



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 Struiksmā
ext. 5307

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

Roxanna Dulay
ext. 5312

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

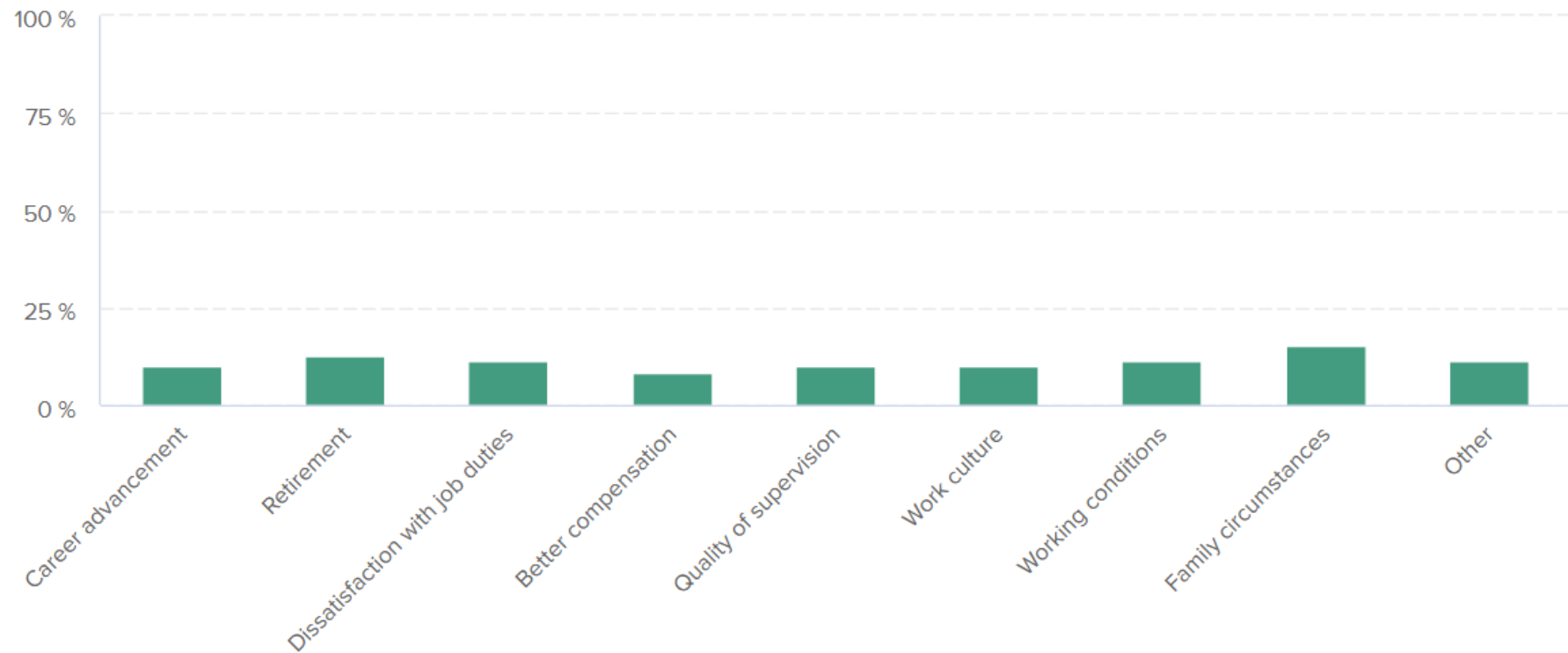
Workload Factors

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

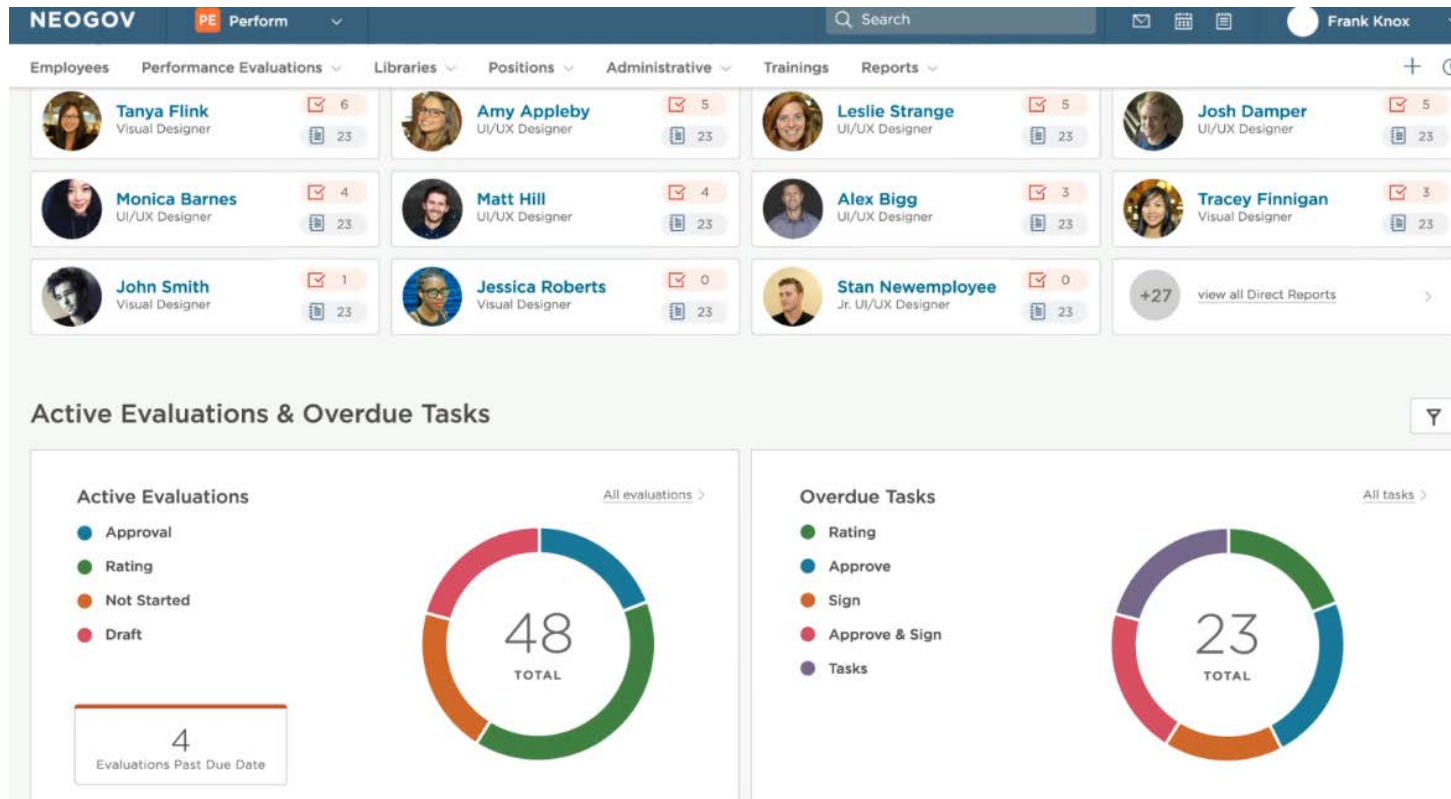
POLICY | A secure, cloud-based repository to develop, review, approve, distribute, and track policies and procedures across their entire lifecycle.

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.


Journal Notes for Amy Appleby

Close


 Click here to start a new note...

3 notes


Print Filter

**Kyle Martin** last edited two days ago


Amy is very organized and thorough. I always understand my tasks very clearly, and she's always there to help me with anything that I still don't understand. She's the best manager ever! I love working with her and she's always helping me to be better.

