

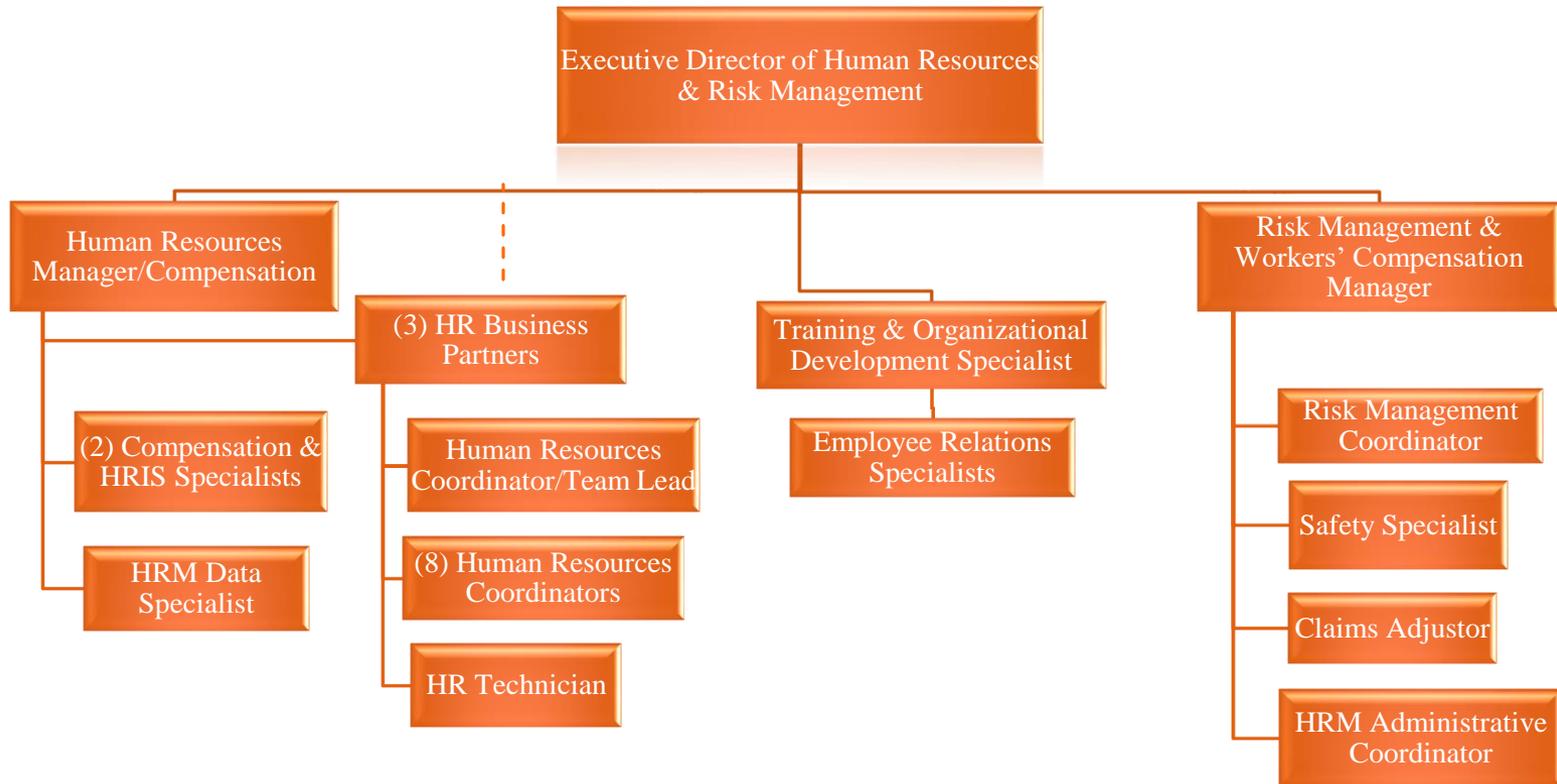


# 2021 Budget Presentation Human Resources & Risk Management

Kirstie Anderson– Human Resources Manager

October 20, 2020

# Organizational Chart



# Human Resources - Operations

- **Recruitment/Hiring Process**
  - Job Postings
  - Job Fairs
  - Interview Facilitation
  - Pre-Employment Screening
  - Employee Onboarding
- **HR Services**
  - Official Records Custodian
  - Performance Evaluations
  - Payroll Change Request (PCR)
  - Employment Verifications
  - Point of Contact for all HR Related Inquiries
- **Employee Relations**
  - Policy Interpretation
  - Investigations
  - Provide Recommendations
- **Unemployment**
- **Compensation**
  - Job Descriptions
  - FLSA Compliance
  - Compensation Studies
  - Salary Surveys
  - Position Control



# Human Resources Statistics

	2017	2018	2019	2020 (through 9/25/20)
Background Checks	598	1,231	1088	929
Interview Facilitation	469	652	758	488
Candidates Interviewed		2,591	2,652	2,820
New Employees Onboarded	501	573	597	486
Applications Processed	28,719	30,722	33,155	22,285
Job Postings	459	537	549	351
Job Fairs Attended	4	7	12	-



# Training & Organizational Development – Operations

- Leadership Development Program
- Development Training Classes
- New Supervisor/Manager Training
- Mandated Trainings i.e. Harassment Training
- Performance Management System
- Internship Program



# Training Statistics

	2018	2019	2020 (through 12/2020)
Leadership Development Program	1	2	1
Mini Leadership Series			2
New Hire Orientation (Virtual)			16
New Supervisor/Manager Trainings	4	4	4
Supervisor/Manager Training Opportunities	-	7	13
Employee Training Opportunities	1	11	17
Harassment Trainings	17	26	24
Internship Placements	6	10	5



# Risk Management - Operations

- **Workers' Compensation**
- **Property/Liability Claims**
- **County-Wide Safety Program**
  - Assess potential safety concerns and provide safety recommendations
  - Develop and provide safety trainings
