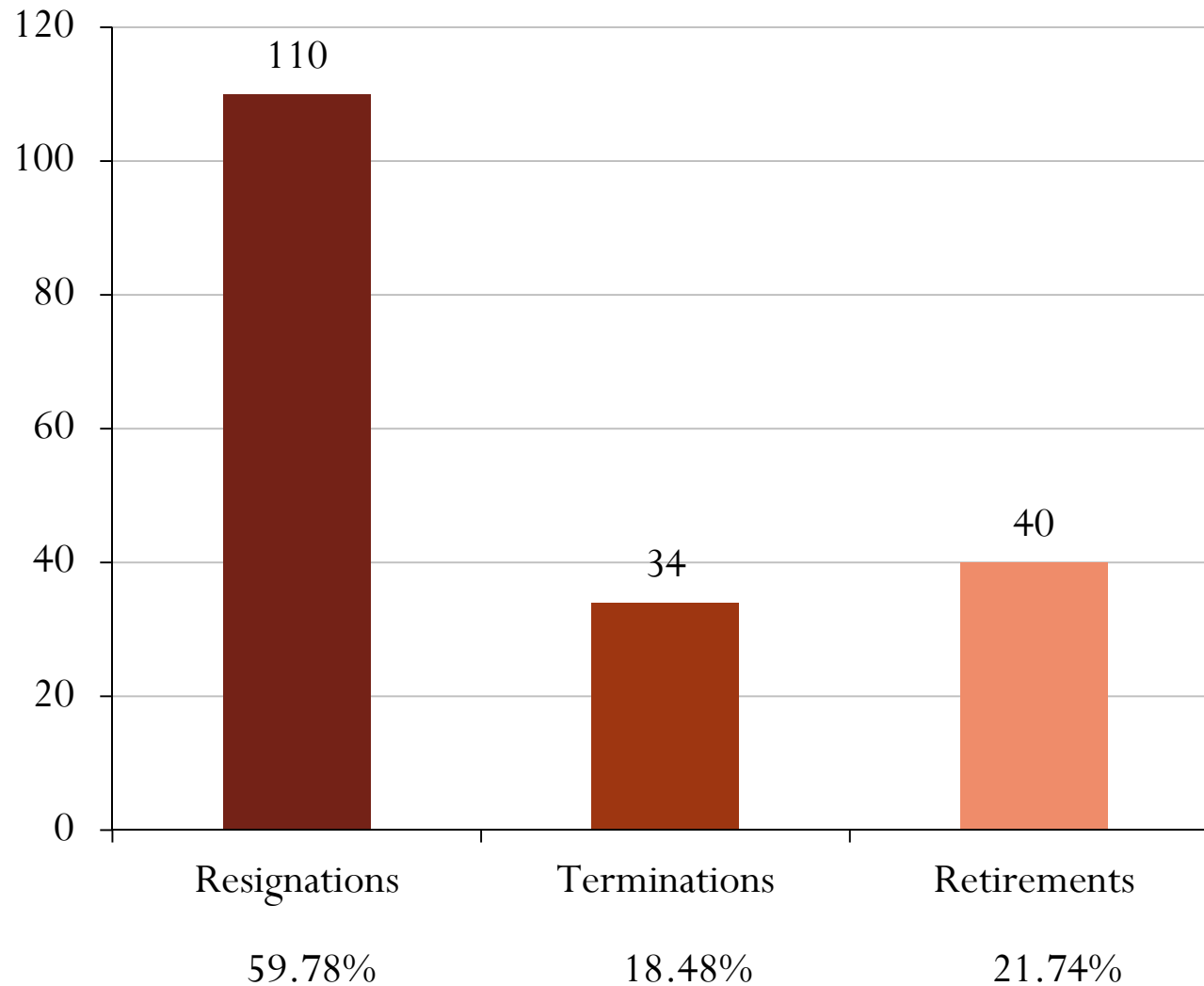
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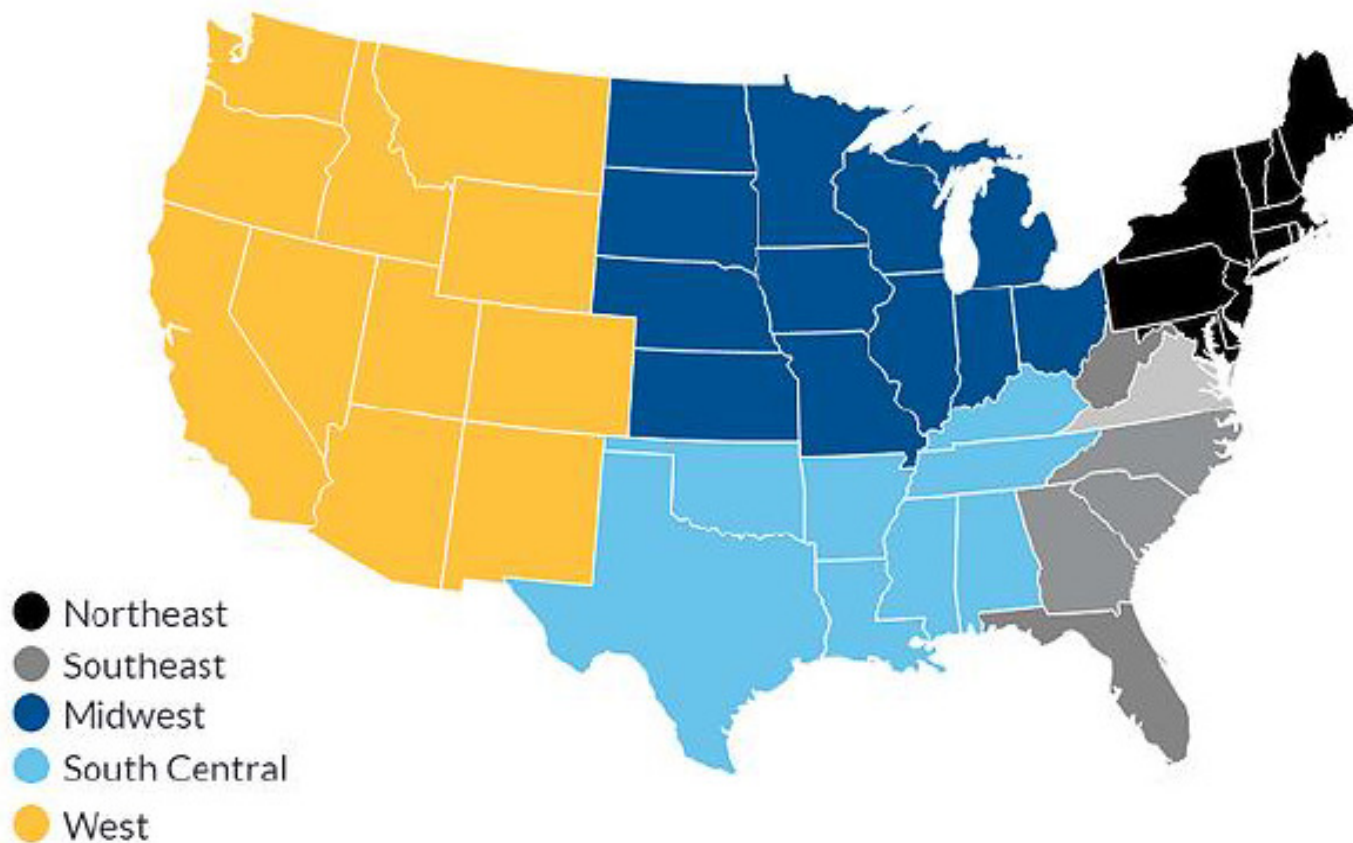


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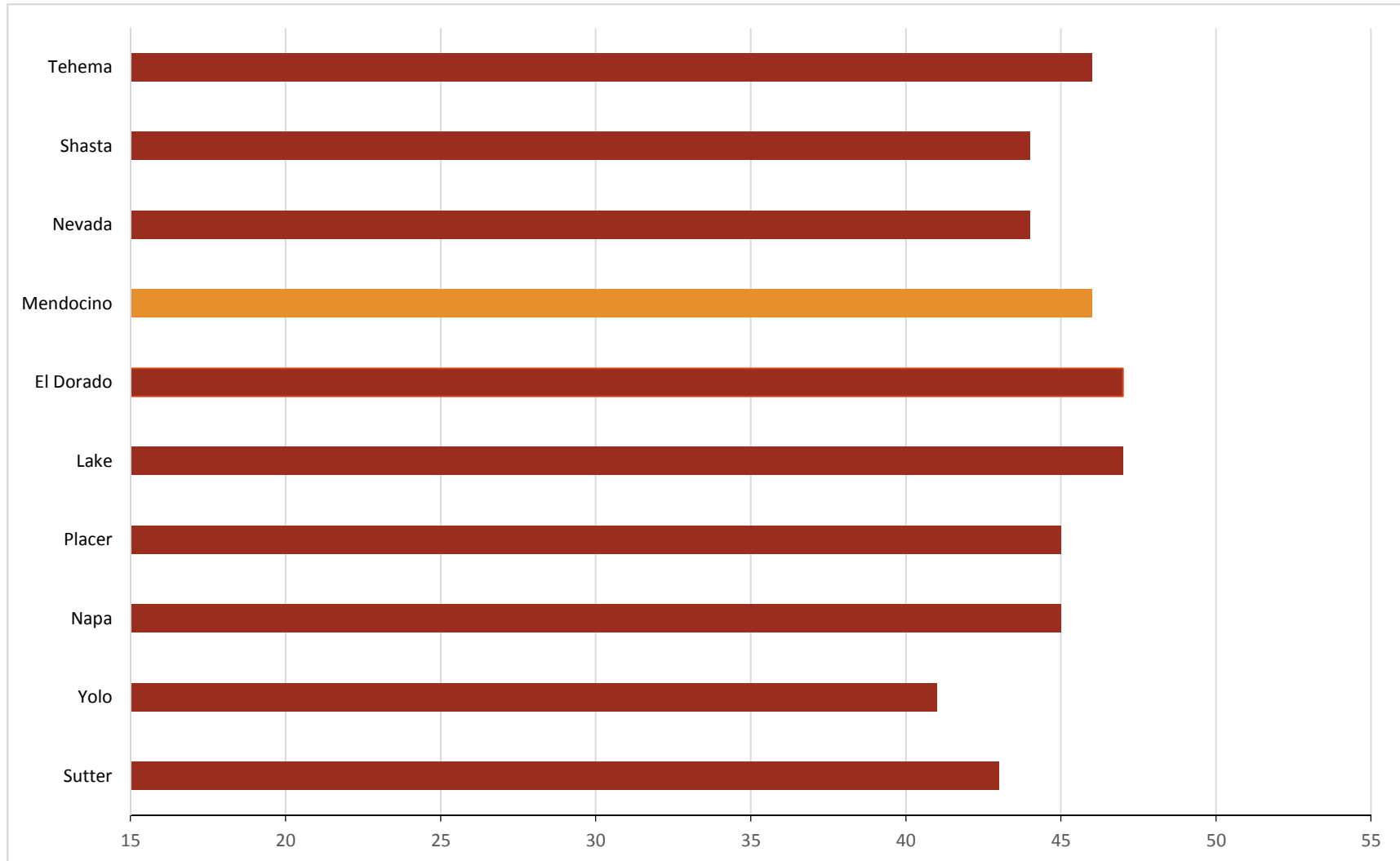
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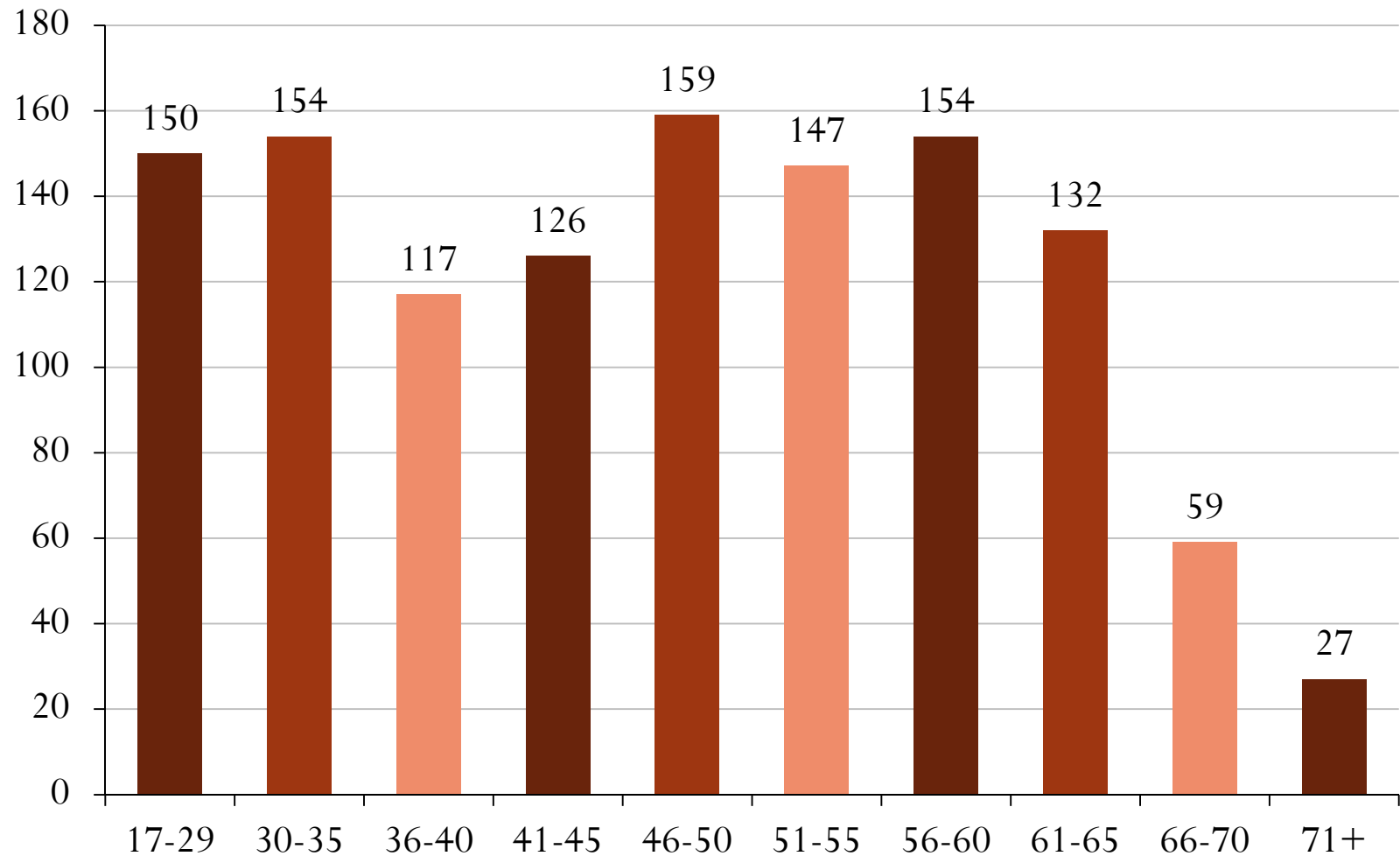