**Samantha Lee** left a note on 04/25/2016 at 4:00 PM • shared

Most of the time, I understand immediately what Amy is asking me to accomplish, and I'm able to finish my tasks without asking her anything. But, there have been occasions where I had a question but Amy was out on vacation or a really long lunch, and I didn't have access to her help. I understand that time off is really import... [Read More](#)

**Jennifer Grey** last edited on 03/04/2016 at 3:21 PM • shared


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 Kristy's Notes



HR Technology

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

Training Profile (Employee 1) Employee One			Direct Manager: Training Profile (Manager/Supervisor) Manager
Non-Supervisory Evaluation Demo Due Date: Wed, Jun 18, 2025			

General Information

Position Test Position	Division	Evaluation Type Periodic
Department Department for testing only	Job Description	

Rating Summary By: _____

Content

COMPETENCY SECTION | WHATCOM 4 POINT RATING SCALE

Core Competencies

Job Knowledge and Skills

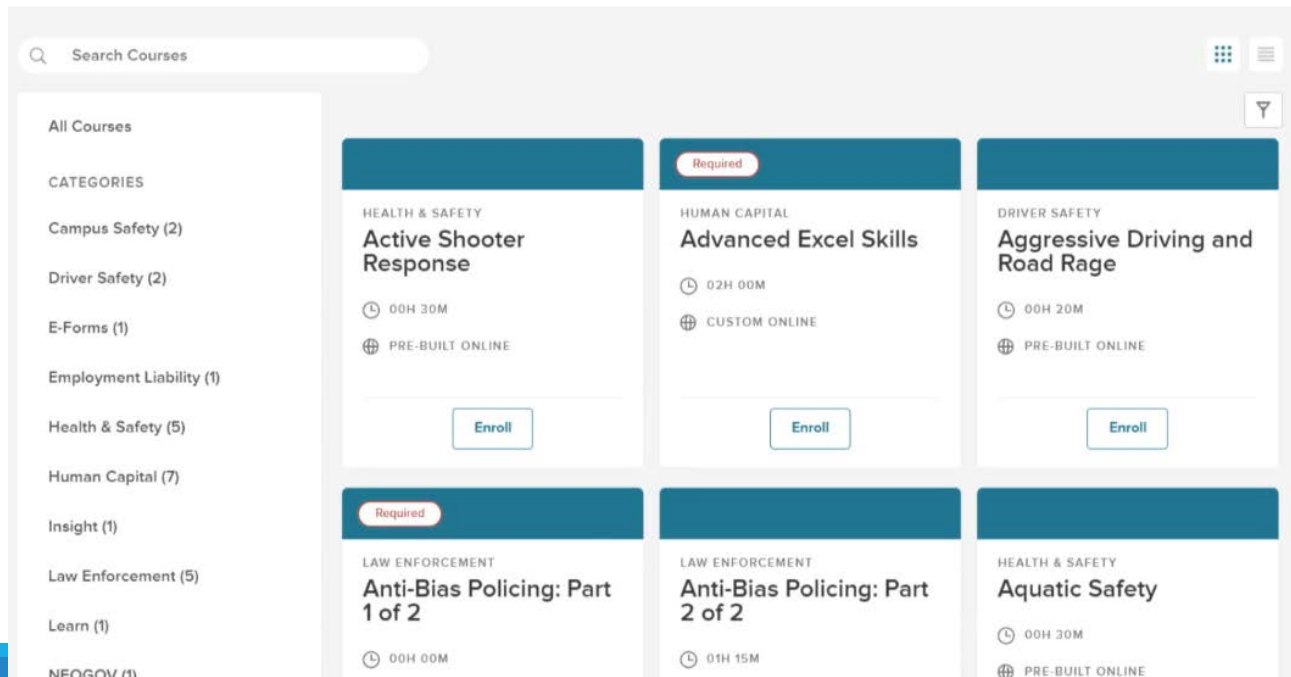
- Competent in required job, policy knowledge and professional skills.
- Learns and applies new skills and technologies.
- Requires appropriate level of supervision.
- Displays understanding of how job relates to others.
- Observes safety and security procedures.