- **CDL Program**
  - Random Drug Screens
  - DOT Medical Examinations
- **Pre-Employment Screening**
  - Physicals
  - Drug Screens
  - Motor Vehicle Record Checks
- **Motor Vehicle Record Monitoring**
- **Random Drug Testing (SHR)**
- **Employee Immunization Program (HEA)**
- **County-Wide Insurance**
- **COVID Hotline**



# Risk Management Statistics

	2017	2018	2019	2020 (through 9/25/2020)
Workers' Compensation Claims	155	204	180	122
MVR Checks	804	1,148	941	674
Physicals	476	535	567	363
Drug Screens	754	701	723	473
Property/Liability Claims	315	134	124	64
Ergonomic Evaluations	-	-	29	27



# Mandates/State Statutes

- 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)
- Employment Eligibility Verification (I-9)
- House Bill 18-1128 – Personal Identifying Information (PII)
- Equal Pay Act
- Veterans Preference (Colorado Constitution - Article XII, Section 15)
- Fair Credit Reporting Act



# Highlights

- Due to COVID, HRM implemented virtual New Hire Orientation and a virtual training program including Harassment Training and trainings specific to a remote workforce
- Implemented COVID Hotline and notification process
- Implemented COVID Screening Stations
- NeoGov Onboard
- Piloting NeoGov Perform
- Implemented position control for Sheriff's Office
- Implemented internal posting process for Sheriff's Office internal assignments
- Registered with Federal Motor Carriers Safety Administration (FMCSA) CDL Drug and Alcohol Clearinghouse and coordinated the registration for all current and prospective El Paso County CDL holders to ensure compliance with FMCSA requirements; run queries regarding drug and alcohol history for potential new hires holding a CDL

## In Process:

- Electronic personnel files
- Pay Equity Analysis



# Base Budget and Critical Needs

- **2020 OAB- \$1,870,580**
- **2021 Base Budget - \$1,850,936**
- **Critical Needs – NeoGov Onboard Module -\$34,000**  
**HR Coordinator - \$75,000**

# Questions?

Add department/office name here

