



**Program #72017D - Central HR Electronic Personnel Files** FY 2024 Adopted

**Department:** County Management **Program Contact:** Travis Brown  
**Program Offer Type:** New **Program Offer Stage:** Adopted  
**Related Programs:**  
**Program Characteristics:** One-Time-Only Request

**Executive Summary**

Electronic file management of employee personnel and recruitment files supports the efficiency and security of County records. With the increased movement of Human Resources (HR) staff to telework and reductions in departmental space for storage, centrally based electronic personnel and recruitment files will enable HR teams to keep records updated and transfer these records more efficiently and securely.

**Program Description**

This one-time-only offer designates a core project team to design the transition from paper personnel and recruitment files to an electronic file system management. This will entail a review of current personnel and administrative rules that dictate how and where files are stored, coordination with HR teams on file management standards, coordination with Records Management on system development and retention, and coordination of departmental HR teams to prepare existing and new files for data entry.

Limitations on staff capacity is a current roadblock to making this transition. This offer will fund one (1) Limited Duration (LDA) HR Analyst Senior as a lead project manager to design the project and change management plan, and one (1) LDA Office Assistant 2 to provide additional administrative departmental support to prepare and transition the files.

Electronic file management of employee personnel and recruitment files supports the efficiency and security of County records. Electronic records are also more secure, require less staff time to maintain, can more easily be archived, require less physical space, and are protected from loss, damage or being destroyed.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Relevant personnel rules updated to reflect electronic management	N/A	N/A	N/A	1
Outcome	Percent of departments initiating file conversion	N/A	N/A	N/A	40%

**Performance Measures Descriptions**

Output: We will update all relevant personnel rules to reflect the new electronic management system. Outcome: We expect 40% of county departments will initiate electronic file conversion by the end of FY 2024.

## Legal / Contractual Obligation

Oregon Administrative Rules chapter 166 details an employer's obligation to create and maintain personnel records based on various circumstances. These records include Affirmative Action, Benefits Continuation, Collective Bargaining, Comparable Worth Study, Criminal Background Check, Drug Testing, Employee Benefits, Employee Medical Records, Individual Employee Work History, Employee Suggestion Awards, Employee Training, and a host of others. This system will allow the county to create, maintain, recall, and destroy records in accordance with OAR's retention schedules.

## Revenue/Expense Detail

	Adopted General Fund	Adopted Other Funds	Adopted General Fund	Adopted Other Funds
Program Expenses	2023	2023	2024	2024
Personnel	\$0	\$0	\$284,422	\$0
Materials & Supplies	\$0	\$0	\$5,578	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$290,000</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$290,000</b>	
Program FTE	0.00	0.00	0.00	0.00

Program Revenues				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

This program is funded by one-time-only General Fund revenues.

## Significant Program Changes

Last Year this program was: