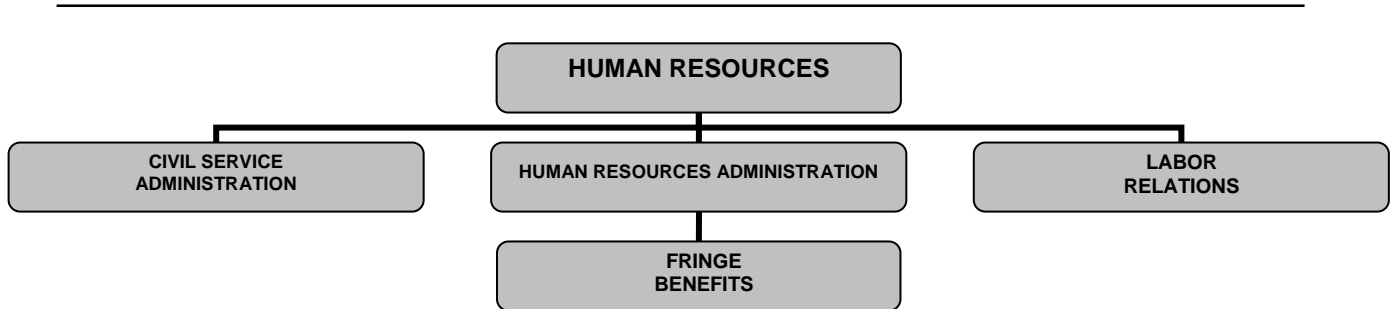


# HUMAN RESOURCES DEPARTMENT

## ORGANIZATIONAL CHART



### DEPARTMENT DESCRIPTION

The Human Resources Department oversees the application of Civil Service Law in County Government, Genesee Community College and all towns, villages, school districts and libraries in the County. Human Resources Department staff work closely with County Departments to administer Human Resources functions, including recruitment and orientation of new employees, employment law compliance issues, wage and salary administration and administration of employee benefits including the County's Self Funded Health Plan, vacation time, sick leave and retirement benefits. Human Resources staff members also advise County Departments in the administration of the County's five Collective Bargaining Agreements and staff play an active role in on-going Labor Relations activities such contract negotiations, participation on Labor Management Committees, employee discipline issues and grievance administration.

# **DEPARTMENT: HUMAN RESOURCES**

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## **STRATEGIC FRAMEWORK**

### **Mission**

#### **Civil Service:**

- ▶ The provision of quality administration of all phases of NYS Civil Service Law to provide a diverse, qualified, dedicated pool of candidates based upon merit and fitness in order to provide effective, efficient delivery of public services to County residents.

#### **Human Resources:**

- ▶ The proactive development, implementation, and administration of Federal and State employment laws, rules and regulations, County policies, procedures, and Employment Benefits fairly and equitably for all County employees.

#### **Labor Relations:**

- ▶ The facilitation of an atmosphere in which the Legislature, Management and Labor can work cooperatively to provide a healthy, productive work atmosphere for all County employees.

### **2022 Highlights:**

#### **Civil Service:**

- ▶ Provided Civil Service Outreach Sessions to municipalities, schools, GCC and County departments.
- ▶ Position Classification Reviews were performed for Genesee Community College, County Departments and School District positions.
- ▶ Updated the Genesee County Rules and Regulations and held public hearing.
- ▶ Provided layoff retention lists to various municipalities.
- ▶ Waived Civil Service examination fees through December 31, 2022.
- ▶ Held the Clerk Typist examination as a continuous recruitment exam.
- ▶ Worked with municipalities to submit application for pension waiver pursuant to Section 211 of the New York State Retirement and Social Security Law.
- ▶ Civil Service presentation to Genesee Youth Lead Leadership development program for youth in Genesee County.
- ▶ Implemented online application for applicants to apply for open County positions.

#### **Human Resources:**

- ▶ Administered COVID-19 policies for paid sick leave, telecommuting, and vaccination status.
- ▶ Worked closely with the County Manager's Office implementing necessary changes to ensure the County's Self Funded Health Plan remains compliant.
- ▶ Provided Workplace Violence, Sexual Harassment and Active Shooter training to County employees.
- ▶ HR identified and submitted employees in Mental Health and Public Health eligible for the Health Care and Mental Hygiene Worker Bonus Program.
- ▶ HR staff met with Independent Health for annual medical and pharmacy review.
- ▶ Investigated cases of unemployment fraud.
- ▶ Held flu clinic for county employees.
- ▶ Investigated personnel complaint as needed.
- ▶ Worked with Premier Consultants, Express Script, Health Economic Group and Independent Health on new transparency requirements for health plans.
- ▶ Worked with departments on recruitment and retention.