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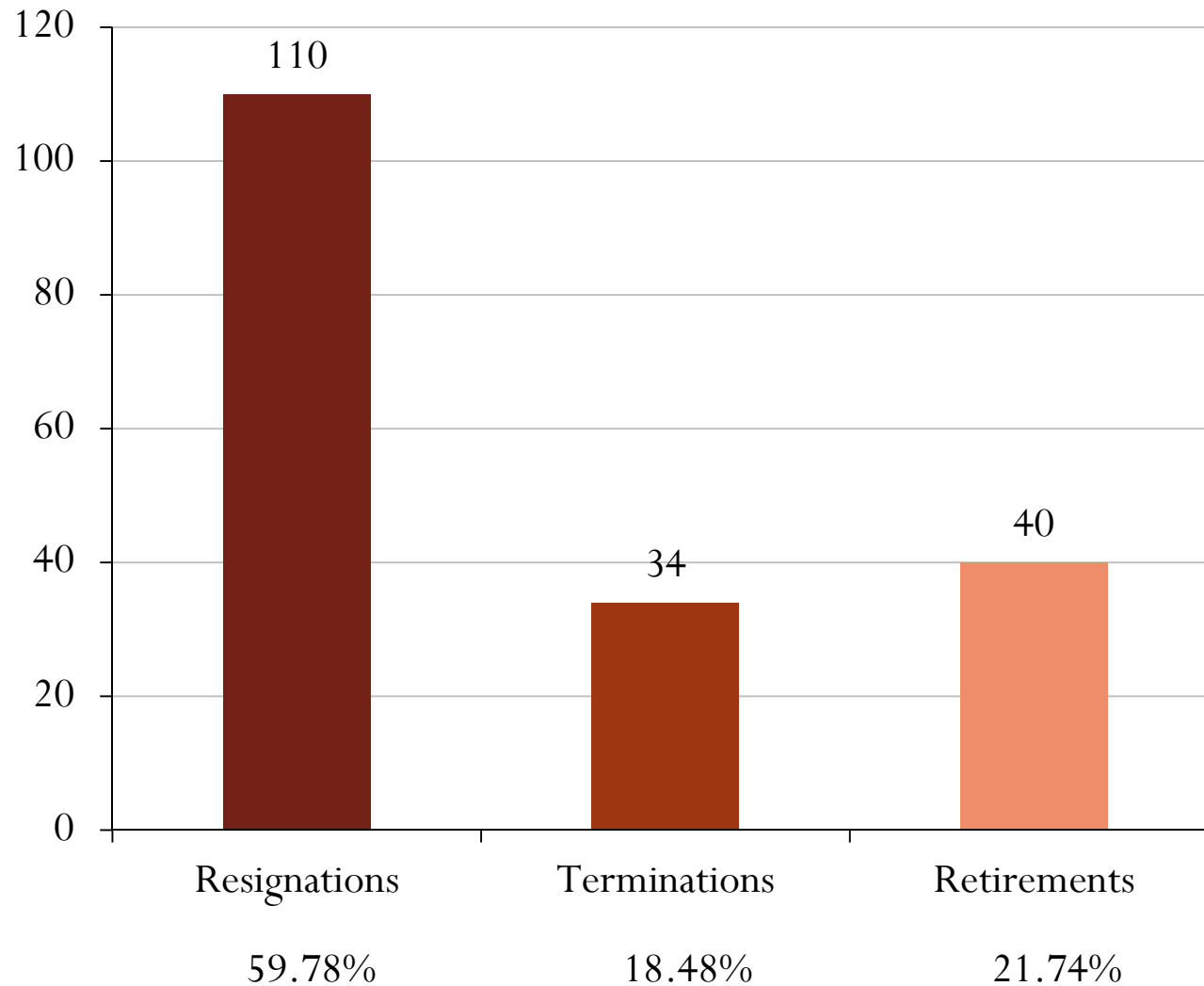
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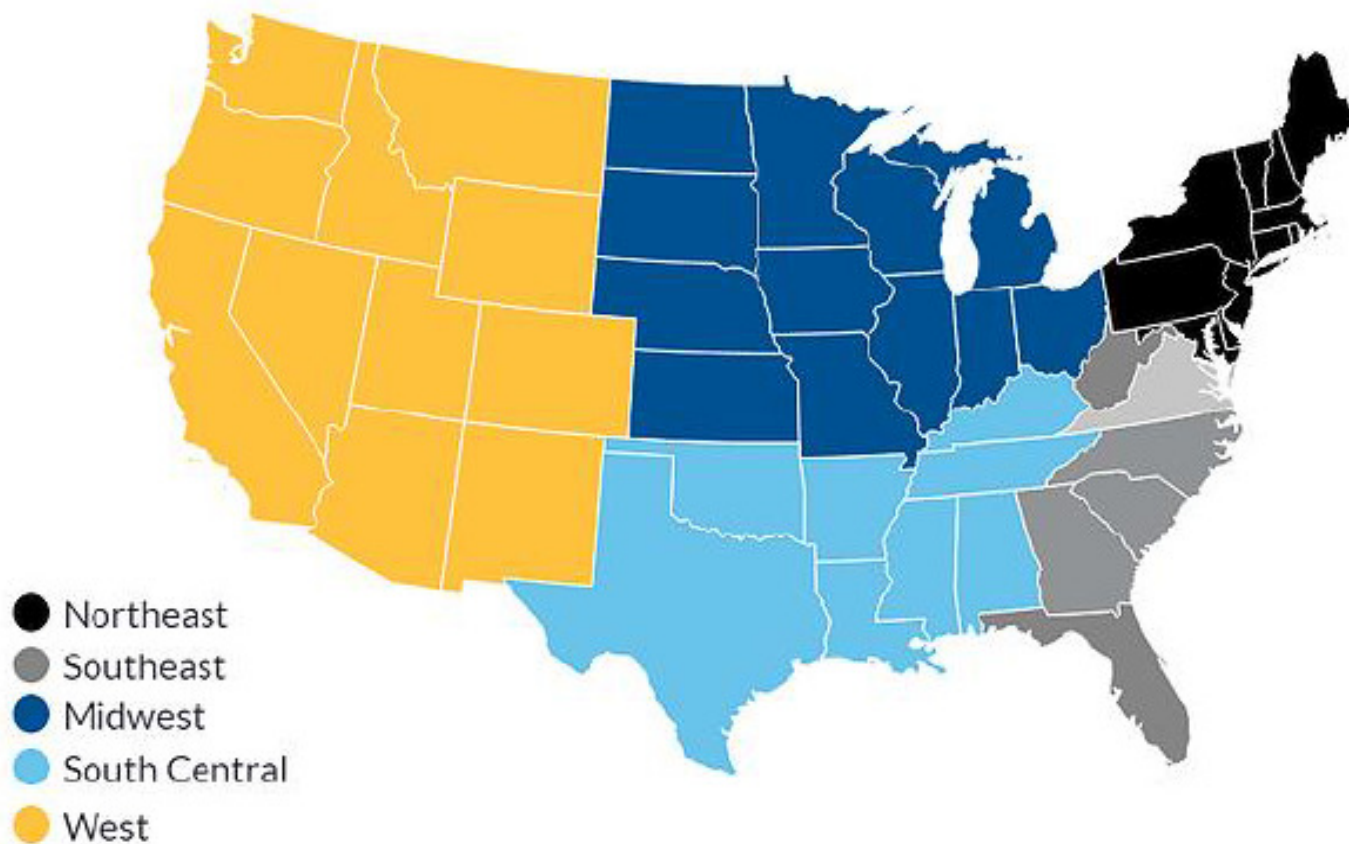


