

**Division:** Executive Office

**Program Characteristics:**

### Program Description

The Human Resources Unit (HR) is committed to recruiting and hiring high quality candidates to fill vacancies at the Sheriff's Office in a timely manner and being responsive to the needs of the agency in the face of continued challenges of staff burnout, anticipated retirements and other departures. The HR team includes units focused on recruitment and hiring, background investigations, navigating Workday, and facilitating leave administration. HR is also responsible for coordinating with labor unions.

The HR Unit helps build a culture where members feel supported and valued throughout the hiring process and the duration of their career with the Sheriff's Office. This program offer provides funding for the HR Manager, the Backgrounds and Recruitment Supervisor, the Leave Administrator, 4 recruiters, 7 background investigators, and 2 HR technicians.

HR works closely with the Sheriff's Office Communications Unit to develop recruitment strategies to grow and diversify our applicant pool to become a culturally responsive agency. Background investigators conduct in depth screening for eligible applicants using criteria that applies to every position in the agency to uphold objectivity and equity in the process. Our HR technicians provide general support for the agency including responsibilities such as fingerprinting, ensuring members have working badges and verifying emergency contact information. The Leave Administrator provides individualized support for members accessing all types of leave.

### Equity Statement

The HR Unit integrates equity and inclusion values throughout all recruitment and employment practices to ensure we are hiring, supporting and retaining employees that reflect Multnomah County's diverse population.

### Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$2,978,484	\$0	\$3,164,999	\$0
Contractual Services	\$161,000	\$0	\$125,000	\$0
Materials & Supplies	\$146,365	\$0	\$141,000	\$0
Internal Services	\$200,395	\$0	\$159,140	\$0
<b>Total GF/non-GF</b>	<b>\$3,486,244</b>	<b>\$0</b>	<b>\$3,590,139</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$3,486,244</b>		<b>\$3,590,139</b>	
<b>Program FTE</b>	17.00	0.00	17.00	0.00
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

### Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Agencywide vacancy rate, average across 12 months	0.096	0.07	0.06
Average number of days from application to hire date	159	185	175