



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

May 7, 2024



Workload Factors

YEAR	FULL-TIME FTES	HIRES	SEPARATIONS	W/C CLAIMS
2024 as of 4/22/24	1067 (+1%)	75		
2023	1056 (+9%)	126	80	49
2022	969 (+5.5%)	142	96	79
2021	918 (+3%)	128	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
2014	811	61	58	76

Vacancies by Department

Department	Budgeted FTEs	Current Vacancies	Vacancy Rate
Administrative Services	83.00	8.00	10%
Assessor	32.00	1.00	3%
Auditor	17.00	1.00	6%
Council	12.50	1.00	8%
County Executive	12.00	1.00	8%
DC Probation	16.50	3.00	18%
District Court	22.50	1.00	4%
Health	151.20	9.50	6%
Juvenile Court/Detention	37.00	2.00	5%
Medical Examiner (NEW)	6.00	6.00	100%
Parks	32.00	3.00	9%
Planning & Develop Svc	51.00	4.00	8%
Prosecuting Attorney	60.00	5.00	8%
Public Defender	50.00	0.00	0%
Public Works	189.00	22.00	12%
Sheriff - BLEIS & DEM	128.50	9.00	7%
Sheriff - Jail	96.50	13.00	13%
Superior Court/County C	54.70	6.00	11%
Treasurer	14.00	1.00	7%
WSU Extension	2.00	0.00	0%
Total FTEs/Avg vacancy rate	1067.40	96.50	9%

Recruitment



Welcome to Whatcom County's online application process!

As an equal employment opportunity employer, we encourage applicants from diverse backgrounds to apply. Individuals who need an ADA accommodation to complete the application, test or interview process, please call or email Human Resources: (360) 778-5300 or hr@co.whatcom.wa.us.

[SHOW MORE](#)

Search 24 jobs found

Job Title ▲	Job Type	Salary ⇅	Closing ⇅	Posted ⇅	Category	Department	Location	Job Number
Corrections Deputy (Entry Level and Lateral)	Full-Time	\$31.58 - \$46.69 Hourly		03/31/23	Corrections / Law Enforcement	Sheriff's Office	Bellingham, WA 98225	No Applications
Deputy I - Senior Deputy I - Prosecuting Attorney New	Full-Time	\$81,672.00 - \$149,712.00 Annually	05/19/24	04/29/24	Legal / Attorney	Prosecuting Attorney's Office	Bellingham, WA 98225	D180 0424
Deputy Sheriff (Entry Level and Lateral)	Full-Time	\$38.37 - \$48.11 Hourly		03/31/23	Public Safety / Law Enforcement	Sheriff's Office	Bellingham, WA 98225	No Applications - Patrol
Engineer I-III DOQ	Full-Time	\$36.11 - \$56.47 Hourly	05/12/24	04/16/24	Engineering / Public Works	Public Works	Bellingham, WA 98226	202300110

New Technology Efforts

- **NEOGOV**



NEOGOV Onboard Software

- Creates a paperless experience for new hires, supervisors/managers, HR/Payroll and others to complete and route forms online.
- Standardizes processes and creates efficiencies through assigned checklists.
- Helps new hires feel welcome with a personalized portal for resources and support.
- Creates opportunity for a continuous onboarding experience for the first 12 months of employment.
- Provides status tracking, real-time insights, and report sharing of onboarding progress.
- Customizable for County and department specific needs.
- Used for onboarding, transfers/promotions, and offboarding (separations).

NEOGOV Onboard Forms

- 60 Online Forms Created
- Background and Custom forms



Plan Enrollment (Member Information Form)

New and returning employees use this form to enroll in a PERS, TRS or SERS retirement plan. Submit this form to your employer within 90 days of your hire date.

Give completed form to your employer

Need help? Contact DRS.
800.547.6657 or 360.664.7000
TTY: 711 • drs.wa.gov

Choosing a plan? Visit drs.wa.gov/choice for info to help you decide.

Member Status and System	
Member Status <input type="checkbox"/> New Member Choosing Plan 2: Complete sections 1, 2 and 3 Choosing Plan 3: Complete sections 1, 2, 3 and 4 <input type="checkbox"/> Returning Plan 1 or Plan 2 Member Complete section 1 only <input type="checkbox"/> Returning Plan 3 Member Complete sections 1, 3 and 4	System <input checked="" type="checkbox"/> PERS Public Employees' Retirement System <input type="checkbox"/> TRS Teachers' Retirement System <input type="checkbox"/> SERS School Employees' Retirement System

Section 1: Personal Information			
Name (Last, First, Middle)		Social Security Number	
Keeley, Melissa		[] - [] - []	
Mailing Address	City	State	ZIP
[]	[]	[]	[]
Birthdate (mm/dd/yyyy)	Gender (optional)	Phone Number	
[]	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X	[] - [] - []	
Email Address	mKeeley@co.whatcom.wa.us		



Emergency Contact Form

Employee *	Date *
Melissa Keeley	05/05/2024
Address *	City *
[]	[]
State *	Zip Code *
[]	[]
Home Phone (no spaces) *	Cell Phone (no spaces) *
() - -	() - -
Email (no spaces)	
[]	

NEOGOV Onboard Portals



Welcome, Melissa, to Whatcom County!