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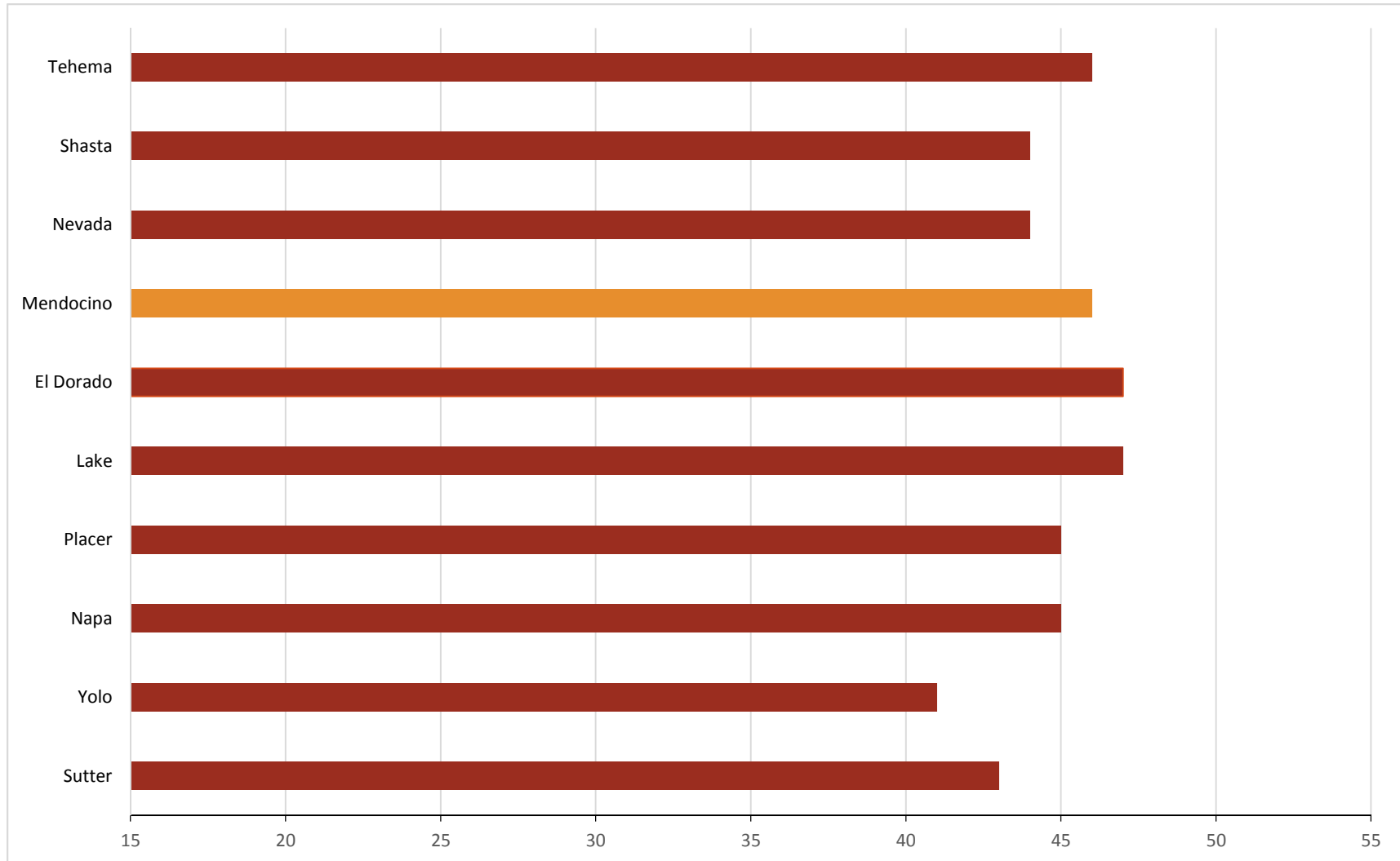
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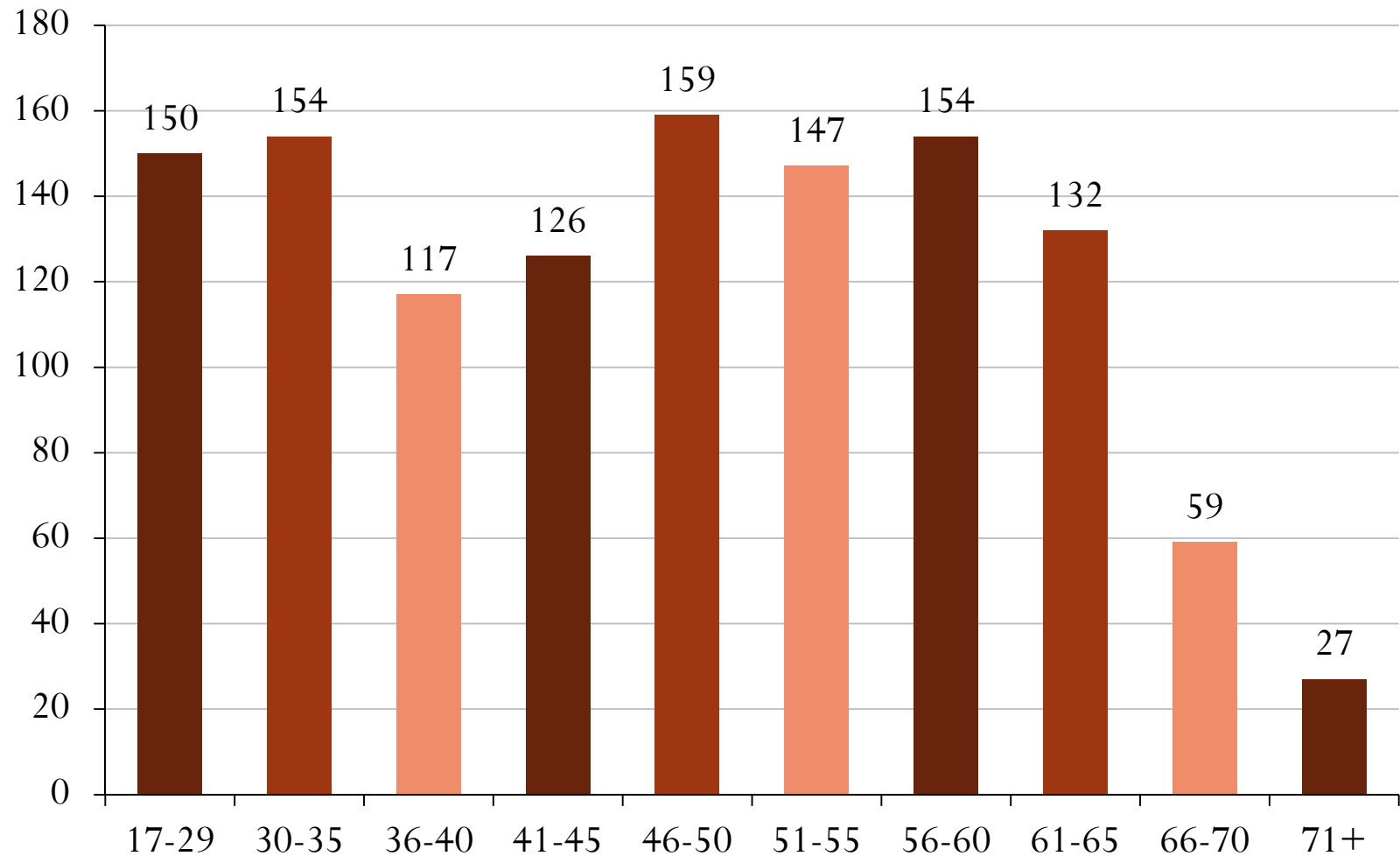
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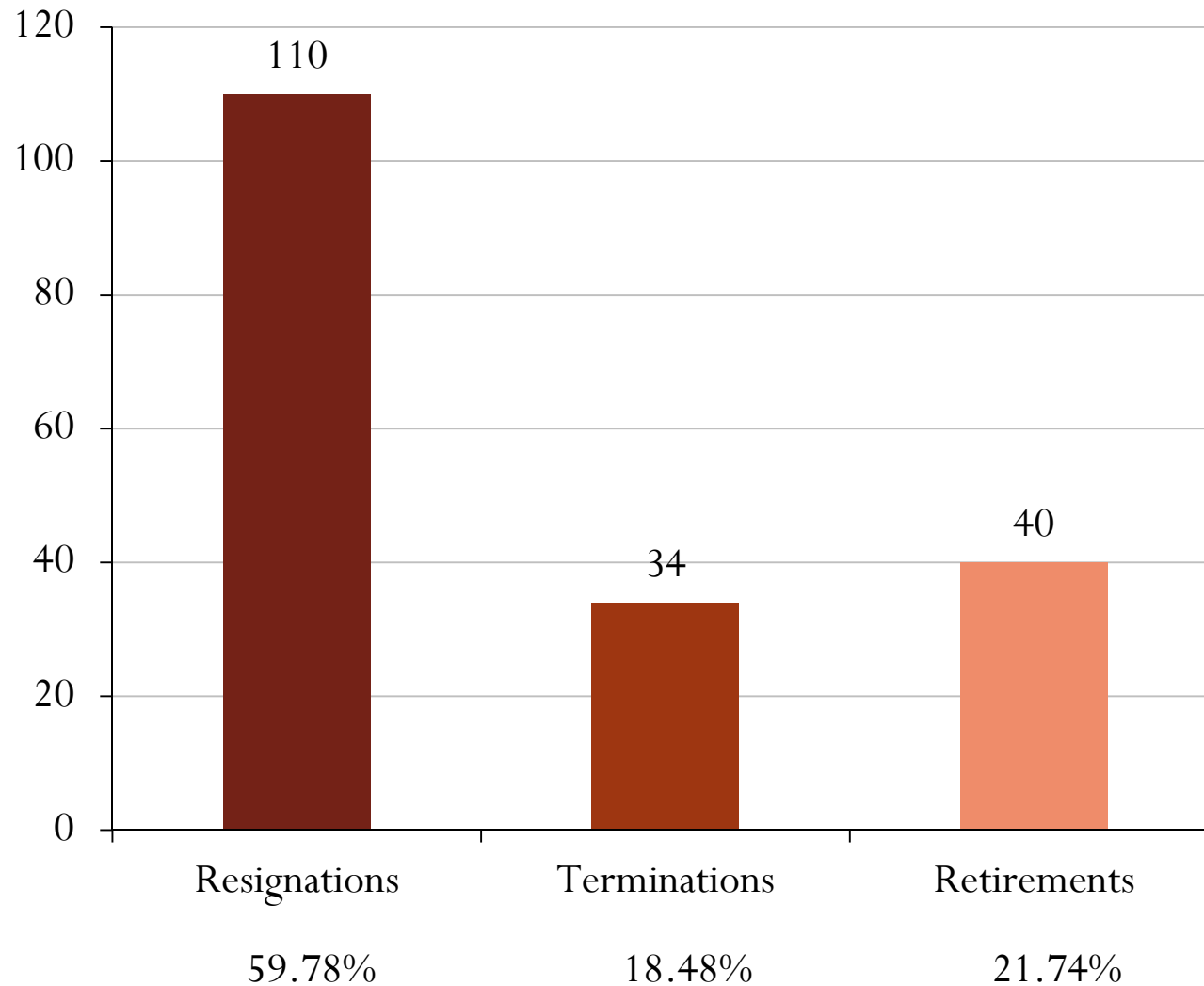
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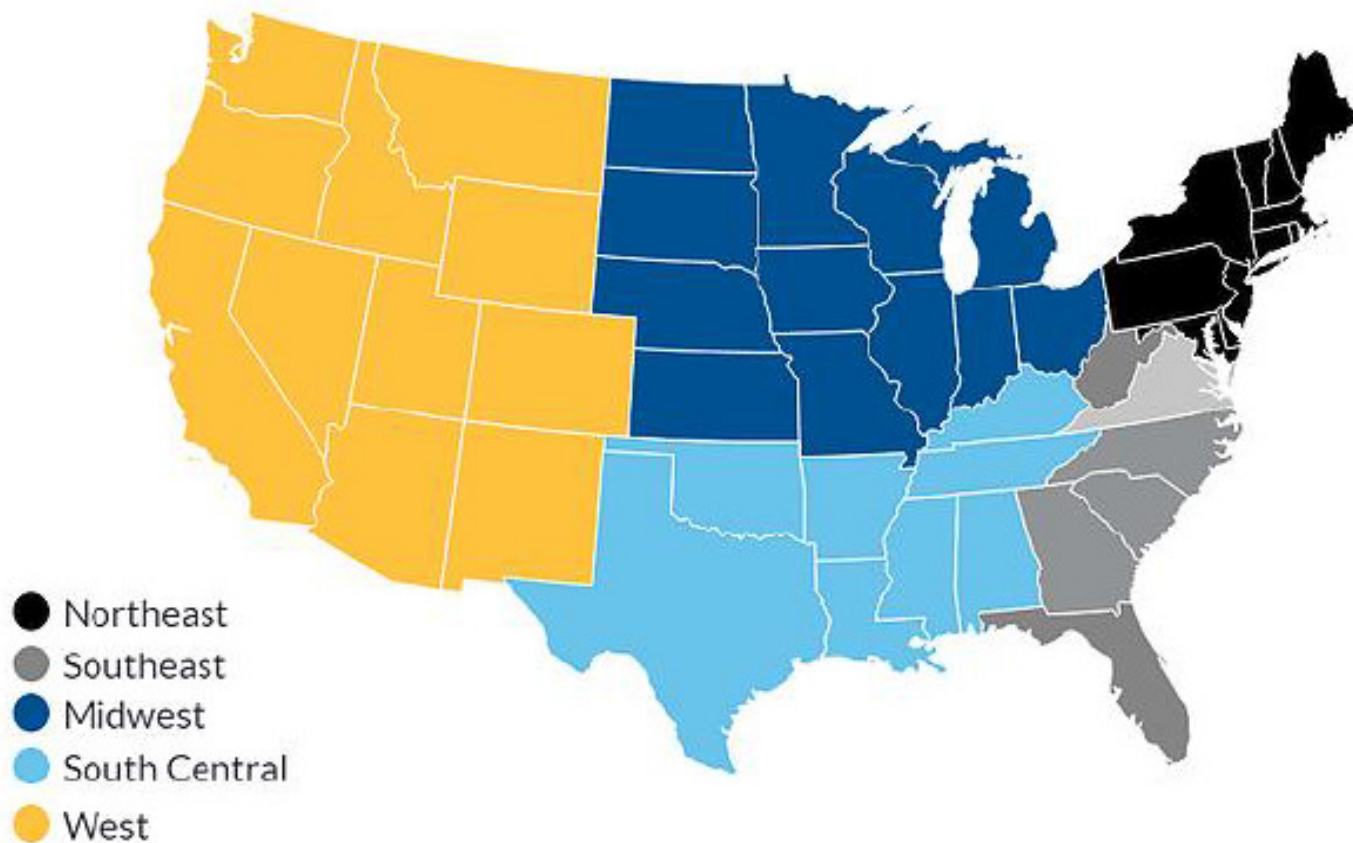


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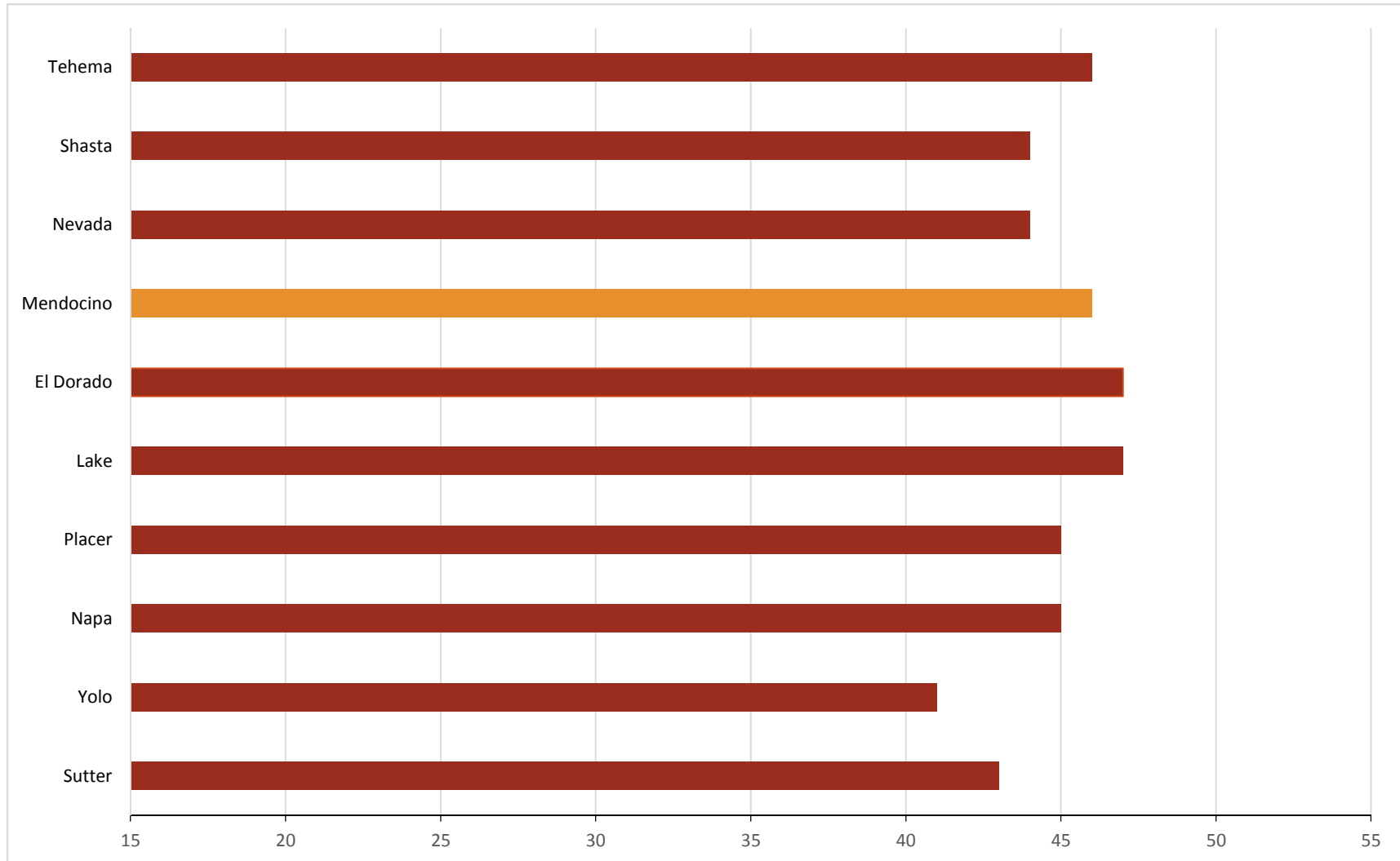
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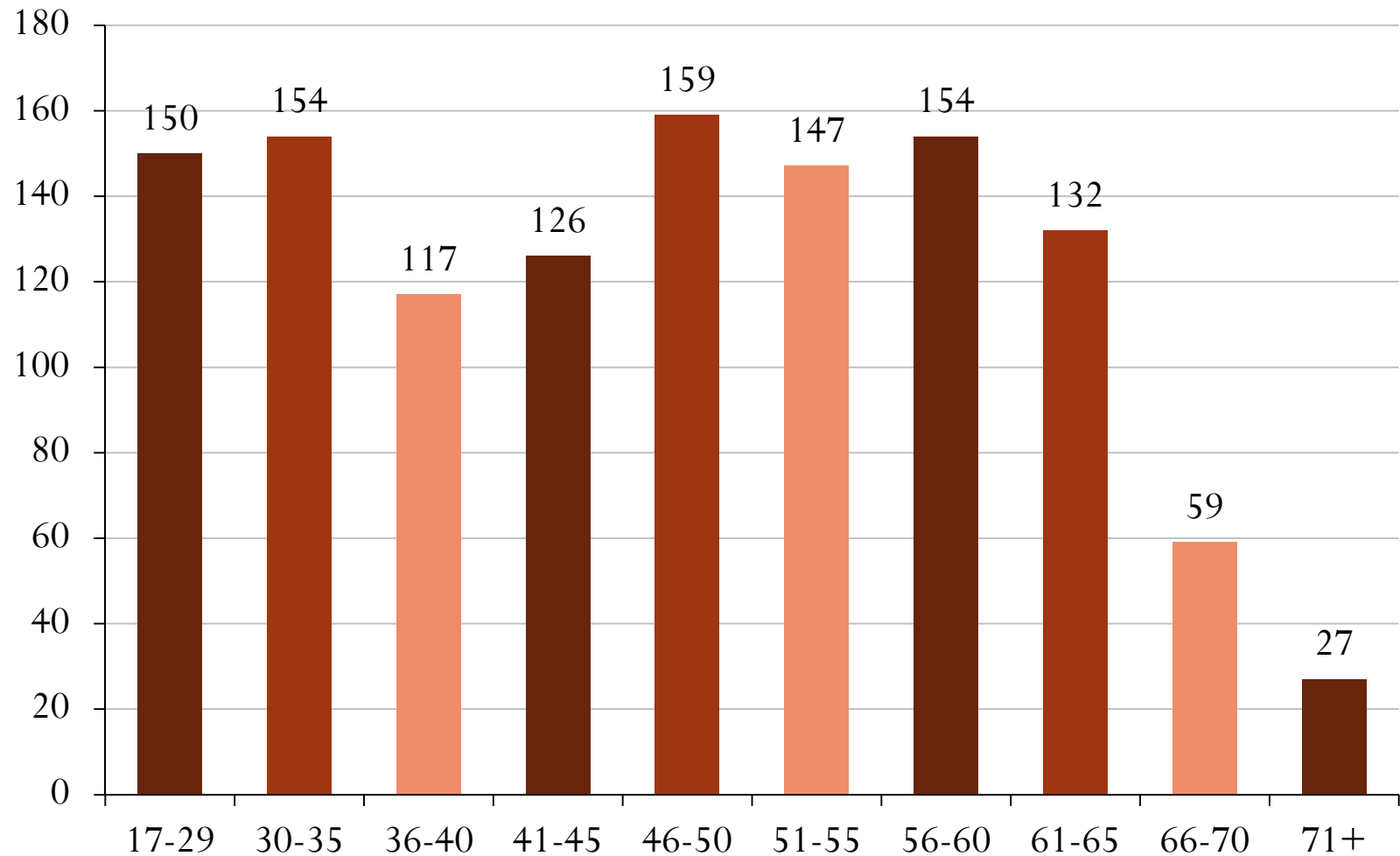
## Average Employee Age by County 12-31-18



