



Program #15005A - Human Resources **FY 2025 Proposed**

Department: District Attorney **Program Contact:** Vi Ton
Program Offer Type: Administration **Program Offer Stage:** Proposed
Related Programs:
Program Characteristics:

Executive Summary

The Multnomah County District Attorney Human Resources (MCDA HR) unit supports over 230+ employees, interns, volunteers and contingent workers along with being the part of the decentralized Central Human Resources Team. MCDA HR provide support services in areas which include but are not limited to: ADA Requests, Employee Relations, Performance Management, Recruitment, Time and Leave, etc. This support service is done via in-person and virtual meetings, phone, and email. MCDA HR strives to develop and maintain best practices and policies that incorporate equity and inclusion in the support services we provide. We strive to educate, collaborate, and enforce DEI efforts throughout MCDA.

Program Description

The HR unit provides support to MCDA in many different areas including: employee and labor relations, recruitment and selection, internal investigations, personnel file maintenance, classification and compensation, management consultation, discipline and grievances, reasonable accommodation requests, and leave administration. The HR unit provides support to MCDA with regard to Workday questions and assistance. The HR unit supports managers and supervisors with contract interpretation, performance management consultation, and facilitates MCDA's FMLA/OFLA and ADA coordination with Central Benefits. The HR unit supports external and internal applicants by assisting them with application processes and materials and responding to inquiries.

The Human Resources unit is composed of a 1.0 FTE Human Resources Manager 2 and 1.0 FTE Human Resources Analyst 2. The Human Resources Manager reports to the Admin Division Director and participates on the DA Executive team.

MCDA HR is intentional in its efforts to attract and retain a diverse workforce.

Performance Measures

Measure Type	Performance Measure	FY23 Actual	FY24 Budgeted	FY24 Estimate	FY25 Target
Outcome	Percent of new hires identified as BIPOC	38%	33%	45%	45%
Output	Number of new hires	61	30	74	50

Performance Measures Descriptions

Legal / Contractual Obligation

Family Medical Leave Act (FMLA) of 1994. Health Insurance Portability and Accountability Act (HIPAA) of 1996, CDC and OSHA directives.

Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2024	2024	2025	2025
Personnel	\$395,673	\$0	\$395,157	\$0
Contractual Services	\$5,000	\$0	\$5,000	\$0
Internal Services	\$0	\$0	\$42,111	\$0
Total GF/non-GF	\$400,673	\$0	\$442,268	\$0
Program Total:	\$400,673		\$442,268	
Program FTE	2.00	0.00	2.00	0.00

Program Revenues				
Service Charges	\$0	\$0	\$165,245	\$0
Total Revenue	\$0	\$0	\$165,245	\$0

Explanation of Revenues

General Fund ~ Indirect Revenue from TriMet Investigator IGA = \$51,980

General Fund ~ Indirect Revenue from TriMet DDA IGA = \$113,265

General Fund Total = \$\$165,245

Significant Program Changes

Last Year this program was: FY 2024: 15003 Finance/Human Resources

1.0 FTE HR Analyst 2 position is added to this program offer due to the implementation of an indirect rate included in the Tri-Met Service IGAs.

Previously, the Finance Unit, the Human Resources Unit, and Equity were combined into one program offer. As of FY 2025, the Finance Unit, the (newly created) Human Resources Unit, and the (newly created) Equity and Inclusion Unit will be separate program offers. This results in 2.0 FTE in this program offer.