SCORE	NAME	COMMENT
1	Needs Improvement	

HR Technology

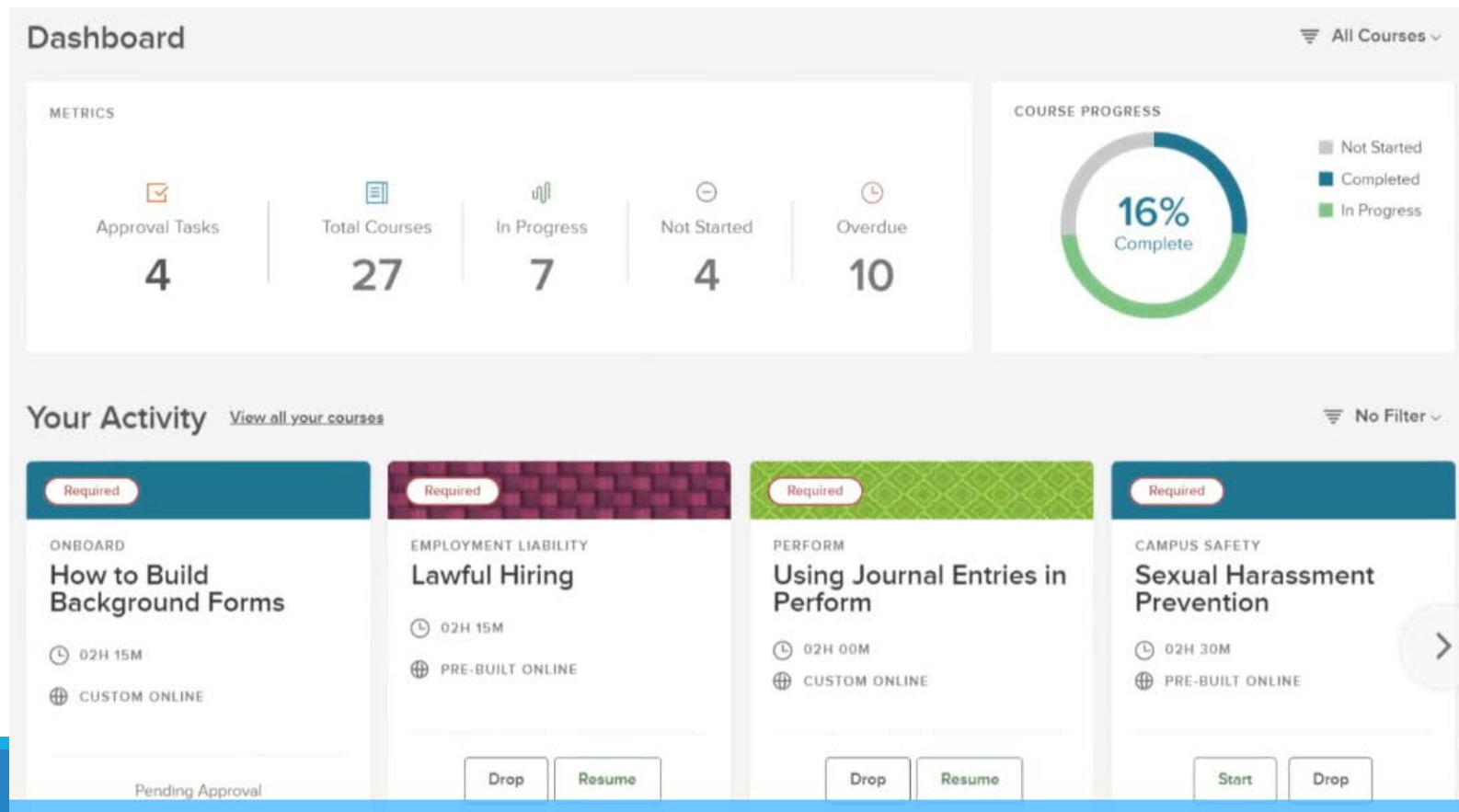
Next up! NEOGOV Learn offers a centralized training solution with a vast library of 1,500 courses and the ability to create custom content.