## Mendocino County Average Employee Age Calendar Year 2012-2018

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## Mendocino County Employee Age by Range 12-31-18





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County	Total Employees	New Hires	% of New Hires
Placer	2495	184	7.37%
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El Dorado	1846	214	11.59%
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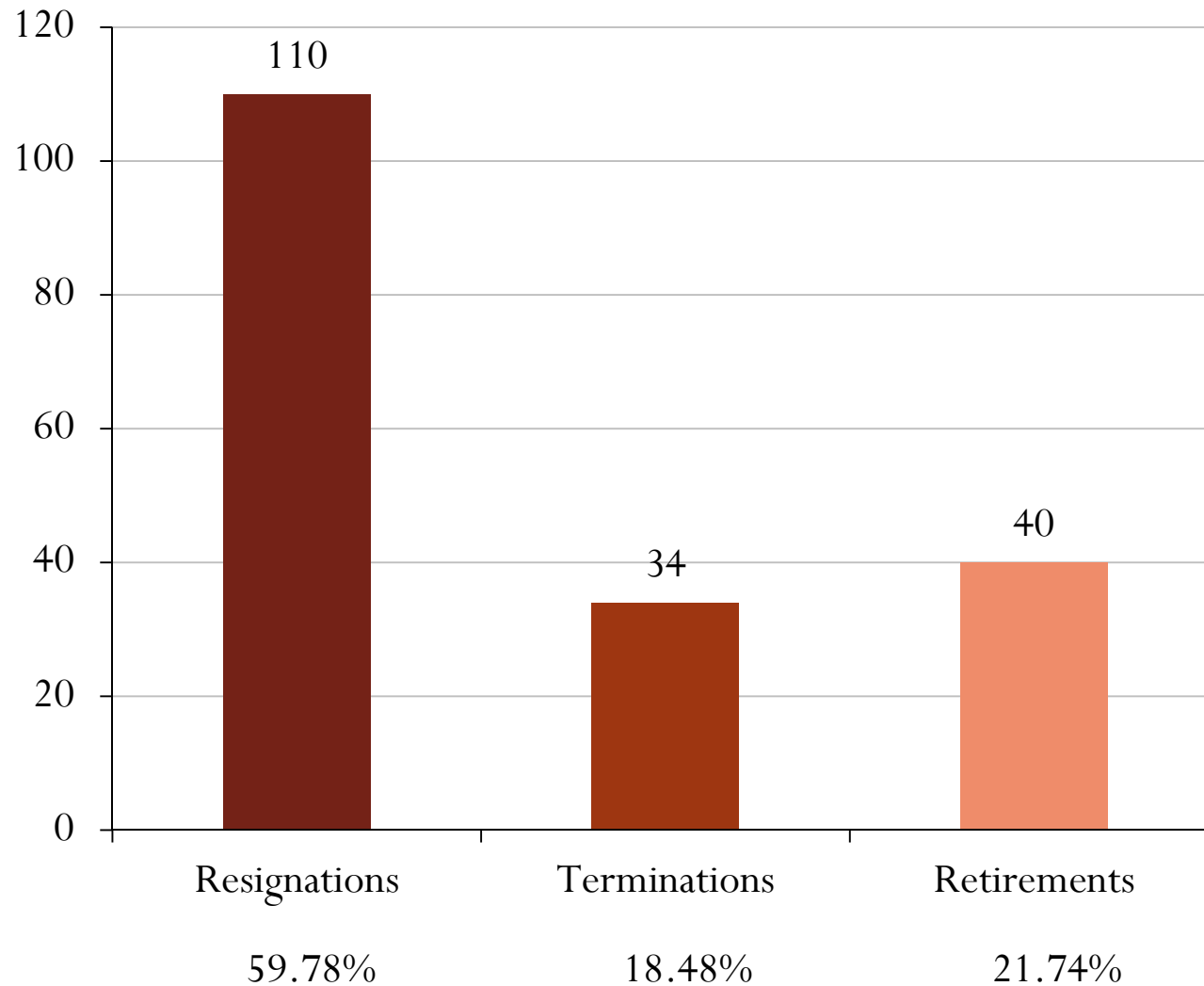
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## New Hires and Terminations by Department Calendar Year 2018

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Animal Care	2	2
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Auditor-Controller	4	5
Child Support	5	6
District Attorney	7	3
DOT	12	7
Executive Office/COB	4	3
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Human Resources	3	4
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Cultural Services Agency - Library	7	8
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Planning and Building	8	7
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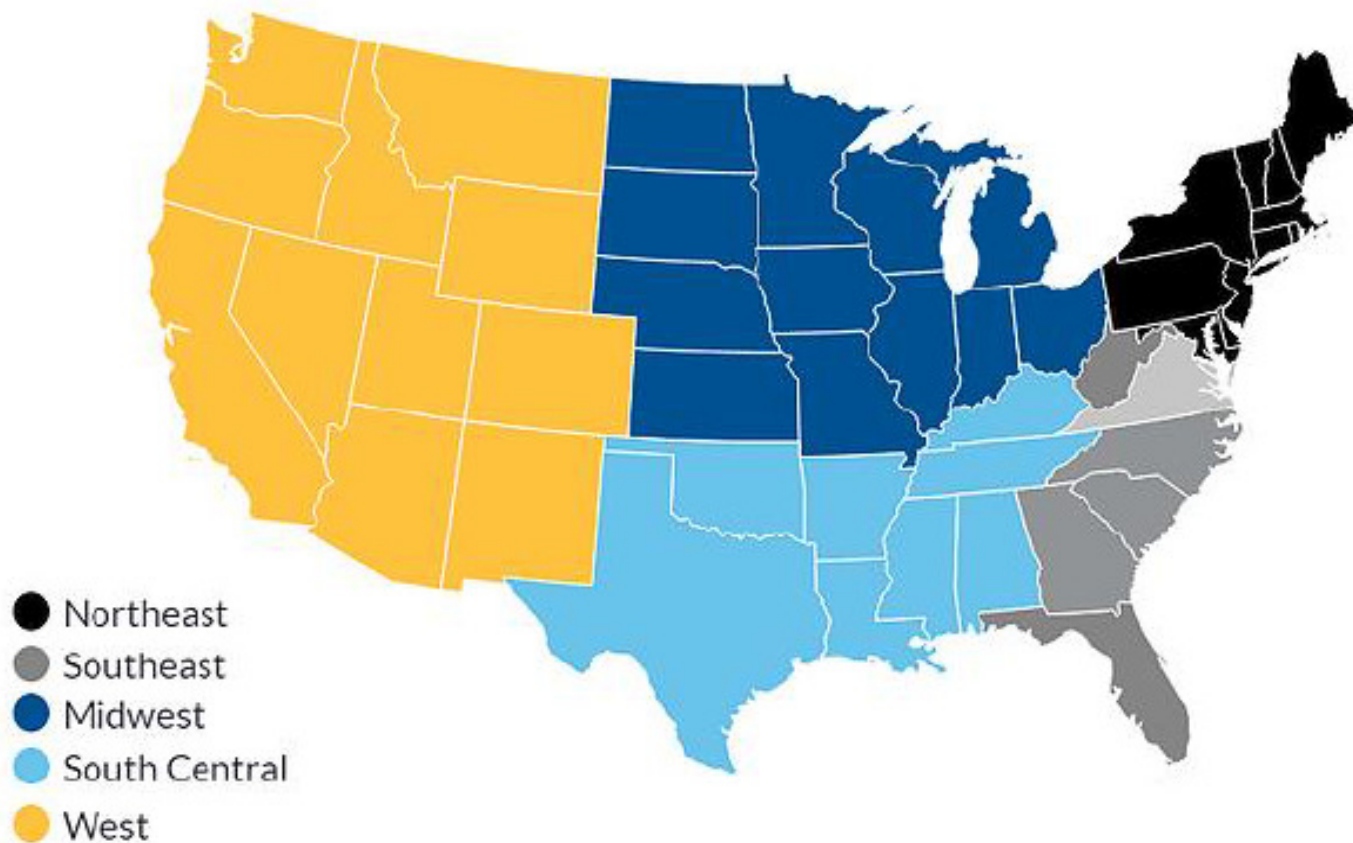


## 2016 – 2018 Turnover Data Using ALL Termination Types

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## 2016 – 2018 Turnover Data

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# Mendocino County Human Resources Department