[Onboarding Portal](#) [Wellness & Benefits Portal](#)

Welcome!

Dear Melissa Keeley,

Congratulations on your hire with Whatcom County! We are happy to have you and hope you find working in public service to be rewarding and fulfilling.

Please take care of your Checklist items by the due date indicated. If an item is pending it is waiting to be initiated by others before becoming available to you, so please check back. This portal will be your resource for all required new hire orientation materials.

Your County Executive

Hello! I'm delighted to extend a warm welcome to you on your first day! It is an honor and privilege to serve our community, and I'm happy you have decided to join us on our journey ahead to promote continued growth, prosperity, and community well-being.

Every day County residents will depend on you whether your job is front-and-center or behind the scenes, and your work will benefit the greater good. Our County is a wonderful place to live, thanks in part to the collective effort of our team.

We strive to be transparent and responsive to the community's needs, responsible in our management of public resources, and innovative in our approach to the difficult challenges of today and tomorrow. We also value our people at every level of the organization and are committed to treating each other with dignity and respect.

I wish you much success in your career at Whatcom County and am confident you will take great pride in being a member of our team.

Sincerely,

Setpal Singh Sidhu



Checklist

[Preview Checklist Timeline](#)

0%

[VIEW ALL \(0\) >](#)

About Your First Day

Please remember to bring documentation to show [identification and authorization to work](#) as well as your bank account and routing numbers for direct deposit enrollment.

During your first day, expect to spend time completing payroll forms and reviewing orientation materials through this online portal. There are several forms and tasks, including mandatory training, on your Checklist for you to complete. Please complete these items as soon as possible and reach out to your supervisor if you have any questions.

Helpful Links

Links are available on the County employee intranet called [InsideWhatcom](#) and will be available to you on your first day of work.

[Employee Log In \(Email and Intranet\)](#)

[Key Employment Policies](#)

[Workplace Safety](#)

[Training](#)

[Internal Jobs](#)

[VIEW ALL \(9\) >](#)

Wellness & Benefits Portal

Your Human Resources Team

Human Resources (HR) staff are here to assist you! Contact your [HR Representative](#) any time for help. Common topics we help with: benefits, employment, leaves of absence, workers' compensation, union contract interpretation, supervisory support, and training. Email us at hr@co.whatcom.wa.us or call 360-778-5300.




Left to Right: Karen Hemmett, Ryan Chace, Heidi Christle, Donnie LaPlante, Melissa Keeley, Julie Smith, Bea Acland, Shara Struiksma

Vision & Mission Statements

Vision

Whatcom County is envisioned as a place where people are able to enjoy an abundant, safe and healthy life. It is a place rich in natural beauty and renewable resources that provide plentiful recreation, life style and economic opportunities. A vibrant economy and diverse community resources provide family wage jobs, affordable housing and exceptional social and educational opportunities. Public services are responsive, transportation is convenient, regulations are user-friendly and justice is prompt and fair. It is a community where citizens and their government work together to preserve the rights of the individual while protecting the essential natural environment in which they live.

NEOGOV Onboard Portals



Whatcom County Wellness and Benefits

[Onboarding Portal](#) [Wellness & Benefits Portal](#)

Benefits for You and Your Family!

As a Whatcom County employee, you and your family have access to a range of comprehensive benefits, including medical, dental and vision coverage.

Most routine medical visits only require paying a small co-pay for services. Plans cover in-network preventative services, including certain office visits, tests and treatments, at 100%.


A \$50,000 Life Insurance policy is provided for you with the option of purchasing additional voluntary coverage for yourself and your family.

All employees participate in the Washington State Retirement System (PERS, PSERS or LEOFF). Additional participation in a 457 Deferred Compensation Program is also available.

Other benefits and optional programs may also be available depending on your position, work status, and bargaining unit.

Please refer to the [Benefit Plan Information](#) link for your bargaining unit/group for more information.

Feel free to contact Human Resources at hr@co.whatcom.wa.us or 360-778-5300 for help with any questions.



Life Insurance

All Whatcom County employees are provided with a [\\$50,000 Term-Life Insurance Policy](#). Additional Voluntary Term-Life Insurance may be purchased for you, your spouse and your dependents.

As a new employee, if you apply within the first 30 days of employment you are guaranteed approval of a policy up to \$200,000 with no medical questions asked! If purchasing individual coverage you may also purchase term-life insurance for your spouse or dependents. A spouse will be approved for up to \$50,000 of coverage during the 30-day guarantee

Benefit Plan Information - Medical/Dental/Vision

Comprehensive medical, dental, and vision coverage is provided to you, your spouse and your eligible dependent children.