Course Catalog



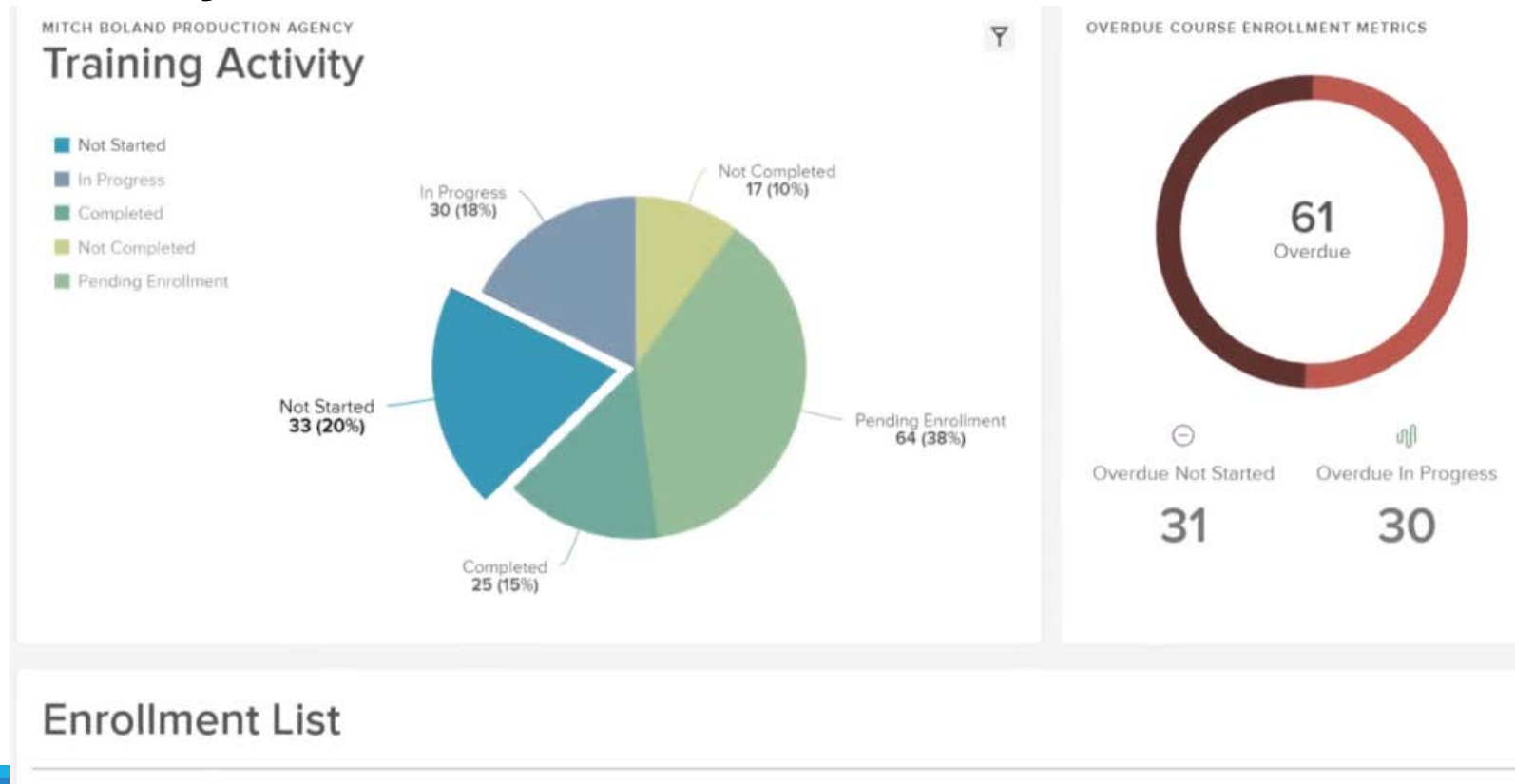
HR Technology

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?