FY 18/19 Mid-Year Presentation  
3/26/19



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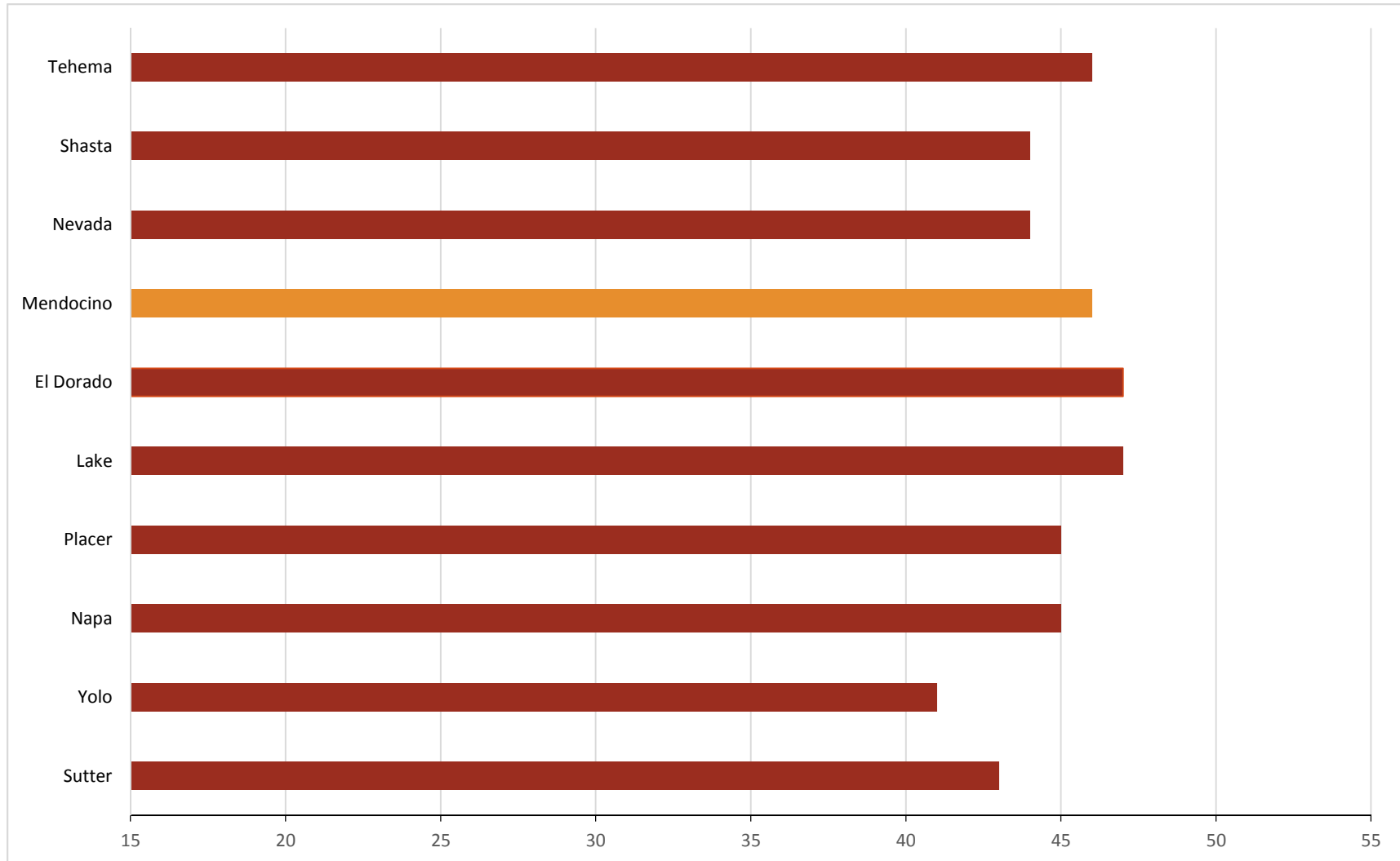
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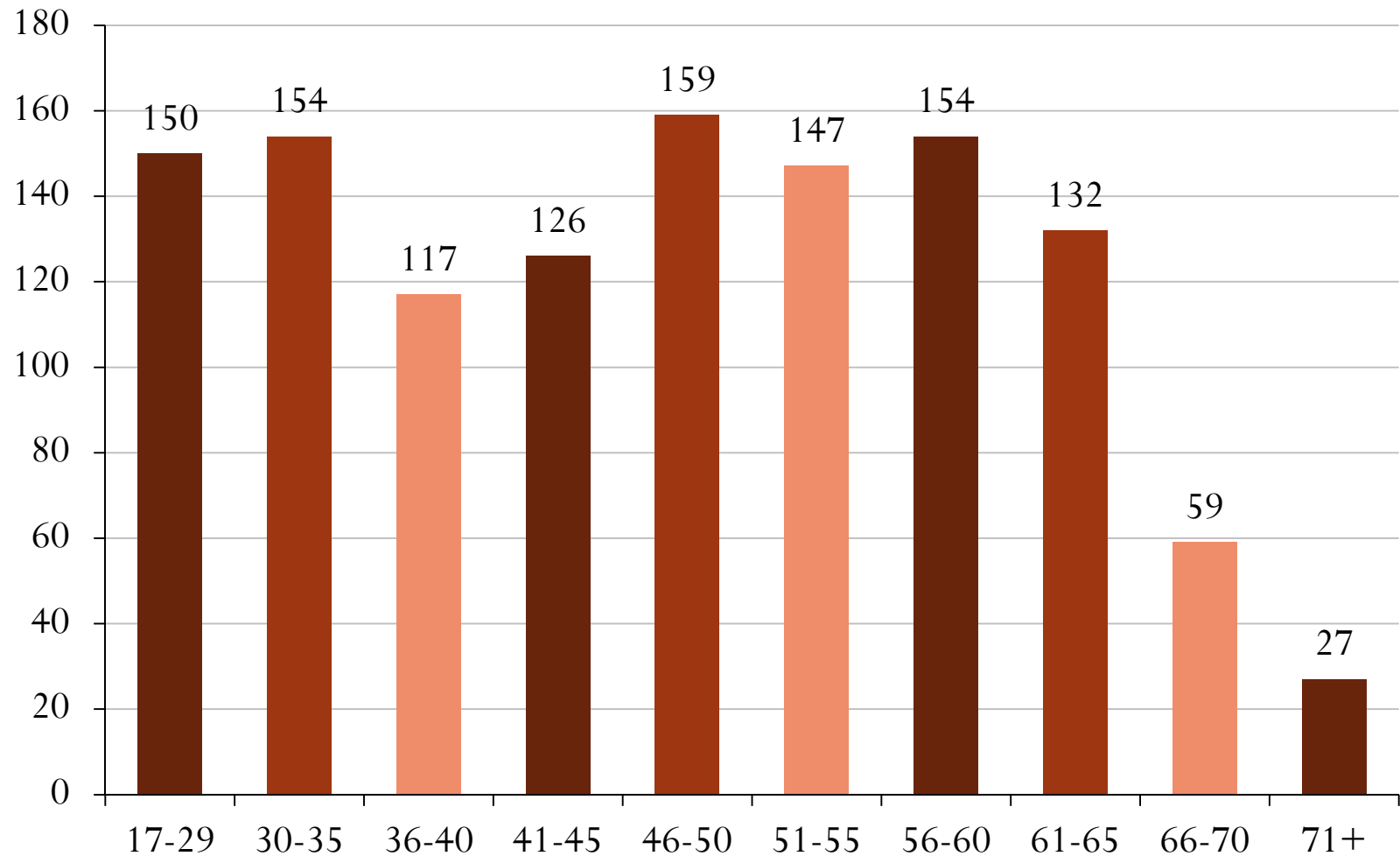
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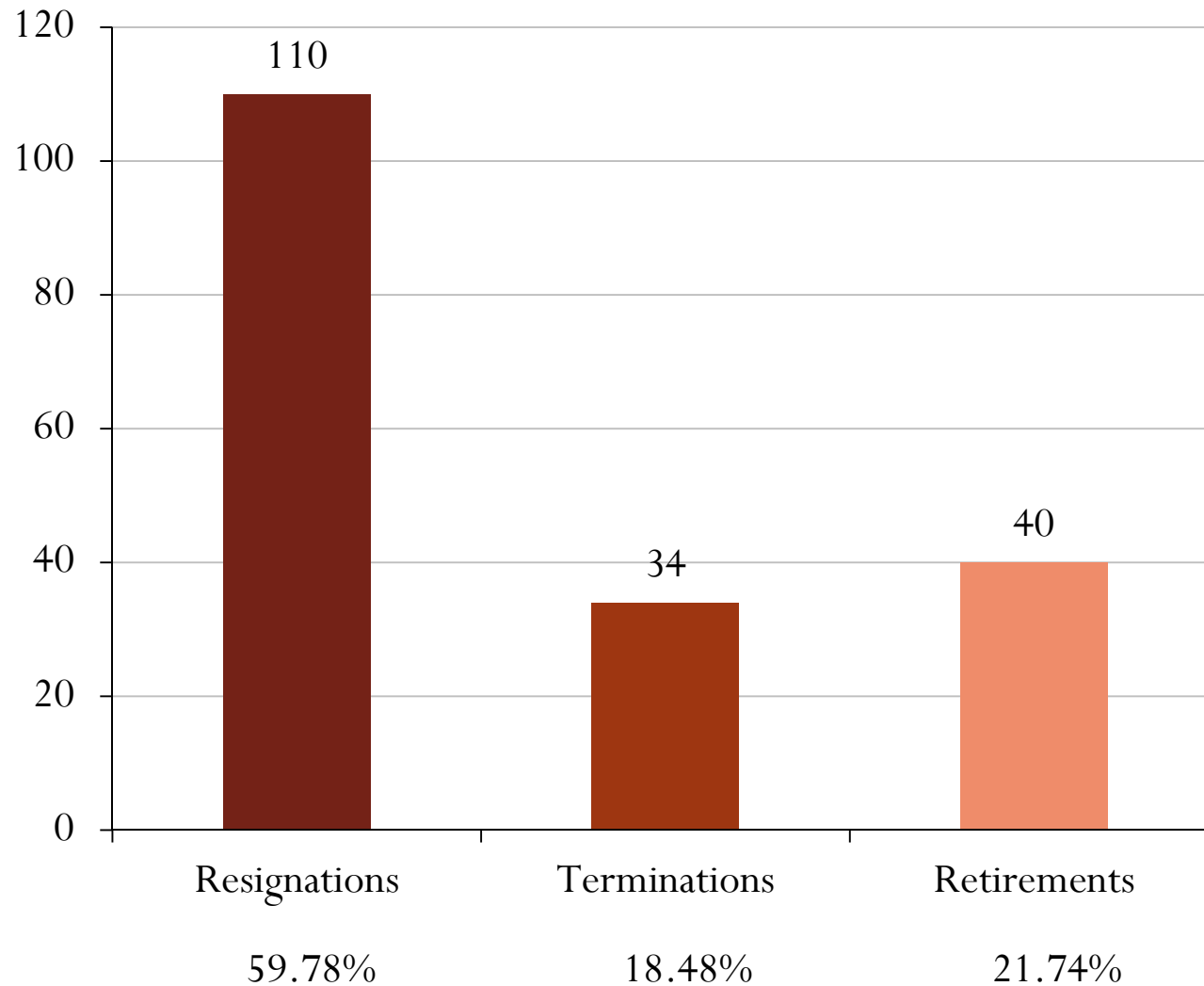
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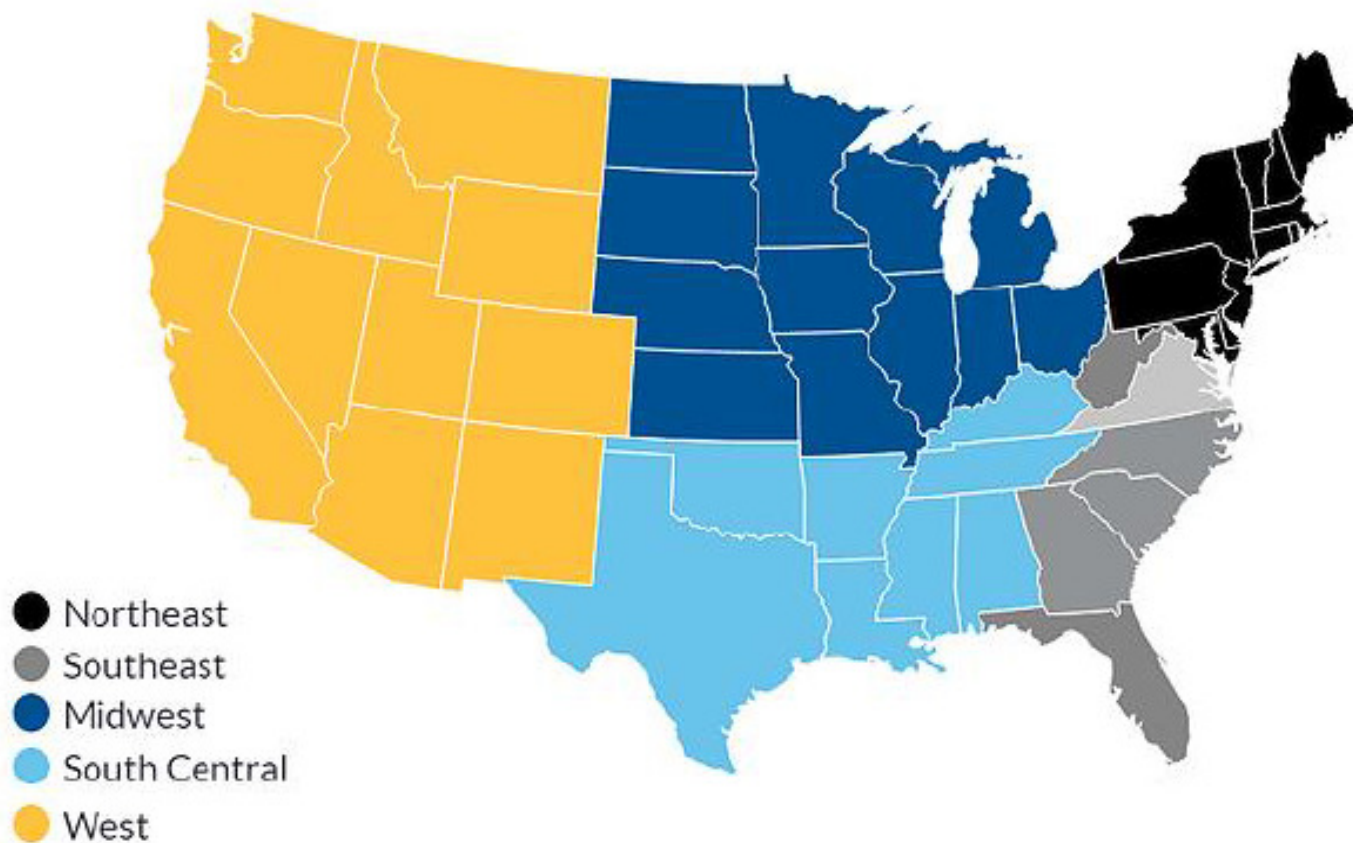
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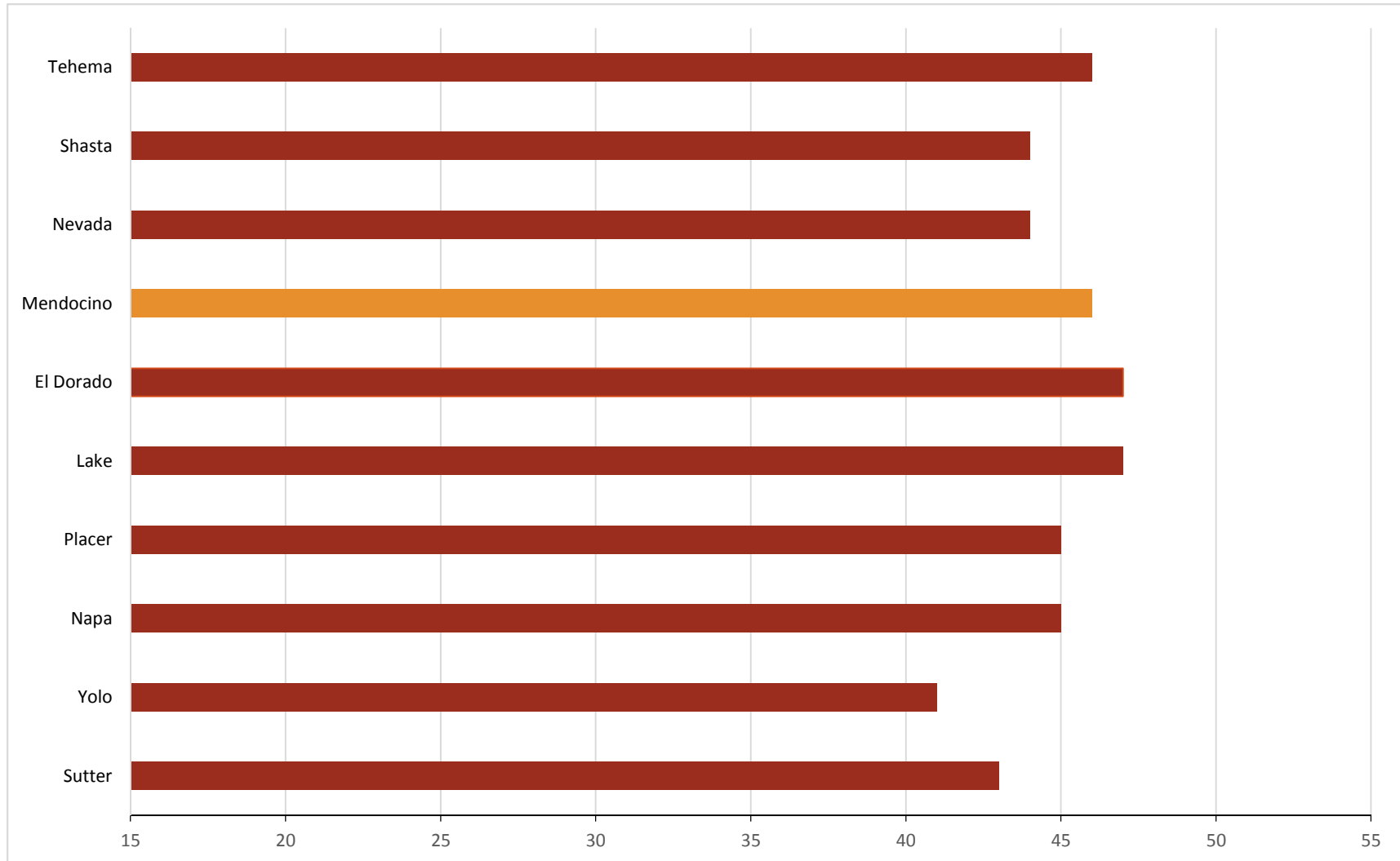
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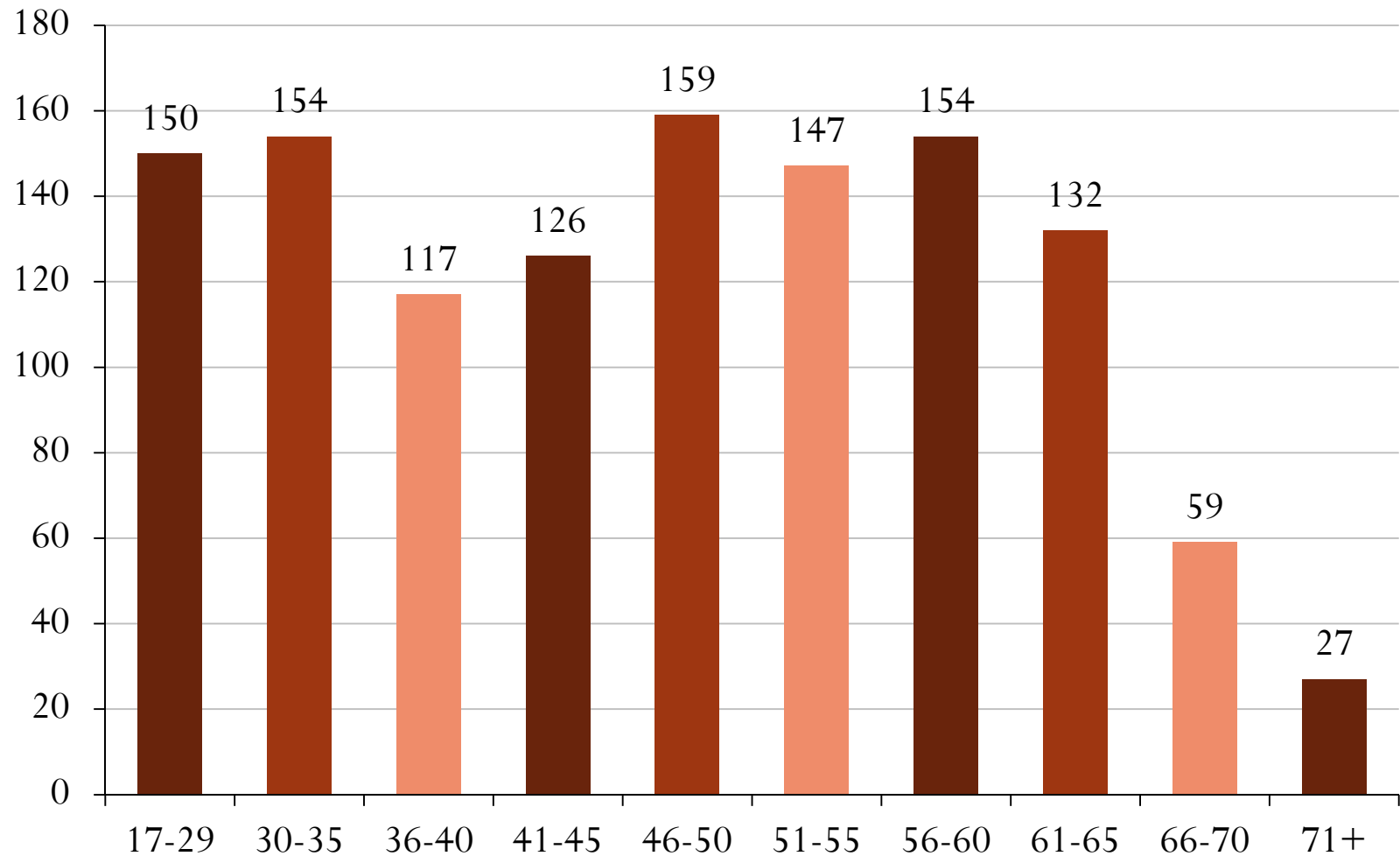
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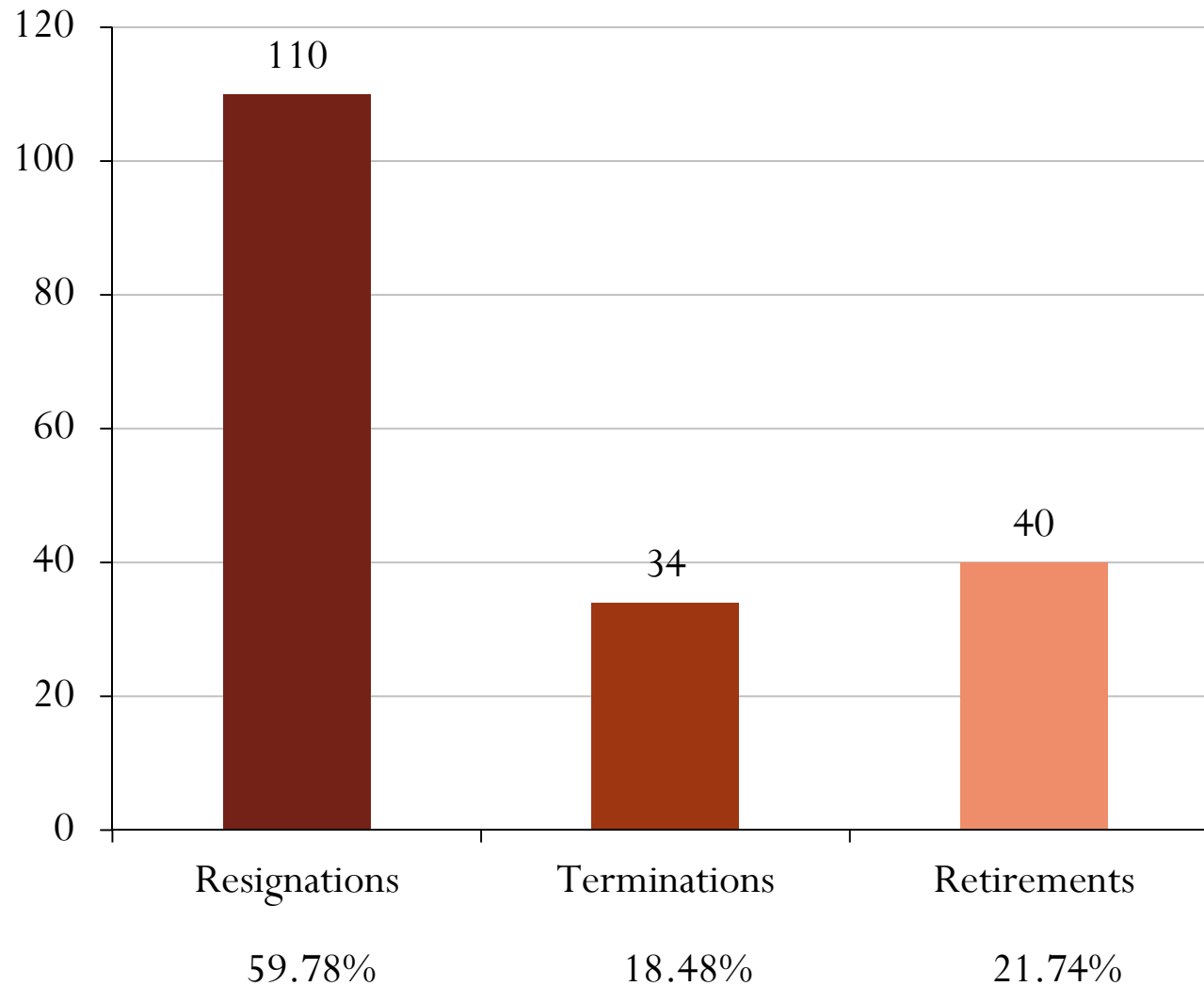