Summary Plan Descriptions, links to find preferred providers, claim forms, and many other important documents are available online.

Click on your group below for a detailed overview of your benefits and insurance information. **Be sure to bookmark this page for future reference.** It's a great resource for you (and your family) to find answers to benefit-related questions throughout your employment.

- [Unrepresented Employees](#)
- [Teamsters Master](#)
- [Deputy Sheriff's Guild](#)
- [Corrections Deputies](#)
- [Washington State Nurses Association](#)

[VIEW ALL \(10\) >](#)

Retirement Plans

WASHINGTON STATE PENSION BENEFIT

All full-time regular Whatcom County employees participate in the Washington State Retirement System. Participation is mandatory and employees earn service credit monthly towards eligibility for a pension benefit upon retirement. You and the County contribute a percentage of income to fund the plan. Contribution rates are determined by which plan your position falls under and contributions are deducted from your County paychecks.

The majority of positions at Whatcom County are part of the Public Employees' Retirement System (PERS) and new PERS enrollees must make an irrevocable choice between PERS 2 and PERS 3 within the first 90 days of employment.

- [Public Employee's Retirement System Plan 2 \(PERS 2\)](#) - Default plan
- [Public Employee's Retirement System Plan 3 \(PERS 3\)](#) - Alternative plan you may choose within 90 days
- [PERS Plan 2 and Plan 3 Comparison](#)

NEOGOV Onboard Checklists

Checklists

[Preboarding](#) [Onboarding](#) [Offboarding](#)

[+ Add New Checklist](#)

Title
90 day check in
Authorized Pre-Hire Checklist (Badge, Direct Deposit)
Bloodborne Pathogen Training
Defensive Driver - Frequent
Defensive Driver - Periodic
DRS LEOFF Enrollment Forms (retirement status, enrollment, beneficiary)

Edit Task

* Fields are required.

Type

Form

* Form

Respectful Workplace Training Acknowledgment Form

Preview

* Subject

Watch Respectful Workplace Training Video (1 hour)

Optional (employee can choose to skip this task)

Description

Whatcom County puts a high value on promoting a culture where ALL employees feel respected, safe, and fully engaged. Thank you for your attention to this important content. Look for an email from train@media-partners.com for information on how to access the training called "How Was Your Day?" After completing the training, sign the acknowledgment form below. You do NOT need to fill out the certificate of completion provided at the end of the training.

* Assignee

Employee

Due Date *

5

Days

After Position Start Date

NEOGOV Unified Dashboard

- Access all your tasks for recruiting and onboarding in one place.
- Tasks follow a workflow process and will be made available once assigned to you.
- You will receive a daily digest email summarizing all tasks due.
- Toggle between Online Hiring Center and Onboard using the dropdown menu.

The screenshot displays the NEOGOV Unified Dashboard interface. At the top, there is a blue header bar with the NEOGOV logo, a 'Dashboard' dropdown menu, a search bar, and notification icons for a calendar and an email with a red '5' badge. On the left side, a navigation sidebar lists 'Dashboard', 'Tasks' (highlighted with a yellow star), 'People', 'Performance', 'Recruiting', 'Onboard', and 'Reports'. The main content area is titled 'Tasks' and shows two tabs: 'All (0)' and 'Completed (6)'. Below the tabs, there are three summary cards for 'Overdue', 'Due This Week', and 'Due Later', each displaying a large '0'. A horizontal bar chart below these cards shows a red segment for 'Overdue', a dark blue segment for 'Due This Week', and a light blue segment for 'Due Later'. At the bottom, there is a 'View All Tasks' button, four filter dropdown menus for 'Due Date', 'Product', 'Task Type', and 'For Whom', and a search bar.

Sample Onboarding Tasks

Presented to new hires online through their Onboard account:

Badge Request Form	I-9 Form	W-4 Form
Payroll Enrollment Form	Direct Deposit Forms	DRS Retirement Forms
457/401a Retirement	Benefit Enrollment Forms	Employee Handbook
Workplace Safety	Using Computer Systems	Prohibiting Harassment
Union Membership Info.	Driving Policy/Training	Public Records Act Info.
Benefits Information	Respectful Workplace Training	Stopping Sexual Harassment Training



Additional Resources

- Watch [Onboard from a Manager's Perspective](#) (10 minutes)
- Watch [Onboard from an Employee's Perspective](#) (10 minutes)



Up Next

➤ **NEOGOV Perform Module**



Collective Bargaining

Interest arbitration ELIGIBLE

Union	Contract Term
Deputy Sheriff's Guild	2023-2025
Teamsters Corrections	2023-2025
FOP Sheriff Management	2022-2024
FOP Corrections Management	2022-2024

NOT INTEREST ARBITRATION

Union	Contract Term
Teamsters Master	2023-2025
WSNA (nurses)	2023-2025
IBU/MMP (Ferry)	2023-2025
AFSCME PD	2022-2024
PROTEC17	2024-2025

Questions?