

Department: Sheriff **Program Contact:** Jennifer Ott
Program Offer Type: Support **Program Offer Stage:** As Requested
Related Programs:
Program Characteristics: In Target

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 processes, position tracking, promotional hiring processes, fingerprinting, ID and photographs for facility access of contractors and other County employees, coordination of psychological testing for hire, employee personnel and medical records maintenance (including compliance with HIPAA rules regarding medical files), termination activities, labor relations interactions, union contract negotiations, grievance responses, affirmative action, ADA (Americans with Disabilities Act) accommodation process, 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 all of the Sheriff's Office's staffing functions. The Sheriff's Office has three unions that represent its members, is a 24/7 workplace, conducts 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, confidential environment. Many of the components of engaging in the County equity initiative rely on processes through Human Resources and our unit engages directly and frequently with our Sheriff's Office Equity Manager. We have begun our equity work in earnest by analyzing, reviewing and updating our hiring processes to include engagement with and input from our Equity Manager to ensure an equity analysis is completed on each hiring process. These efforts will continue for each new recruitment process we conduct as well as promotional processes.

Performance Measures

Measure Type	Primary Measure	FY20 Actual	FY21 Budgeted	FY21 Estimate	FY22 Offer
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military) processed	421	800	438	800
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100%	100%	100%	100%

Performance Measures Descriptions

HR strives to ensure that the increased number of applications is processed in a timely manner and ensuring employees' appropriate and applicable state and federally-protected coverage is applied. This comes in an environment of increased FMLA/OFLA usage and where HR also continues to address inappropriate sick time usage. The number of paid parental leave requests have increased substantially.

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

	Adopted General Fund	Adopted Other Funds	Requested General Fund	Requested Other Funds
Program Expenses	2021	2021	2022	2022
Personnel	\$1,327,713	\$0	\$1,448,177	\$0
Contractual Services	\$12,124	\$0	\$72,124	\$0
Materials & Supplies	\$28,099	\$0	\$24,071	\$0
Internal Services	\$102,696	\$0	\$94,491	\$0
Total GF/non-GF	\$1,470,632	\$0	\$1,638,863	\$0
Program Total:	\$1,470,632		\$1,638,863	
Program FTE	9.00	0.00	9.00	0.00

Program Revenues				
Total Revenue	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

Last Year this program was: FY 2021: 60110 Human Resources

In FY22, the Equity Manager position moved from the Human Resources program offer to the Equity & Inclusion program offer (PO 60105A).

In FY 2021 we began the process of engaging with our Equity Manager to analyze and review our hiring processes. In FY 2022, all hiring processes will have engagement, input and participation by our Equity Manager, and Equity Team participant and/or another department Equity Team member.

Our Equity Manager works with each recruiter and provides input on all recruitment language, reviews and updates all interview and supplemental questions in our recruitments and all interview panel members will have gone through bias training prior to participation. In FY 2022, we will continue to update and support our Equity Initiative efforts by moving next to review and update our promotional processes as well as efforts to engage and retain current employees.