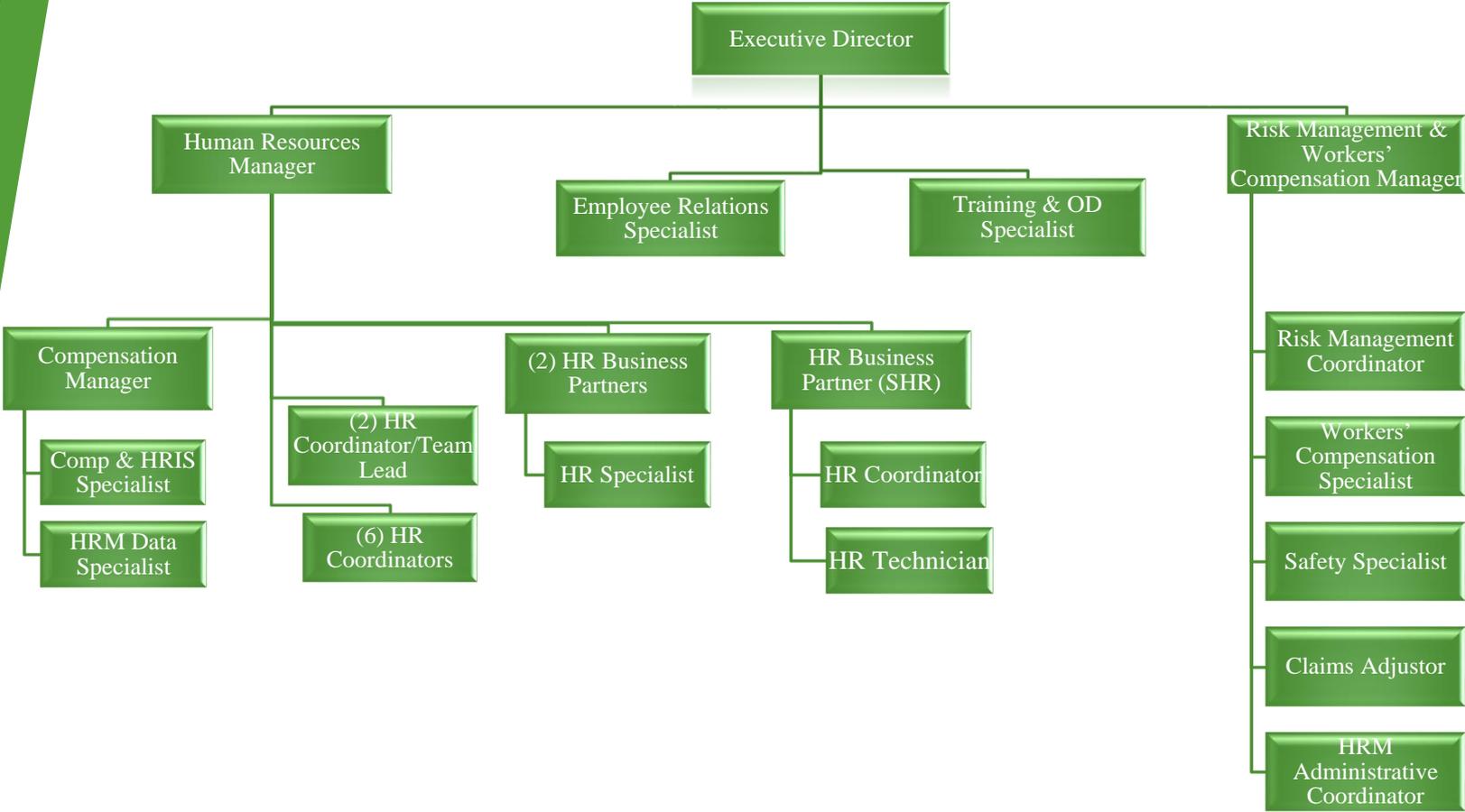# 2022 Budget Presentation Human Resources & Risk Management Department

Ricky Bransford – Interim Executive Director

October 21, 2021

Organizational Chart

Executive Director

Human Resources Manager

Employee Relations Specialist

Training & OD Specialist

Risk Management & Workers' Compensation Manager

Compensation Manager

(2) HR Business Partners

HR Business Partner (SHR)

Comp & HRIS Specialist

HRM Data Specialist

(2) HR Coordinator/Team Lead

(6) HR Coordinators

HR Specialist

HR Coordinator

HR Technician

Risk Management Coordinator

Workers' Compensation Specialist

Safety Specialist

Claims Adjustor

HRM Administrative Coordinator

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
  - Disciplinary Action
  - Provide Recommendations
- **Unemployment**
- **Compensation**
  - Job Descriptions
  - FLSA Compliance
  - Compensation Studies
  - Salary Surveys
  - Position Control

Human Resources Statistics

	2018	2019	2020	2021 (through 10/01/21)
Background Checks	1,231	1,088	1,492	924
Interview Facilitation	652	758	688	826
Candidates Interviewed	3,453	3,888	3,993	4,153
New Employees Onboarded	573	597	626	532
Applications Processed	30,722	33,155	30,638	21,534
Job Postings	537	549	485	713
Job Fairs Attended	7	12	1	4
Updated/New Job Descriptions	-	-	269	352
PCRs Audited/ Processed	-	-	2,822	2,005

Training & Organizational Development – Operations

- Leadership Development Program

- Development Training Classes

- New Supervisor/Manager Training

- Mandated Trainings

- Performance Management

- Internship Program

Training Statistics

	2018	2019	2020	2021 (through 10/01/21)
Leadership Development Program	1	2	1	2
Mini Leadership Series	-	-	3	1
New Hire Orientation (Virtual)	-	-	16	18
New Supervisor/Manager Trainings	4	4	4	3
Supervisor/Manager Training Opportunities	-	7	13	21
Employee Training Opportunities	1	11	25	27
Harassment Trainings	17	26	24	16
Internship Placements	6	10	5	12

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**

- **County-Wide Insurance**

- **COVID Reporting Line**

Human Resources & Risk Management

Risk Management Statistics

	2018	2019	2020	2021 (through 10/1/2021)
Workers' Compensation Claims	204	180	167	133
MVR Checks	1,148	941	1,035	1,011
Physicals	535	567	498	439
Drug Screens	701	723	698	529
Property/Liability Claims	134	124	104	88
Ergonomic Evaluations	-	29	27	18
COVID Reporting Line Calls			880	798

Human Resources & Risk Management

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 & Equal Pay for Equal Work Act (EPEWA)
- Veterans Preference (Colorado Constitution - Article XII, Section 15)
- Fair Credit Reporting Act

Highlights

- Implemented SparkHire interview option

- Implemented NeoGov Perform (Admin Depts)

- Electronic personnel files

- COVID testing at CJC

- Opportunities:

  - NeoGov Learn

  - Compensation study

  - Employee engagement

  - Onboarding process

  - Expand active recruiting efforts

Base Budget and Critical Needs

- HR Business Partner (2)

  - Serve as a strategic resource to promote retention and implement best practices:

    - Onboarding/Offboarding

    - Performance management

    - Recruitment/Retention solutions

- Compensation (1)

  - Ensure compliance with EPEWA

  - Compensation administration

  - Job descriptions

Human Resources & Risk Management

Questions?