A.S. Human Resources (HR) Report to Council

June 24, 2025

HR Staff Changes

- New FTE Added in 2025-26 Budget → HR Representative

- Hired new HR Representative → March

- Resignation from Associate Manager – March

- Internal promotion of HR Manager → April

- Hired new HR Representative to fill vacancy from promotion → April

- Two extra help Labor Relations Professionals → June

STABILIZE, MODERNIZE, DELIVER

HR Staff: 8.7 FTE

Six HR Representatives

Questions?
Your HR Representative can help!
Effective May 2025

Heidi Christie
ext. 5311

♦ Sheriff (Patrol & Corrections)

Karen Hemmett
ext. 5309

♦ Public Works
♦ Council

Robin Greer
ext. 5306

♦ Health
♦ Medical Examiner
♦ Administrative Services

Ryan Chace
ext. 5313

♦ Auditor
♦ Parks
♦ Prosecuting Attorney
♦ Public Defender

Shara Struiksma
ext. 5307

♦ Assessor
♦ Executive, EMS
♦ Planning & Development
♦ Treasurer
♦ WSU

Roxanna Dulay
ext. 5312

♦ County Clerk
♦ District Court & Probation
♦ Superior Court/Juvenile

# Workload Factors

YEAR	FULL-TIME FTES	HIRES	SEPARATIONS	W/C CLAIMS
2025 as of 4/28/25	1094.70 (+1.4%)	43	33	18
2024	1079 (+2%)	146	102	57
2023	1056 (+9%)	143	80	49
2022	969 (+5.5%)	140	96	79
2021	918 (+3%)	123	107	52
2020	891 (+2%)	59	73	41
2019	873 (+1.4%)	89	74	52
2018	861 (+1%)	105	67	54
2017	852 (+1.7%)	59	68	64
2016	838 (+1%)	69	47	59
2015	830 (+2.3%)	81	71	48

Exit Survey Data

2. What prompted you to leave County employment? Select all that apply. *
ANSWERED: 34   SKIPPED: 0
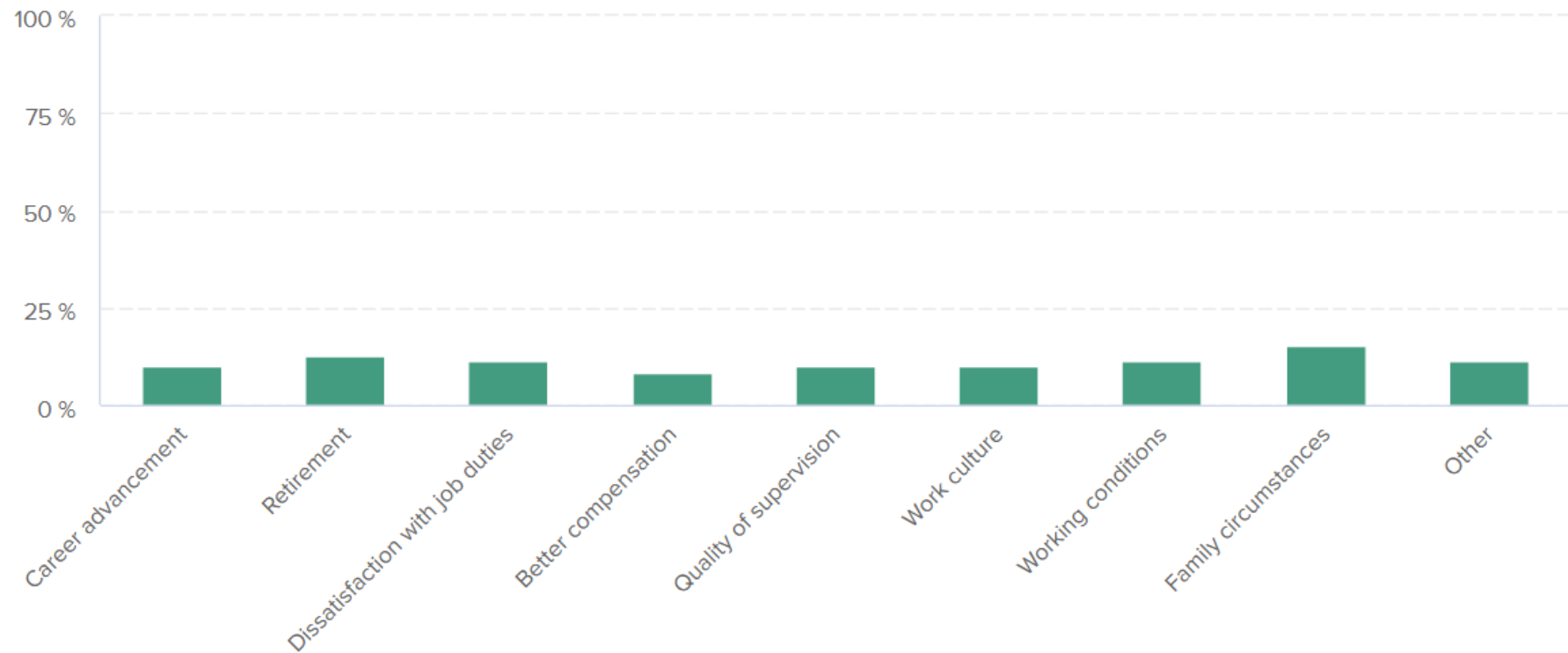
Vacancies by Department September 2024 and April 2025

