Multnomah County				
Program #60003 - MCS	O Human Resources			2/24/2014
Department:	Sheriff	Program Contact:	Jennifer Ott	
Program Offer Type:	Support	Program Offer Stage:	As Requested	
Related Programs:				
Program Characteristic	s: In Target			
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Executive Summary

The Sheriff's Office Human Resources perform the staffing and personnel functions for its approximately 800 positions and employees.

Program Summary

This program conducts staffing-related functions including: recruitment, position tracking, promotional assessment centers, interviews, fingerprinting, documentation, arrangements for psychological testing, hiring, photography and preparation of identification cards, records maintenance (including compliance with HIPAA rules regarding medical files), termination activities, conduct of labor-management interaction, affirmative action, leave administration including the Family Medical Leave Act, the Oregon Family Leave Act, military leave, Workers Compensation and administrative leave. This program is essential to support the Sheriff's Office's staffing functions. The Sheriff's Office has three unions, is a 24/7 workplace, requires thorough and in depth backgrounds of all employees and maintains a high level of staff security. These conditions require HR to function in a highly specialized environment.

Measure Type	Primary Measure	FY13 Actual	FY14 Purchased	FY14 Estimate	FY15 Offer
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military) processed	420	420	420	420
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100%	100%	100%	100%

HR strives to ensure that the increased number of applications is processed in a timely manner as well as ensuring employees' appropriate and applicable state and federally-protected coverage is applied. This comes in an environment of increased FMLA/OFLA usage and where we also continue to address inappropriate sick time usage.

Data are from SAP.

Legal / Contractual Obligation

Support for Sheriff's Mandates, including ORS Chapters 206 and 169. Family Medical Leave Act (FMLA) of 1994. Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds	
Program Expenses	2014	2014	2015	2015	
Personnel	\$1,023,217	\$0	\$1,085,698	\$0	
Contractual Services	\$11,428	\$0	\$11,657	\$0	
Materials & Supplies	\$23,422	\$0	\$23,889	\$0	
Internal Services	\$85,802	\$0	\$83,045	\$0	
Total GF/non-GF	\$1,143,869	\$0	\$1,204,289	\$0	
Program Total:	\$1,14	\$1,143,869		\$1,204,289	
Program FTE	8.00	0.00	9.00	0.00	

r rogram revenues				
Total Revenue	\$0	\$0	\$0	\$0
Explanation of Revenues				

Significant Program Changes

Last Year this program was: 60003 MCSO Human Resources