

**Division:** DCA Director's Office

**Program Characteristics:**

**Program Description**

The Human Resources (HR) team supports Department of County Asset (DCA) employees by managing the full employment lifecycle—recruiting, hiring, onboarding, developing, and supporting a healthy, diverse, and inclusive workforce. The team serves about 400 DCA workers, providing employee relations and workforce equity services in line with County values (social justice, stewardship, sustainability, innovation). The HR team is led by the Human Resources Manager and reports to the Chief Human Resources Officer.

DCA HR's role is to ensure a high-functioning, compliant, and equitable workforce by consulting on labor and employment, supporting a hybrid workforce with professional development and trauma-informed practices, advancing equity through the Workforce Equity Strategic Plan (WESP), providing incident response, improving processes, leading the employee life cycle (recruitment, retention, development), maintaining complex employee data/records, fostering collaborative union relationships, and aligning with County partners.

DCA HR serves employees represented by AFSCME Local 88, IUOE Local 701, and IBEW Local 48, as well as non-represented executive and management staff. All DCA employees can directly contact the HR team for services.

DCA HR is partnering with Central Human Resources in the One County Human Resources Shared Services project. DCA's HR Manager currently reports to the Chief Human Resources Officer. We make spending decisions by prioritizing legal compliance, risk reduction, and upholding equity.

**Equity Statement**

DCA Human Resources helps every DCA employee succeed by hiring and keeping a diverse staff. We support the County's Workforce Equity Strategic Plan (WESP) by fixing unfair gaps in our HR processes. Despite budget changes, we remain committed to a fair, welcoming, and accessible workplace for everyone.

**Revenue/Expense Detail**

	<b>2026 General Fund</b>	<b>2026 Other Funds</b>	<b>2027 General Fund</b>	<b>2027 Other Funds</b>
Personnel	\$1,728,684	\$0	\$1,097,537	\$0
Contractual Services	\$30,668	\$0	\$20,000	\$0
Materials & Supplies	\$19,182	\$0	\$11,514	\$0
Internal Services	\$152,267	\$0	\$161,249	\$0
<b>Total GF/non-GF</b>	<b>\$1,930,801</b>	<b>\$0</b>	<b>\$1,290,300</b>	<b>\$0</b>
<b>Total Expenses:</b>	<b>\$1,930,801</b>		<b>\$1,290,300</b>	
<b>Program FTE</b>	8.00	0.00	5.00	0.00
<b>Program Revenues</b>				
Other / Miscellaneous	\$1,877,089	\$0	\$1,290,300	\$0
<b>Total Revenue</b>	<b>\$1,877,089</b>	<b>\$0</b>	<b>\$1,290,300</b>	<b>\$0</b>

**Performance Measures**

<b>Performance Measure</b>	<b>FY25 Actual</b>	<b>FY26 Estimate</b>	<b>FY27 Target</b>
Number of Recruitments	77	60	50
% of new & transferring regular employees that receive all performance reviews during their trial service period	98%	100%	100%