Department	Budgeted FTEs	Current Vacancies	Vacancy Rate
Administrative Services	84.00	10.00	12%
Assessor	32.00	3.00	9%
Auditor	17.00	1.00	6%
Council	12.50	0.00	0%
County Executive	12.00	2.00	17%
DC Probation	16.50	4.00	24%
District Court	23.50	1.00	4%
Health	152.20	12.60	8%
Juvenile Court/Detention	37.00	2.00	5%
Medical Examiner (NEW)	6.00	4.00	67%
Parks	32.00	2.00	6%
Planning & Develop Svcs	52.00	1.00	2%
Prosecuting Attorney	60.00	1.00	2%
Public Defender	50.00	2.00	4%
Public Works	190.00	19.00	10%
Sheriff - BLEIS & DEM	128.50	2.00	2%
Sheriff - Jail	96.50	13.00	13%
Superior Court/County Clerk	62.00	6.00	10%
Treasurer	14.00	3.00	21%
WSU Extension	2.00	0.00	0%
Total FTEs/Avg vacancy rate	1079.70	88.60	8%

Department	Budgeted FTEs	Current Vacancies	Vacancy Rate
Administrative Services	91.50	11.00	12%
Assessor	32.00	0.00	0%
Auditor	17.00	0.00	0%
Council	13.50	0.00	0%
County Executive	10.50	1.00	10%
DC Probation	16.50	2.00	12%
District Court	23.50	1.00	4%
Health	154.20	20.10	13%
Medical Examiner	8.00	3.00	38%
Parks	32.00	4.00	13%
Planning & Develop Svcs	52.00	2.00	4%
Prosecuting Attorney	59.00	4.00	7%
Public Defender	50.00	1.00	2%
Public Works	192.00	22.00	11%
Sheriff - BLEIS & DEM	128.50	7.00	5%
Sheriff - Jail	96.50	10.00	10%
Superior Court - Administration	31.00	2.00	6%
Superior Court - Juvenile	37.00	1.00	3%
Superior Court Clerk	33.00	1.00	3%
Treasurer	15.00	2.00	13%
WSU Extension	2.00	0.00	0%
Total FTEs/Avg vacancy rate	1094.70	94.10	9%

HR Technology

Cloud-based Software as A Service (Saas)

Timeline:
◦ **Fall 2022 – RECRUIT**
◦ **Summer 2024 – ONBOARD**
◦ **Spring 2025 – PERFORM**
◦ **Summer 2025 – LEARN**

NEOGOV is the industry leader in human resources software for the public sector.

The NEOGOV platform combines four modules – Recruit, Develop, Manage, and Comply – to automate and support the entire public sector employee lifecycle.