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Health and Human Services Agency	70	70
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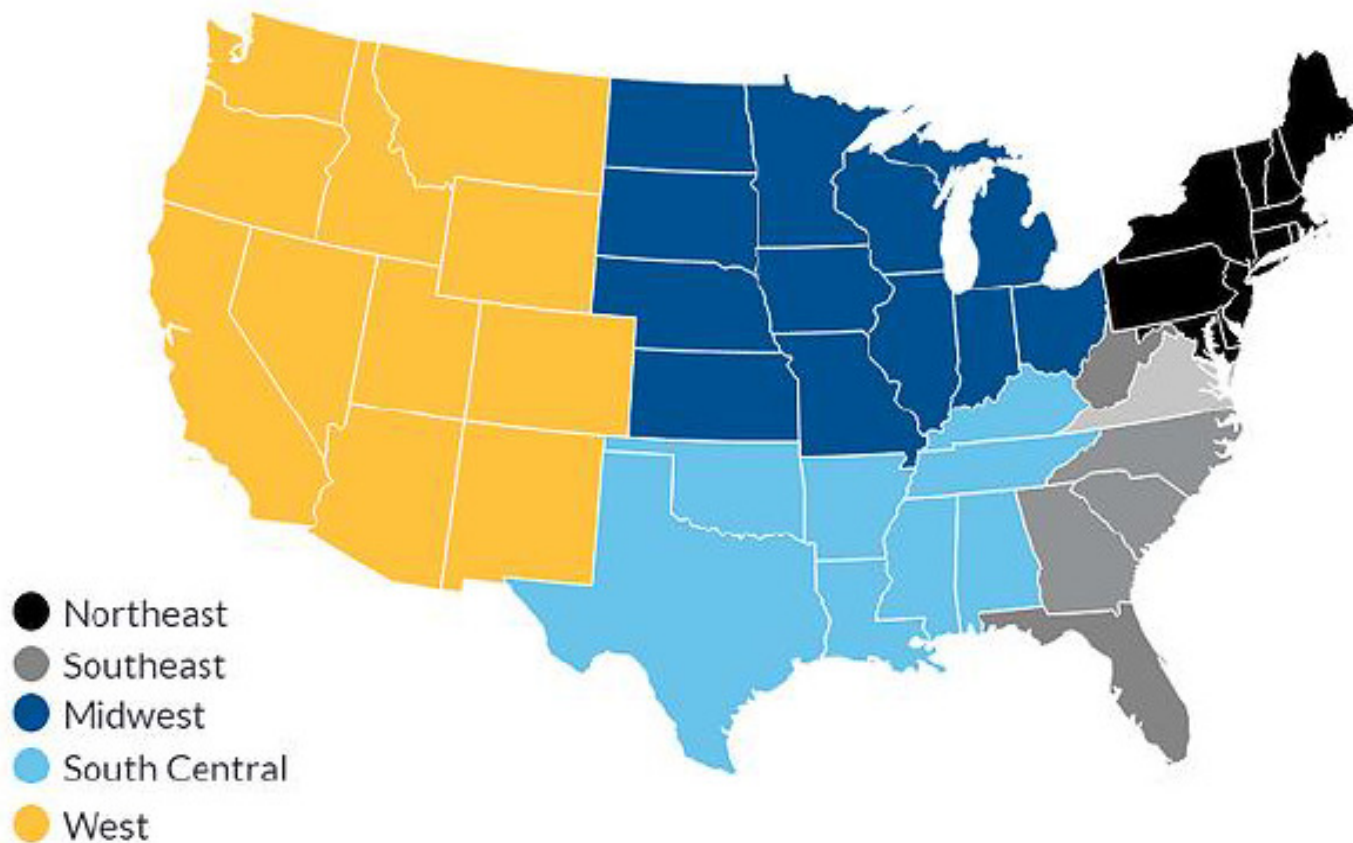


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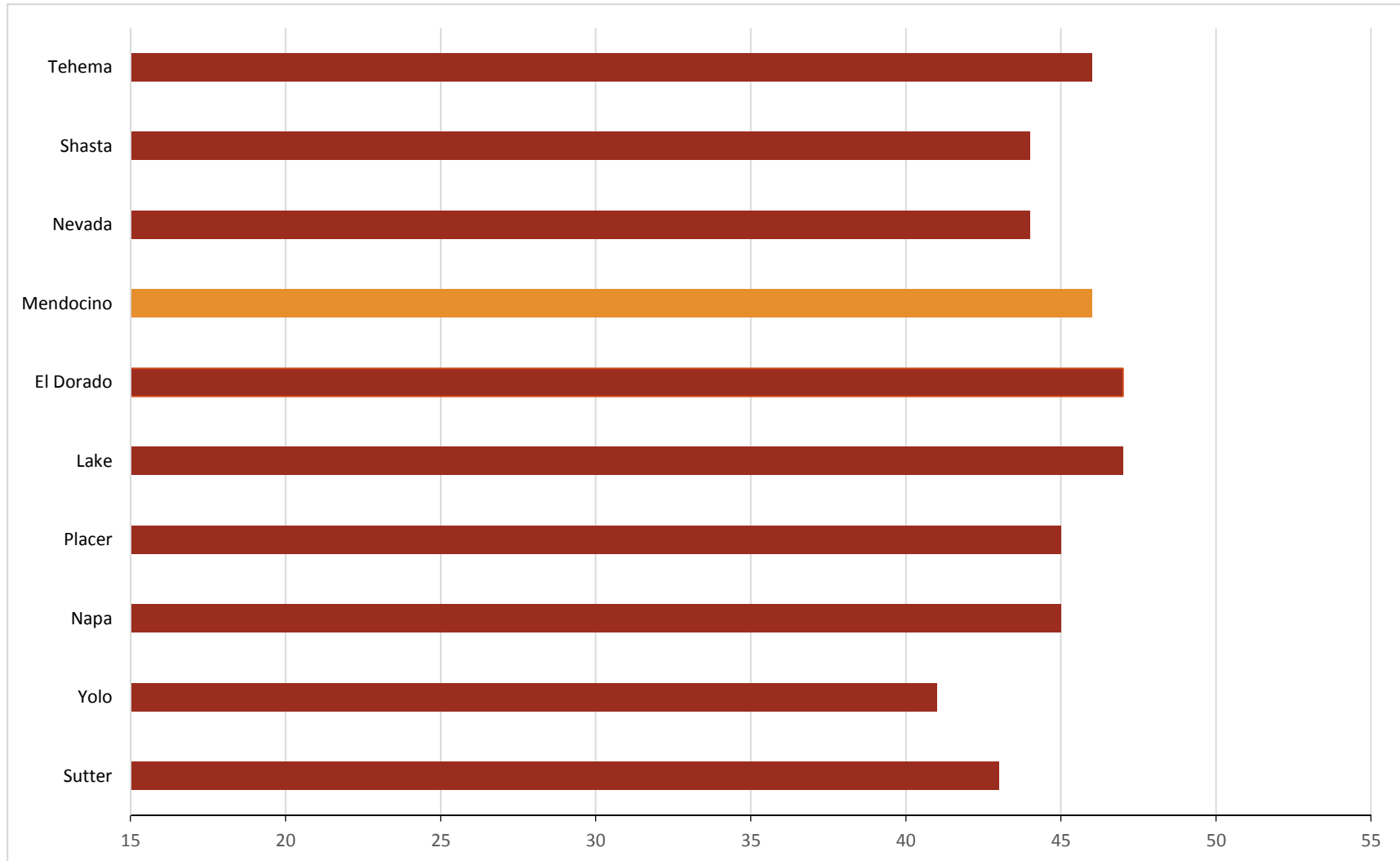
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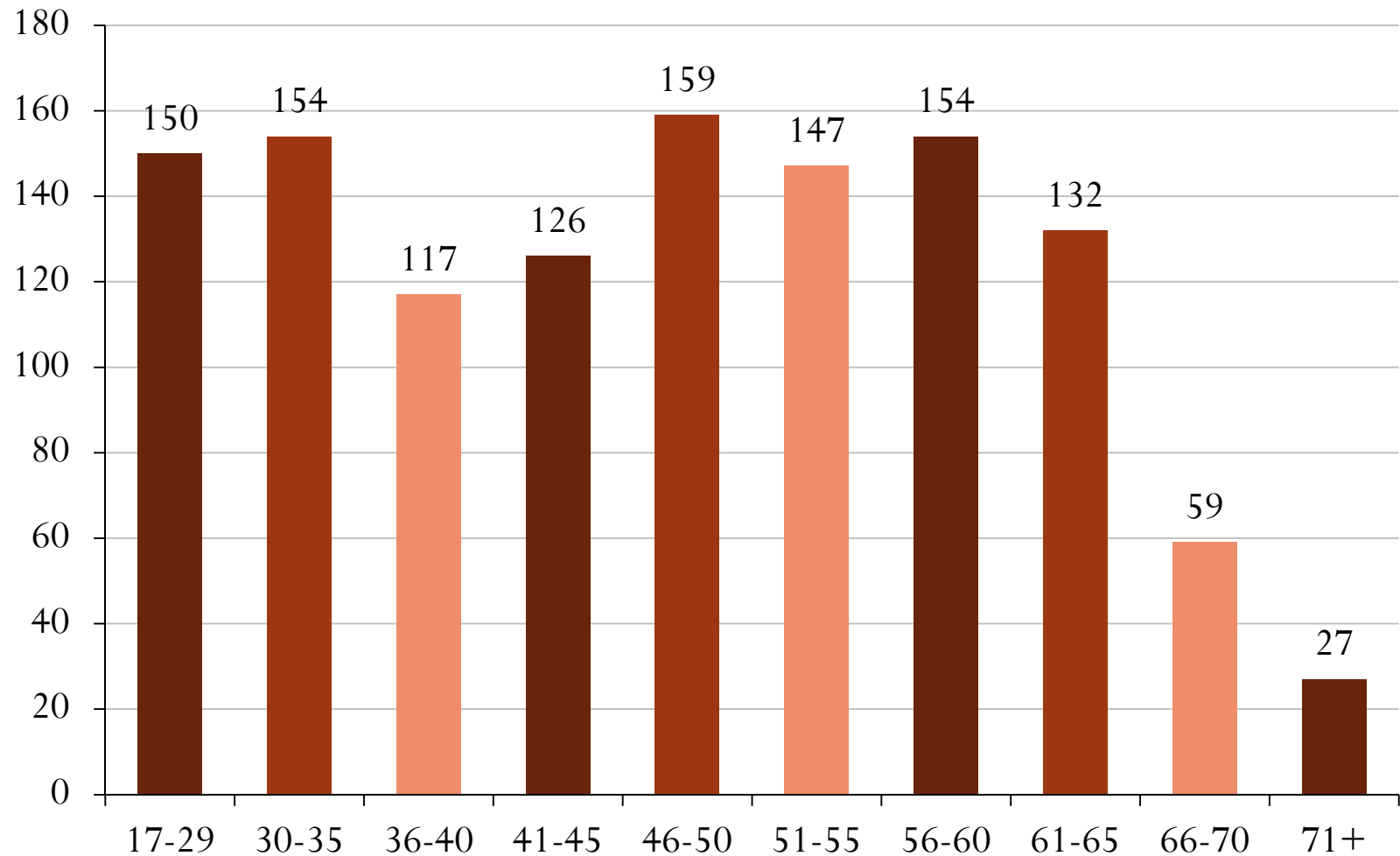


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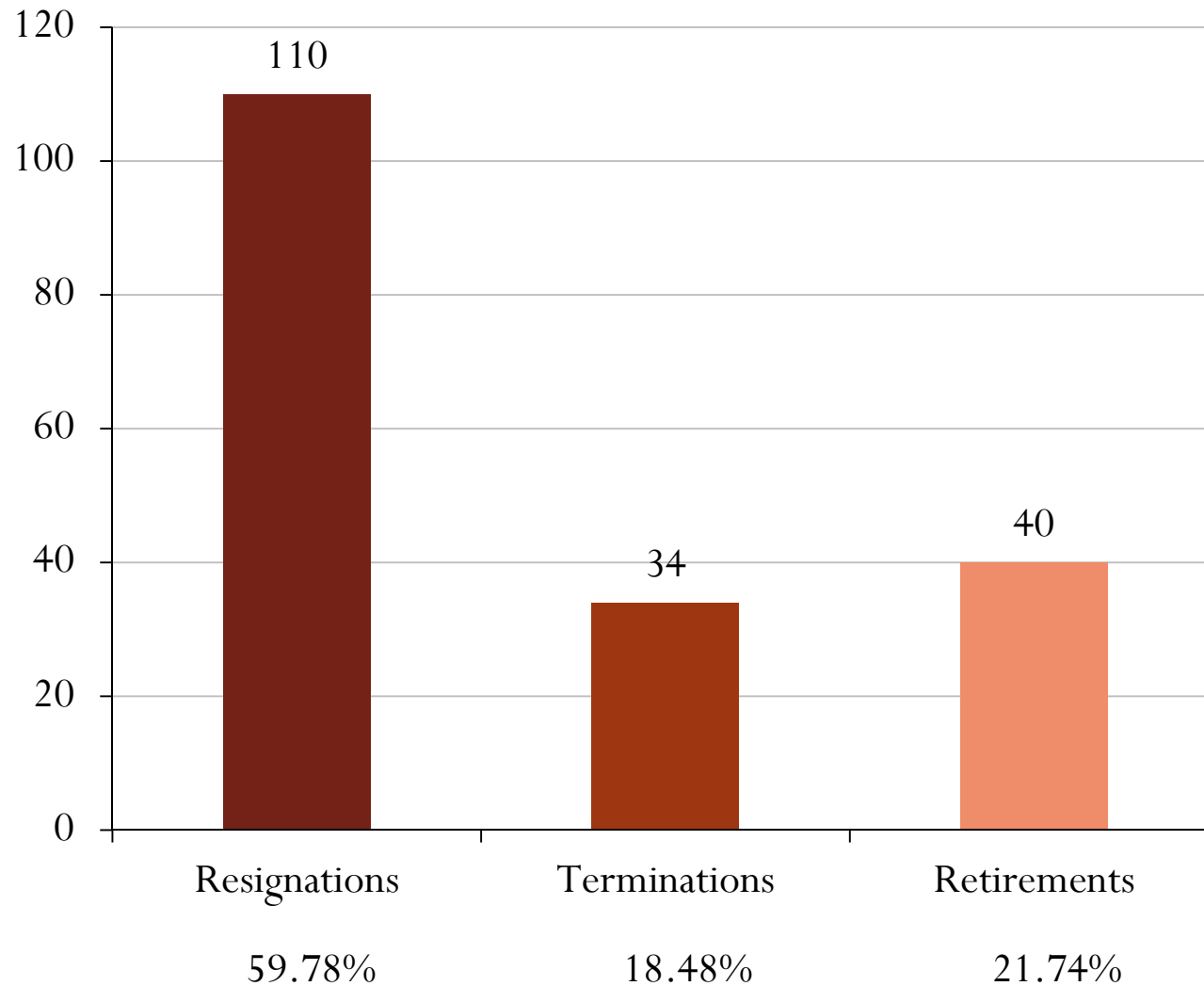
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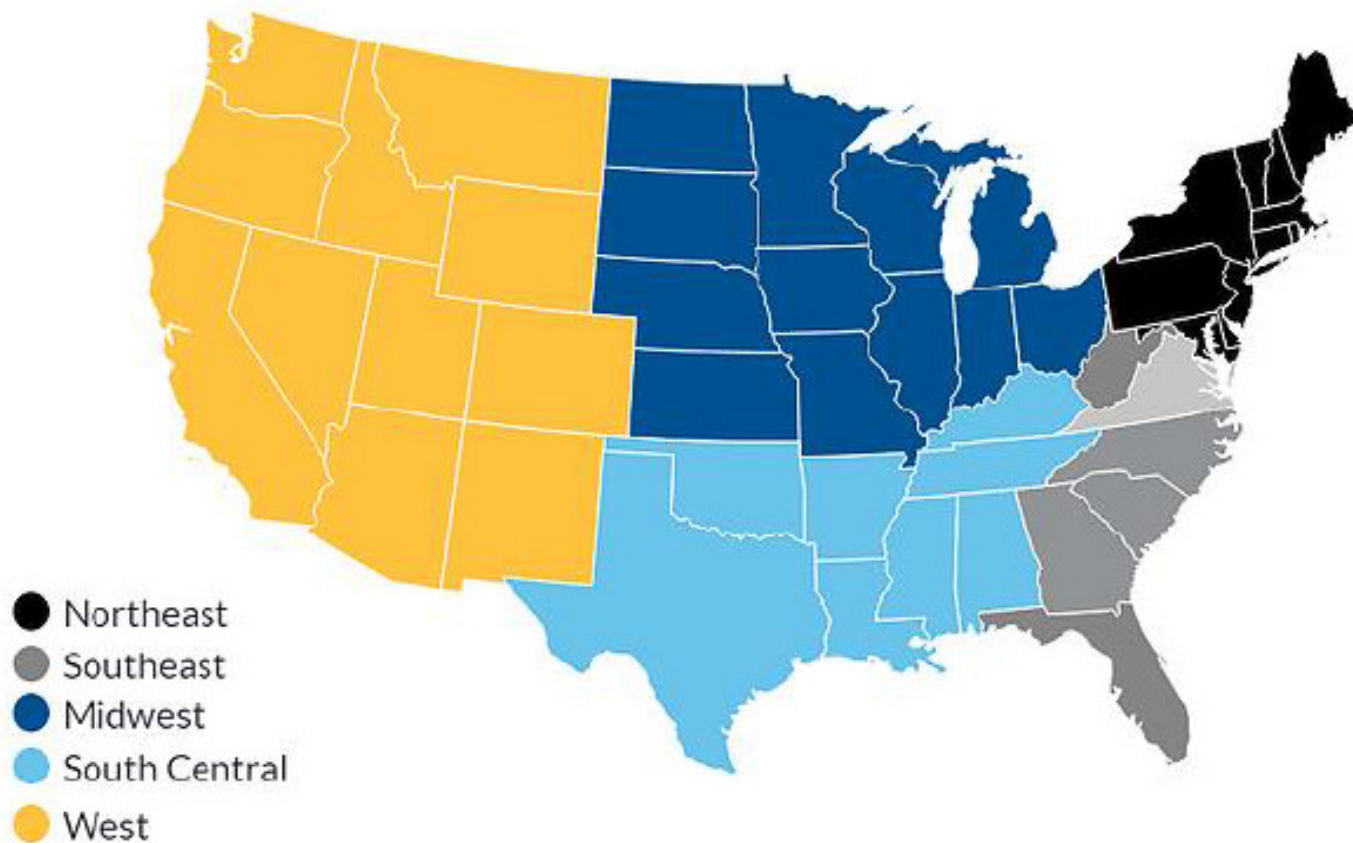


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- ✓ 10 Civil Service Meetings:
  - 11 Application Appeals
  - 6 Probationary Period Extensions
  - 2 Disciplinary Appeals
  - 14 Classification Studies
  - Civil Service Rule Amendments

## Leadership Initiative Accomplishments Calendar Year 2018

- ✓ Leadership Initiative Workgroup Team Accomplishments:
  - Completed survey with emphasis on Employee Engagement, Customer Service and Communication; survey results reviewed and reports distributed to departments
  - Redwood Complex Fire Expo – March 24, 2018
  - Established metrics for the leadership team activities
  - Completed survey regarding department hiring processes to identify efficiencies and opportunities for improvements
  - Development of customer service improvement plans

## Leadership Initiative Accomplishments Calendar Year 2018

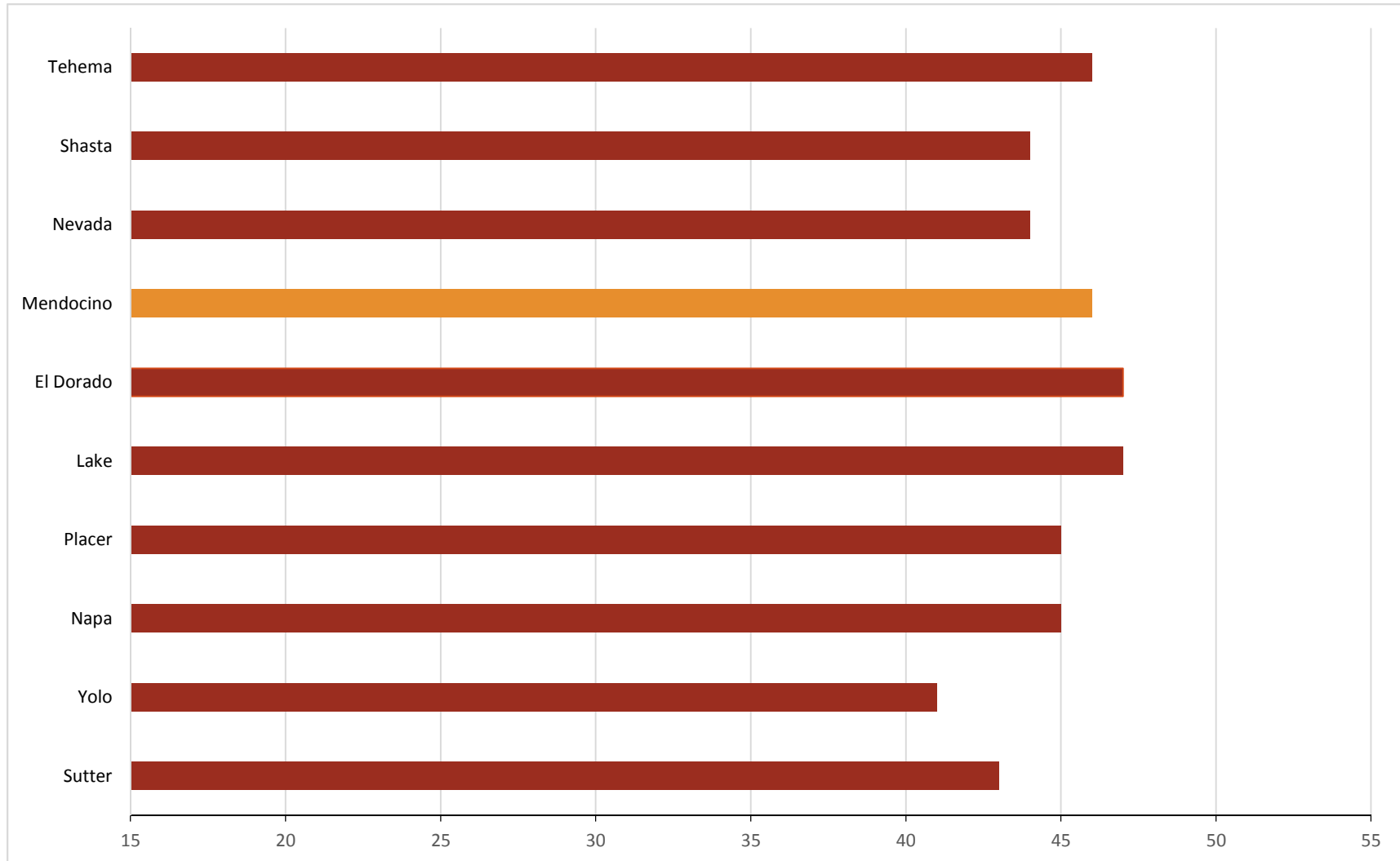
- ✓ The Expanded Leadership Team continues to grow and now has 200 members
- ✓ Leadership reading group has approximately 60 members
- ✓ Keynote presentation by David Marquet, author of “Turn the Ship Around” attended by 600 County staff
- ✓ MCELT presented High Performance Organization training to 32 County employees



## Employee Health and Wellness Accomplishments Calendar Year 2018

- ✓ Mendocino County received a 2018 statewide CSAC Challenge Award for our Mendocino County Working on Wellness (MCWOW) program accomplishments.
- ✓ Mendocino County received a 2018 Workplace Health Achievement Award from the American Heart Association for our MCWOW program accomplishments.
- ✓ 80% of employees enrolled in the County's health plan participated in Wellness based activities in 2018 including biometric screening, MCWOW classes, program challenges, and wellness coaching.

