

Division: DCM Director's Office

Program Characteristics:

Program Description

The DCM/Non-Departmental (Non-D) HR team supports all the human resources needs for more than 500 DCM, Non-Departmental employees, and elected officials. HR core functions are:

- **Hiring:** We manage the entire process of finding and hiring new staff.
- **Staff Development:** We handle career growth and planning for employees.
- **Workplace Issues:** We address issues between employees and managers, lead investigations, and work with labor unions for resolution when appropriate.
- **Performance:** We manage staff job performance and reviews.
- **Expert Guidance:** We coach and advise County leaders, department managers, and staff.
- **Compliance:** We make sure the County follows all internal policies, contracts, and state and federal laws.

We offer expert help to solve complicated, sensitive, and confidential issues. We collaborate with others to find reasonable, fair, and legally sound solutions so staff feel supported and respected. We work collaboratively within the HR Shared Services model.

Equity Statement

Staff integrate equity practices throughout the program's core functions and in customer interactions. This program addresses barriers and workplace inequality through consistent recruitment and hiring practices as defined in the DCM Recruitment and Selection Procedure. We collaborate on employee relations and investigations, and actively participate in all HR related WESP initiatives including documented employee check-ins, new hire orientation and onboarding.

Revenue/Expense Detail

	2026 General Fund	2026 Other Funds	2027 General Fund	2027 Other Funds
Personnel	\$1,211,756	\$0	\$1,305,779	\$0
Contractual Services	\$5,167	\$0	\$5,167	\$0
Materials & Supplies	\$17,975	\$0	\$15,575	\$0
Internal Services	\$128,879	\$0	\$106,982	\$0
Total GF/non-GF	\$1,363,777	\$0	\$1,433,503	\$0
Total Expenses:	\$1,363,777		\$1,433,503	
Program FTE	6.00	0.00	6.00	0.00
Total Revenue	\$0	\$0	\$0	\$0

Performance Measures

Performance Measure	FY25 Actual	FY26 Estimate	FY27 Target
Percentage of recruitments that are successful	95%	95%	95%
Number of Non-D hires	35	53	40