



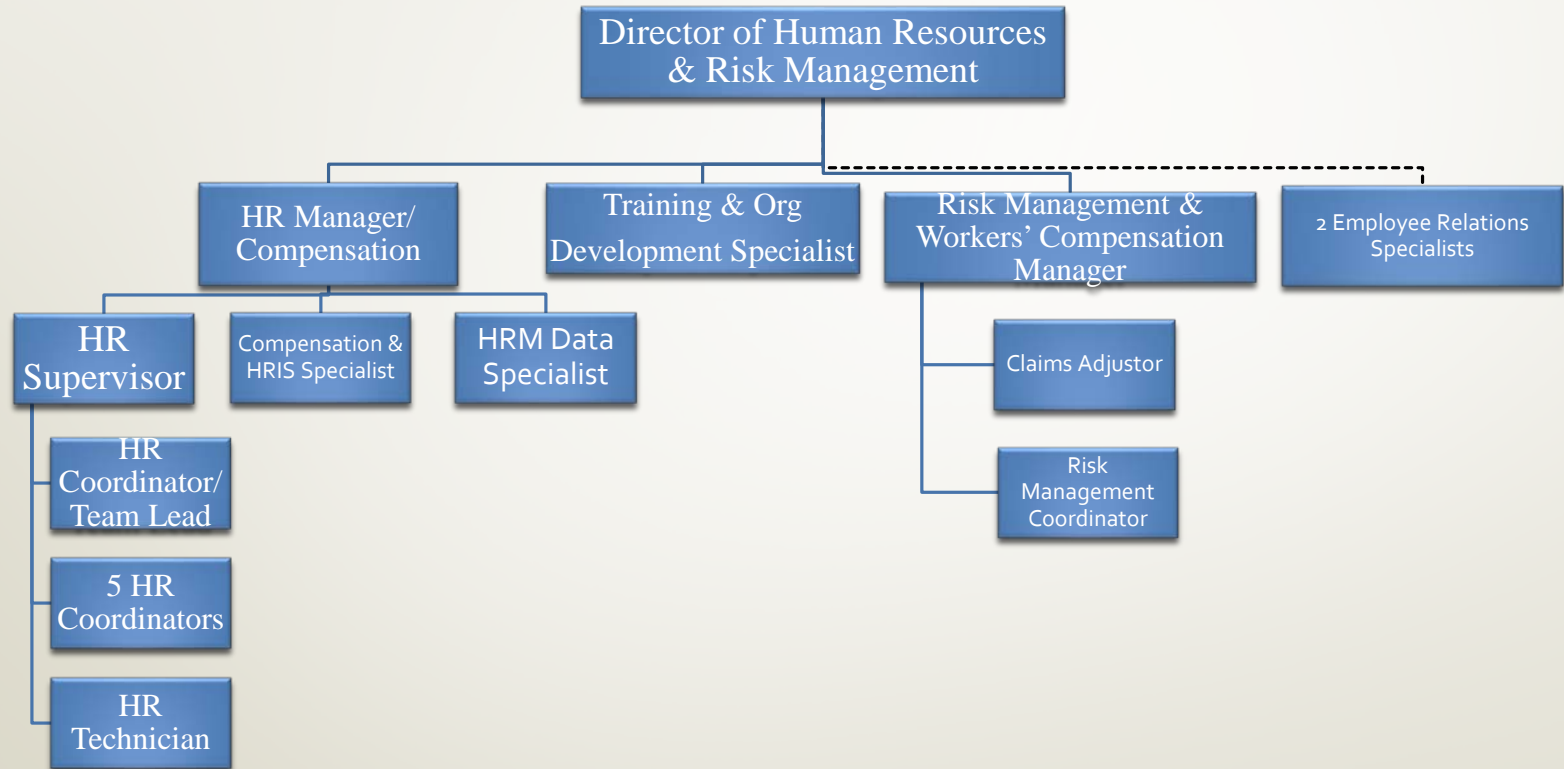
2018 Budget Presentation

Human Resources & Risk Management Department

Andrea McGee – Director

November 9, 2017

Organizational Chart



Operations

- Recruitment/Hiring Process
 - Job Postings
 - Job Fairs
 - Interview Facilitation
 - Pre-Employment Screening
 - Employee Onboarding
- HR Services
 - Official Personnel Records Custodian
 - Performance Evaluations
 - Payroll Change Request (PCR)
 - Employment Verifications
 - Point of Contact for all HR Related Inquiries



Operations

- Employee Relations
 - Policy Interpretation
 - Investigations
 - Provide Recommendations
- Unemployment
- Compensation
 - Job Descriptions
 - FLSA Compliance
 - Compensation Studies
 - Salary Surveys/Position Classifications
 - Position Control



Operations

- Training & Organizational Development
 - New Supervisor/Manager Training
 - Mandated Trainings i.e. Harassment Training
 - Performance Management System
- Risk Management
 - Workers' Compensation
 - Property Claims
 - Liability Claims
 - County-Wide Insurance
 - CDL Program
 - Random Drug Screens
 - DOT Medical Examinations
 - Motor Vehicle Record Checks/Monitoring

Human Resources & Risk Management Department



Mandates, Statutes & Laws

- Fair Labor Standards Act of (FLSA)
- Equal Employment Opportunity (EEO)/Title VII
- Colorado Governmental Immunity Act (CGIA)
- Colorado Workers' Compensation Act
- CDL (Federal Motor Carrier Safety Regulations)



Strategic Plan Goals

- Goal 1, Strategy B – Invest in human capital by recruiting and retaining employees with competitive compensation, non-monetary incentives, and effectively utilizing volunteer opportunities
 - Objective 2 – Explore opportunities to improve and enhance retention by recognizing the County’s best practices and identifying areas for potential improvement
 - Objective 3 – Implement an effective training and mentorship program to provide current and future employees with the skills they need to effectively carry out their day-to-day responsibilities
 - Objective 4 – Expand the El Paso County Apprenticeship and Training Program to provide high-quality training by industry professionals
 - Objective 5 – Plan for future vacancies of positions that are crucial for the operations of the County through training and development of staff, supplemented through external recruiting when needed



Operating Indicators

Human Resources

	2015	2016	2017 (thru 10/2017)
Background Checks	419	439	504
Interview Facilitation	347	371	379
New Hire Paperwork	293	307	481
Applications Processed	27,095	28,920	24,689

Risk Management

	2015	2016	2017 (thru 9/2017)
Workers' Comp Claims	175	148	137
MVR Checks	367	664	686
Physicals	264	422	282
Drug Screens	367	670	484
Property/Liability Claims	155	239	282



2017 Highlights

- Transitioned human resources functions from El Paso County Sheriff's Office
- Implemented Supervisor/Manager Training



Base Budget

- 2017 OAB = \$1,457,051
- Human Resources & Risk Management is not requesting any additional funding at this time for our department budget
- In order to reduce costly hiring and retraining due to increased turnover, as well as maintain quality customer service, HRM strongly supports investing in Human Capital County-wide



Questions?