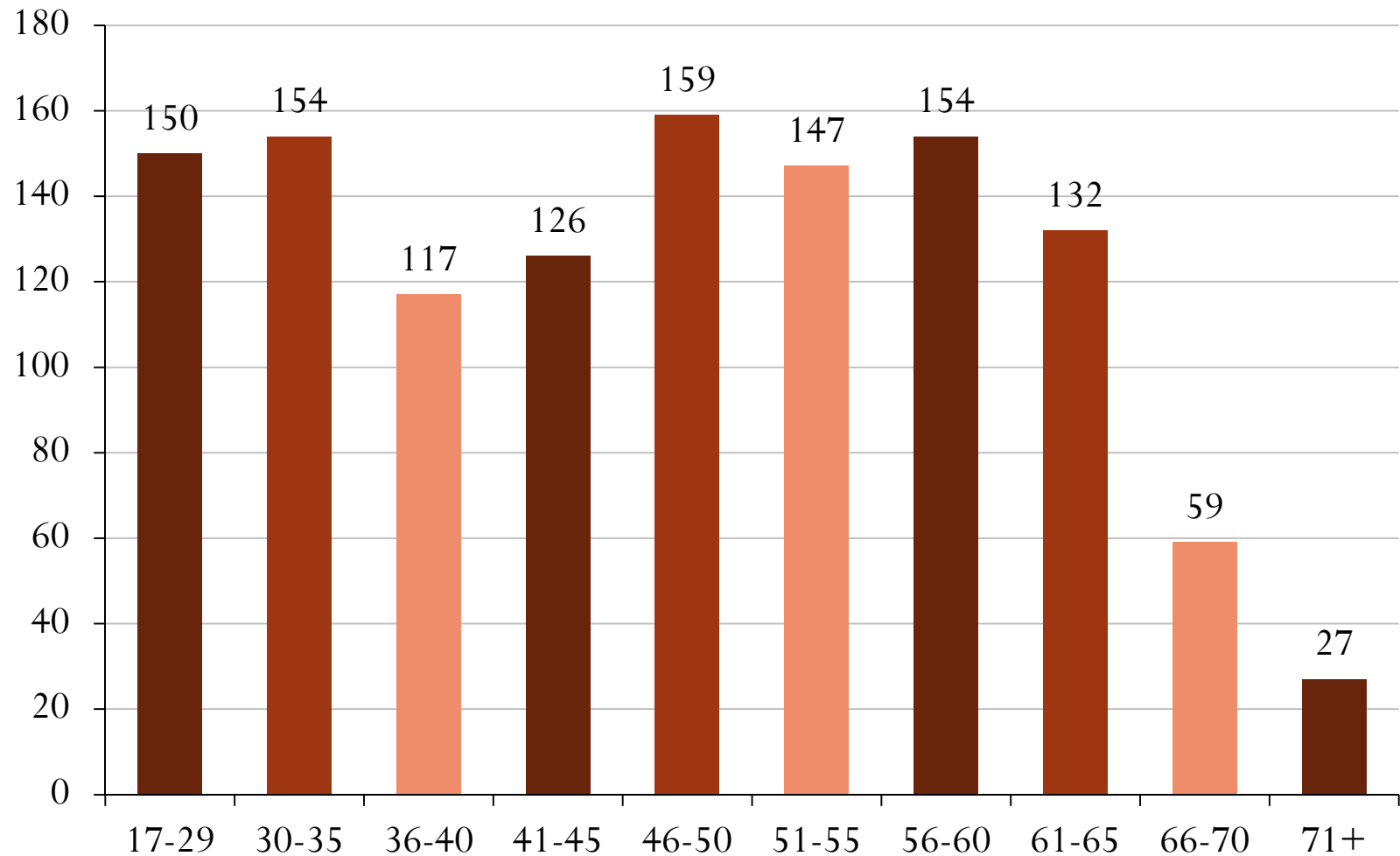
## Average Employee Age by County 12-31-18



## Mendocino County Average Employee Age Calendar Year 2012-2018

Calendar Year	Average Age
2012	48
2013	47
2014	47
2015	47
2016	47
2017	47
2018	46

## Mendocino County Employee Age by Range 12-31-18



## Percentage of the Workforce Hired in 2018

County	Total Employees	New Hires	% of New Hires
Placer	2495	184	7.37%
Napa	1364	148	10.85%
El Dorado	1846	214	11.59%
Sutter	1021	141	13.81%
Tehama	765	111	14.51%
Shasta	1782	274	15.38%
Mendocino	1121	181	15.70%
Yolo	1439	230	15.98%
Lake	821	170	20.71%
Nevada	742	181	24.39%

## Turnover Rates by County Calendar Year 2018

**REVISED**

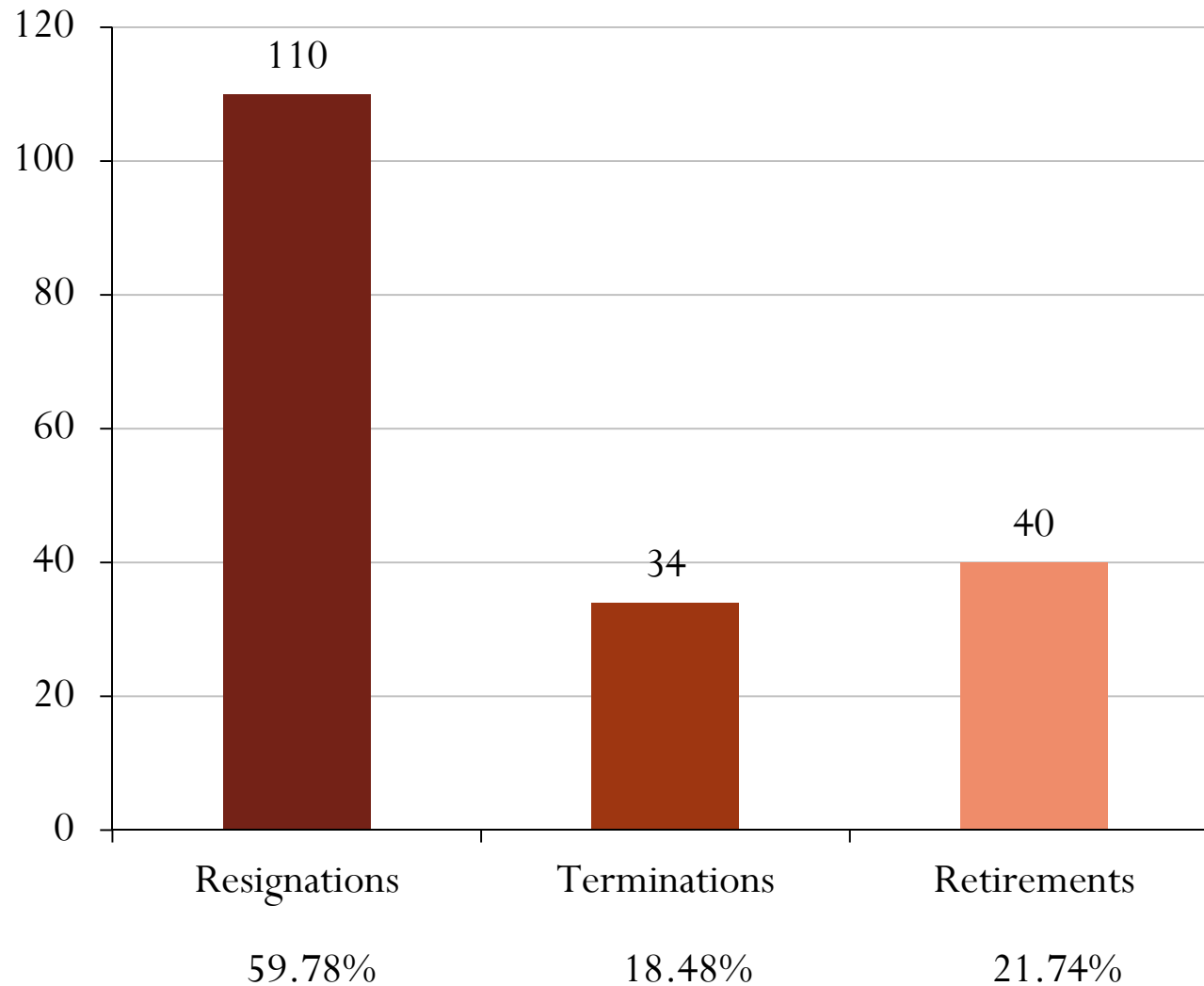
<b>County</b>	<b>Total Employees</b> (as of 12/31/18)	<b>Separations</b> (Voluntary and Non-Voluntary)	<b>Turnover Percentage</b>	<b>Average Age of Employees</b>
Napa	1364	150	11.0%	45
Yolo	1439	120	8.4%	41
Nevada	742	118	15.9%	44
El Dorado	1846	210	11.4%	47
Placer	2495	131	5.3%	45
Mendocino	1121	144	12.8%	46
Sutter	1021	63	6.2%	43
Shasta	1782	167	9.4%	44
Lake	821	129	15.7%	47
Tehama	765	93	12.2%	46

## New Hires and Terminations by Department Calendar Year 2018

Department	New Hires	*Terminations
Agriculture	6	5
Air Quality	0	0
Animal Care	2	2
Assessor Clerk-Recorder	6	9
Auditor-Controller	4	5
Child Support	5	6
District Attorney	7	3
DOT	12	7
Executive Office/COB	4	3
EO-Facilities and Fleet	5	7
EI-Central Services	1	2
Health and Human Services Agency	70	70
Human Resources	3	4
Information Services	1	0
Cultural Services Agency - Library	7	8
Cultural Services Agency - Museum	1	1
Planning and Building	8	7
Probation/Juvenile Hall	5	17
Public Defender	9	6
Sheriff/Jail	22	18
Treasurer Tax-Collector	3	4
<b>Total</b>	<b>181</b>	<b>184</b>

\*Includes retirements

## Mendocino County ALL Terminations by Type Calendar Year 2018



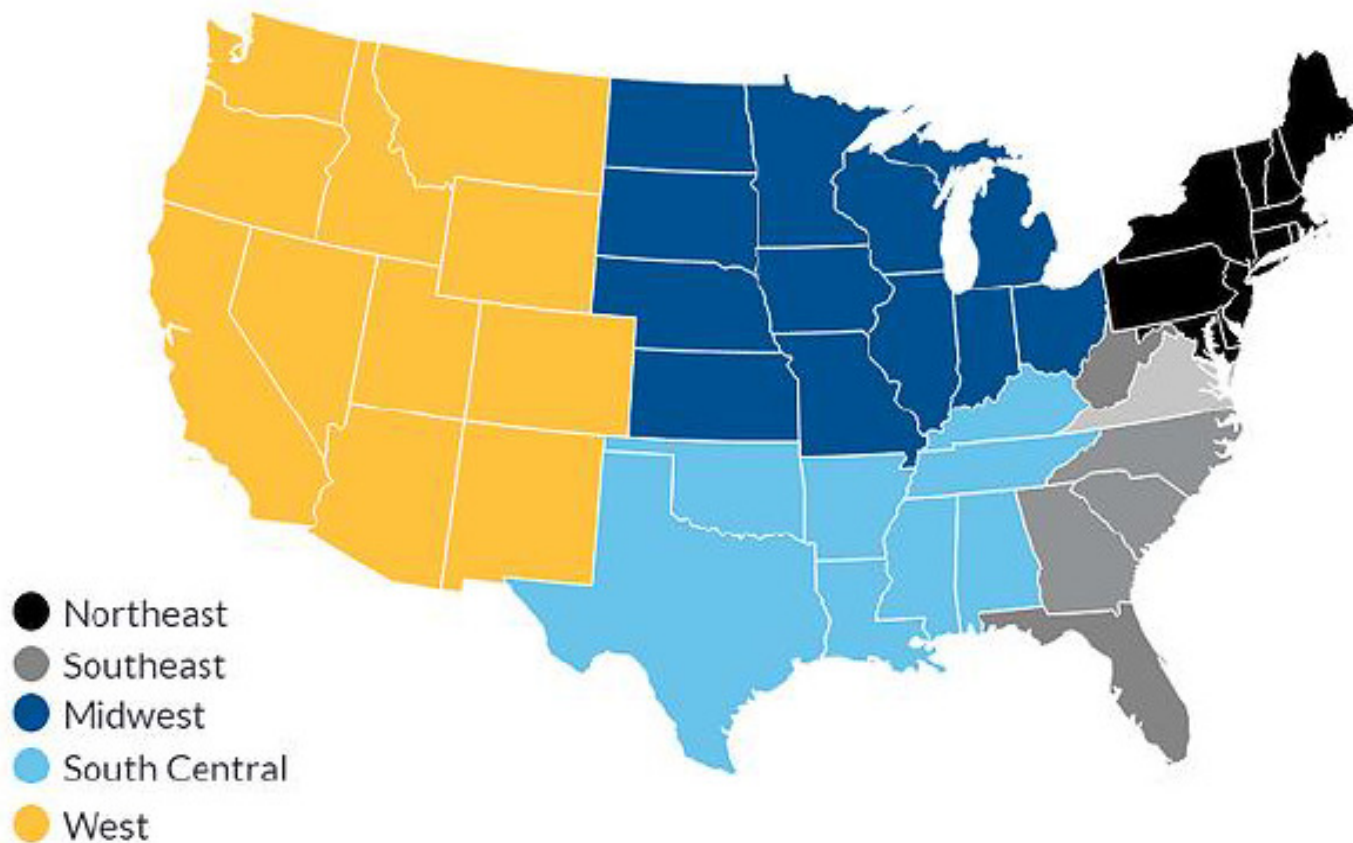


## 2016 – 2018 Turnover Data Using ALL Termination Types

	2016	2017	2018	% Increase / Decrease
Mendocino County	18.8%	15.4%	16.4%	+ 1.0%
State of California*	16.8%	17.6%	N/A	N/A
Western Region*	N/A	N/A	20.3%	N/A
National*	18.1%	18.5%	19.3%	+ .08%

## 2016 – 2018 Turnover Data

### Geographic Regions



## HR Goals Calendar Year 2019

- Implement Online Testing for Written Exams
- Maintain the 25 Day Performance Measure Goal for Recruitment
- Successfully complete negotiations with various bargaining groups
- Continue to work closely with Departments to identify opportunities for improvement in hiring and retention

## HR Goals Calendar Year 2019

- Presentation and completion of first Multi-Session Training Academy for New and Existing Department Supervisors
- Complete KOFF total compensation study and present to the Board of Supervisors
- Integrate employee performance evaluation system with MUNIS