RECRUIT

IN — **INSIGHT** | Applicant tracking software helps you recruit and hire high-quality candidates, complete with compliance reporting.

GJ — **GOVERNMENTJOBS.COM** | The largest public sector-specific job board in the USA, designed to help you attract quality applicants, hire faster, and save on advertising.

ON — **ONBOARD** | Onboarding software ensures day-one readiness for new employees, accelerates productivity, and helps you keep your hires longer.

AT — **ATTRACT** | Capture leads, manage relationships, automate communications, and measure recruiting data with our Candidate Relationship Manager (CRM).

DEVELOP

PE — **PERFORM** | Performance management software to nurture communication, identify and promote employee strengths, and establish a sense of purpose.

LE — **LEARN** | Learning management software that increases the productivity, safety, and retention of your workforce with engaging training.

MANAGE

HR — **HRIS** | Our Human Resources Information System makes it easy for you to automate Core HR, Payroll, Benefits, and Time & Attendance and track data.

COMPLY

PO — **POLICY** | A secure, cloud-based repository to develop, review, approve, distribute, and track policies and procedures across their entire lifecycle.

eF — **EFORMS** | Store and centralize personnel files, create electronic forms and convert existing ones, and build routing and approval workflows in a secure repository.

HR Technology

NEOGOV Perform automates the performance evaluation process.
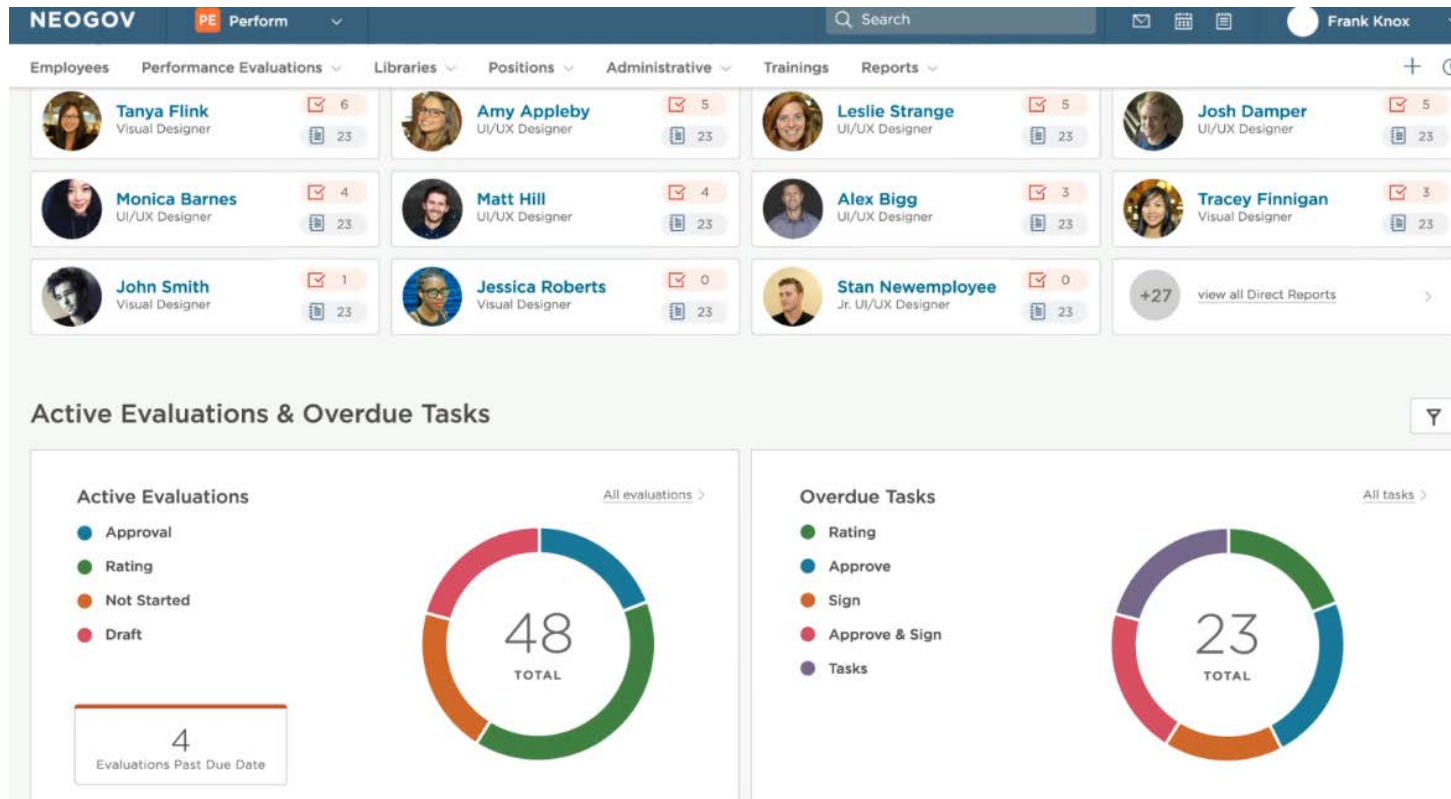
HR Technology

