



Human Resources (HR) Report to Council

MAY 10, 2022



HR Staff

- **Leadership Retirements**

- ✓ HR Manager – 2021
- ✓ Associate Manager – 2020

- **HR Representative (Generalist) Model – 5 FTEs**

- ✓ Assigned to specific departments
- ✓ Broad range of duties: recruitment, onboarding, benefits, leaves, compensation, performance management, training, and labor relations

- **Office Coordinator**



HR Workload Factors

YEAR	FULL-TIME FTES	SEPARATIONS	JOB FILLS	WORKERS' COMP CLAIMS
2021	*918.3	107	128	52
2020	891.3	73	59	41
2019	873.5	74	89	52
2018	861.2	67	105	54
2017	852	68	59	64
2016	838.7	47	69	59
2015	830.2	71	81	48
2014	811.8	58	61	76
2013	811.3	60	96	60
2012	821.5	50	62	63

2021-2022 NEW FTEs

Date	Ordinance #	New FTEs	Description
1/26/21	2021-002	1	Public Defender Deputy
3/23/21	2021-015	3	Custodians
5/18/21	2021-030	5	Public Health Nurses
9/14/21	2021-054	20	COVID - related court backlog and grant administration support
9/28/21	2021-057	1	Health – Prog. Specialist
11/23/21	2021-072	14.6	Mid-Biennium - Various
1/25/22	2022-004	2	Health – GRACE/LEAD Mgr. + Prog. Specialist
2/22/22	2022-016	14	LEAD/GRACE Program Staff
4/26/22	2022-040	3	Support for Financial System Upgrade + Senior Purchasing Coord.
		63.6	




Leadership Positions Vacated by Retirement

- **2021**

- ✓ Health Officer
- ✓ HR Manager
- ✓ Human Services Manager
- ✓ Environmental Health Manager
- ✓ Assistant Chief Prosecuting Attorney
- ✓ Equipment Services Manager – Public Works
- ✓ Sheriff Patrol Sergeant
- ✓ Chief Civil Deputy - Sheriff

- **2020**

- ✓ Health Director
 - ✓ HR Associate Manager
 - ✓ Mental Health Court Program Manager
 - ✓ Corrections Sergeant x 2
 - ✓ Corrections Lieutenant
 - ✓ Sheriff Patrol Sergeant
- 



Workforce by Age Bracket

	2017	%	2019	%	2021	%
Ages 18-34	134	16%	145	17%	183	21%
Ages 35-49	316	39%	329	39%	358	41%
Ages 50-64	325	40%	319	38%	308	35%
Ages 65+	42	5%	45	5%	27	3%
	817		838		878	



Training & Development


- **Leadership**

- ✓ Summit Law webinars provided by experienced labor attorneys

- **Risk Management**

- ✓ Defensive Driving provided online by Evergreen Safety Council
- ✓ Preventing Harassment and Discrimination
- ✓ Safety Training: First Aid/CPR, Bloodborne Pathogens

- **All Staff**

- ✓ Effective Communication and De-escalation Strategies – May 20
 - ✓ Situational Awareness and Verbal Swat – TBD for Fall 2022
 - ✓ Implicit Bias – TBD; researching trainers
- 

Collective Bargaining

INTEREST ARBITRATION ELIGIBLE

Union	# Employees	Expiration
Deputy Sheriff's Guild	82	12/31/22
Teamsters Corrections	75	12/31/22
FOP Sheriff Management	6	12/31/24
FOP Corrections Management	3 (NEW)	12/31/24

NOT INTEREST ARBITRATION

Union	# Employees	Expiration
Teamsters Master	499	12/31/22
WSNA (nurses)	22	12/31/22
IBU/MMP (Ferry)	12	12/31/22
PROTEC17	22	12/31/23
AFSCME Public Defenders *scheduled for May 24 Council	21 (NEW)	13/31/24



Compensation

- **Unrepresented Study**

- ✓ 190 leadership and professional positions
- ✓ Gallagher Benefit Services Inc. – nationwide human resources consulting firm
- ✓ Administered survey to 14 comparable entities & analyzed results
- ✓ Last formal survey completed 2016
- ✓ Anticipate recommendations to simplify and modernize current salary structure as well as potential market adjustments
- ✓ Final report pending and presentation TBD



New Technology Tools

- **DocuSign**

- ✓ Offers of Employment
- ✓ New Hire Orientation Training & Acknowledgement
- ✓ Collective Bargaining Agreements
- ✓ Letters of Understanding

- **JDE Software Upgrade to Enterprise One (Financial, Payroll, HR)**

- ✓ Compensation Management
- ✓ Organizational Charts
- ✓ Leave Administration
- ✓ Employee Self-Service (benefits, leave requests, notifications)
- ✓ Benefits Administration
- ✓ Performance Management

- **NEOGOV Recruitment Software**

- ✓ Leader in public sector with integration capability to Enterprise One

Questions