- ▶ Implemented exit interviews.
- ▶ Participated in a salary analysis of CSEA and Management positions and reallocated several positions to new grades.
- ▶ Participated in job fairs with local school districts and colleges.
- ▶ Worked with Information Technology to create a termination checklist.
- ▶ Participated in Family Game Night.

**Labor Relations:**

- ▶ CSEA General – contract in place through 12/31/2023.
- ▶ Deputy Sheriffs Association – contract expired 12/31/2023.
- ▶ Sheriff’s Employees Association – contract in place through 12/31/2022. Currently in negotiations.
- ▶ AFSCME – contract in place through 12/31/26.
- ▶ Provided consult and support to departments relating to union issues, employee discipline and legal issues.

**Goals for 2023**

**Civil Service:**

- ▶ Implement a Civil Service online application for examinations.
- ▶ Continue microfilming all roster cards currently in storage.
- ▶ Provide additional Civil Service Outreach Sessions to municipalities, school and County departments.
- ▶ Conduct Position Classification Reviews to ensure efficient staffing patterns.
- ▶ Develop records retention process to scan municipality’s roster cards.
- ▶ Continue to work towards going paperless.
- ▶ Update the Genesee County Rules and Regulations as needed.
- ▶ Continue to provide training for municipalities to go paperless and use electronic roster card system.
- ▶ Review and update job specification.

**Human Resources:**

- ▶ Continue to work on the implementation of Health Plan changes based on Federal Health Care Reform.
- ▶ Identify and implement continuous improvements to office functions with the goal of saving both time and money.
- ▶ Update management handbook.
- ▶ Continue to offer Workplace Wellness seminars to educate employees.
- ▶ Provide management training to enhance leadership skills.
- ▶ Continue to cross training of HR Clerk to be back up for payroll and medical billing.
- ▶ Work with Premier Consulting Associates to create a new medical plan design.
- ▶ Plan recruitment events.

**Labor Relations:**

- ▶ Coordinate meeting with our health care consultants and unions to discuss potential changes to County Health Plan.
- ▶ Continued participation in Labor/Management Committee meetings with all unions.

**BUDGET SUMMARY**

<b>Appropriation By Object</b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Actual 2022</b>	<b>Adopted 2023</b>
Salary/Fringe	316,174	317,953	466,040	458,508
Equipment	0	0	0	0
Contractual	70,872	72,745	86,103	104,069
Total Appropriation	387,046	390,698	552,143	562,577
Revenue	26,000	25,500	15,000	7,500
Net County Support	361,046	365,198	537,143	555,077
FTE's	4.0	4.0	4.0	5.0

**INDICATORS**

<b><u>Civil Service:</u></b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Estimated 2022</b>	<b>Estimated 2023</b>
Reclassification	2	5	3	4
Number of Provisionals	37	57	68	50
Total # of Exams	23	54	70	55
Total # of Candidates	151	679	225	500

**INDICATORS**

<b><u>Human Resources:</u></b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Estimated 2022</b>	<b>Estimated 2023</b>
Number of FTE*	504	485	489	500
Medical Contract**	672	640	630	637
Medical Buy out*	79	77	89	92
Dental Contract***	689	655	650	657
Dental Buy out*	60	61	68	71
Vision Contract	438	415	405	410
Employee Orientation	26	40	42	37

\* County only

\*\* Includes GCC and Retirees

\*\*\*Includes GCC

**INDICATORS**

<b><u>Retirement Members:</u></b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Estimated 2022</b>	<b>Estimated 2023</b>
Number of Tier 1	0	0	0	0
Number of Tier 2	2	1	1	1
Number of Tier 3	7	5	5	5
Number of Tier 4	253	204	209	211
Number of Tier 5	40	32	33	33
Number of Tier 6	229	214	268	279

\*decrease in 2017 due to sale of Nursing Home

**INDICATORS**

<b><u>Labor Relations:</u></b>	<b>Actual 2020</b>	<b>Actual 2021</b>	<b>Estimated 2022</b>	<b>Estimated 2023</b>
<b>Negotiation/Mediation</b>	9	6	8	10
<b>LMC Meeting</b>	0	1	2	2
<b>Disciplinary Action</b>	11	7	7	5
<b>Grievance Action</b>	1	2	2	2
<b>Sex. Harassment Inv./ Workplace Harassment</b>	4	3	6	4
<b>Litigation/Arbitration</b>	0	2	3	1