Journal Hub provides a secure area to document employee performance to refer back to at evaluation time.

HR Technology

**Evaluations are completed annually and route for approvals through the system. No more paper!**

HR Technology

Next up! NEOGOV Learn offers a centralized training solution with a vast library of 1,500 courses and the ability to create custom content.
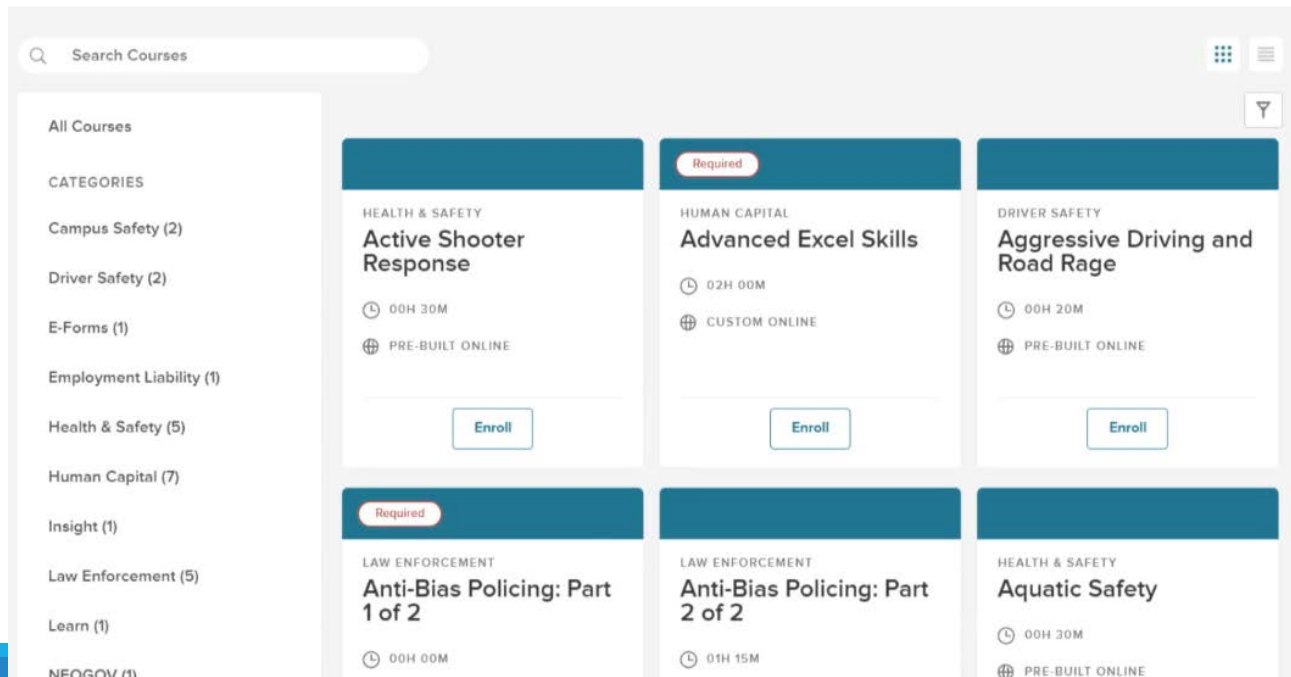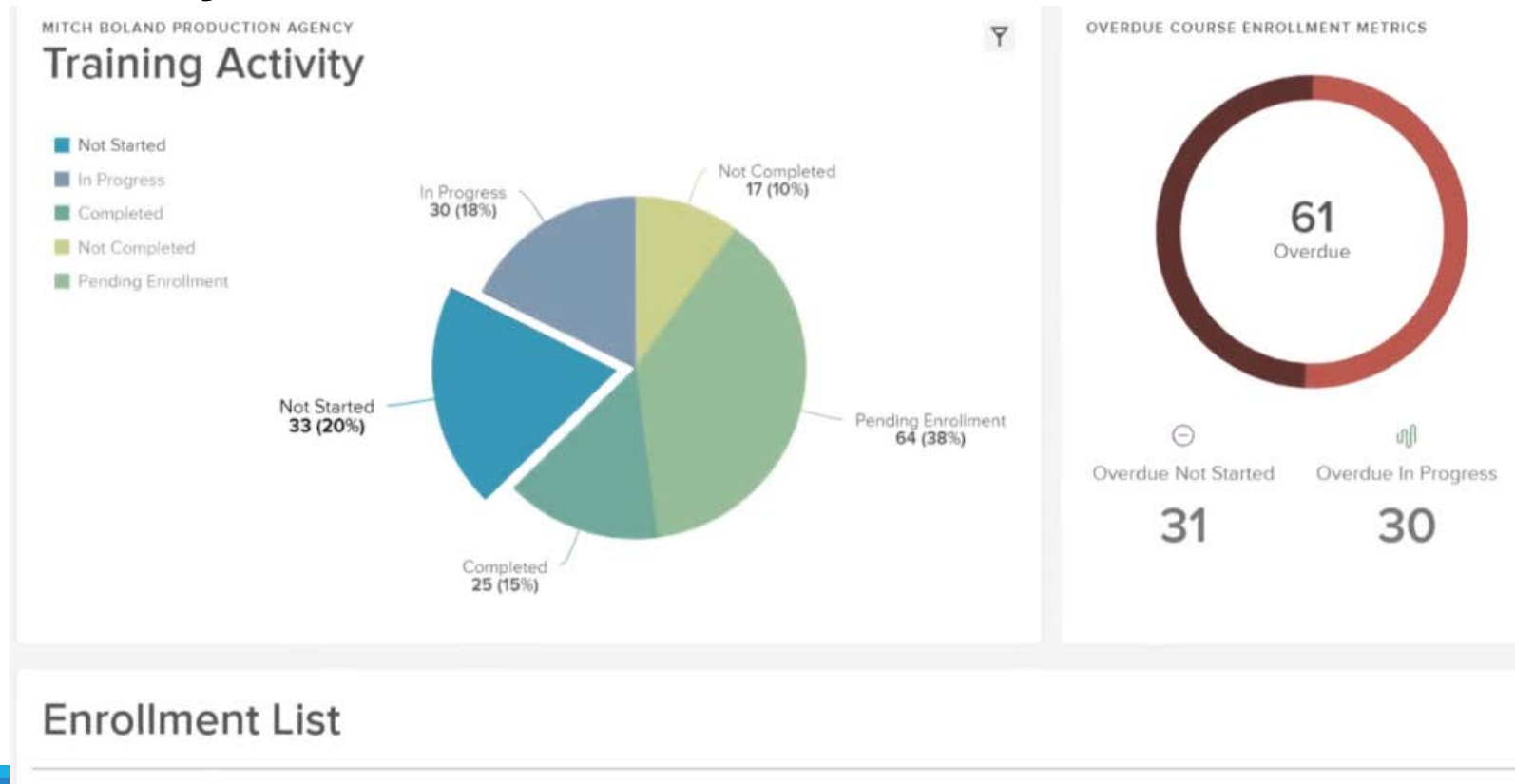
HR Technology

Automatic enrollment in trainings based on position or department or option for employees to self-enroll.
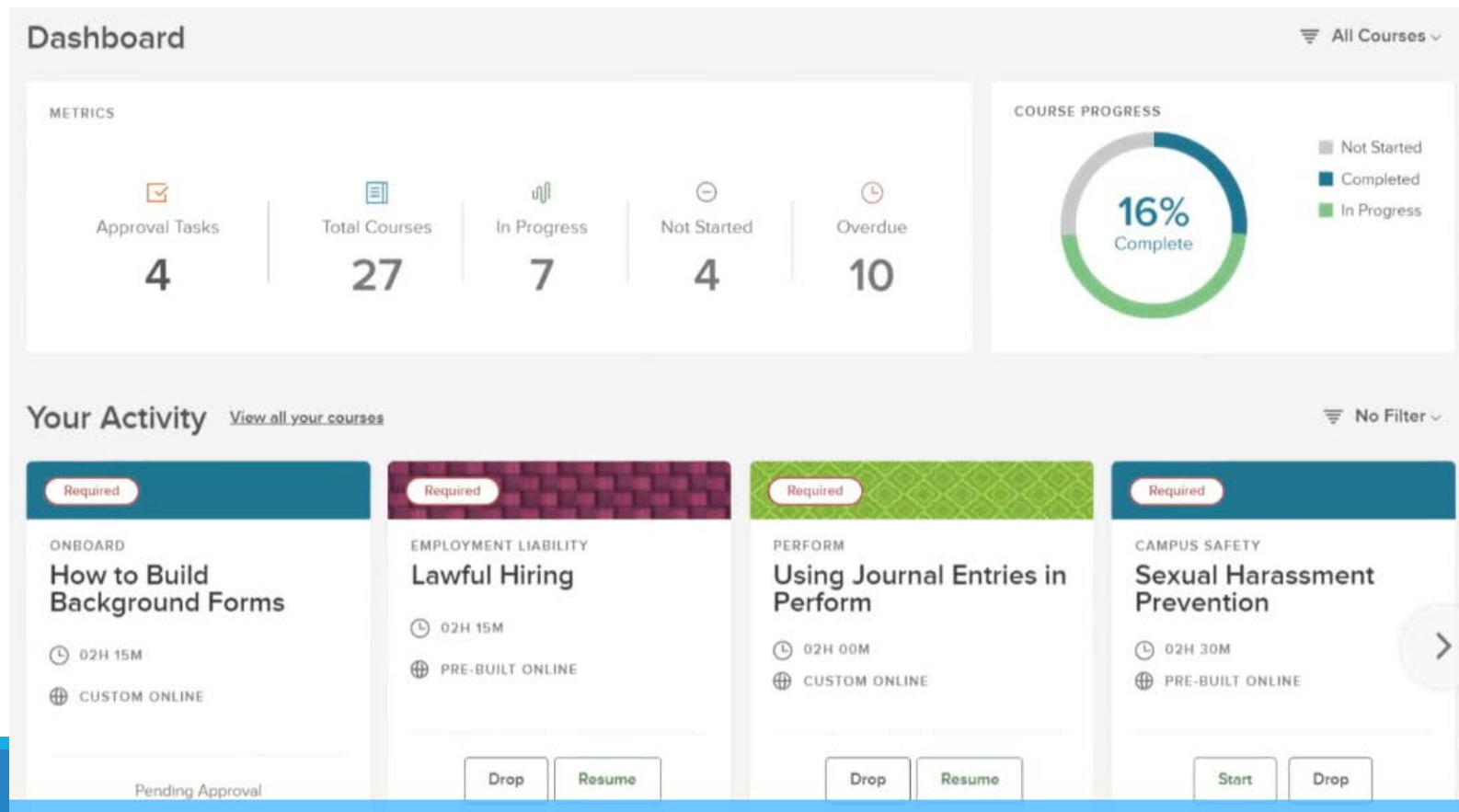
HR Technology

Reports monitor training activity reducing risk and liability.

Questions?