
Human Resources

Mission Statement:

The department consists of two main functions of human resources and risk management responding to the needs of elected County officials, appointed department heads, County employees and the citizens of the community providing professionalism and technical advice.

The human resource mission is to deliver prompt, comprehensive administration of the Personnel and Civil Service Systems assuring fairness and uniform access by all.

The risk management mission is to protect the County against financial consequences of accidental losses which are catastrophic in nature, and to preserve the assets and public service capabilities from destruction or depletion; to minimize long term cost to the County of all activities related to identification, prevention and control of accidental losses and the consequences, and to assist departments in the establishment of a safe work environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily activities.

Functions:

Human Resources - Administer the personnel and civil service systems including recruitment, hiring, discipline, payroll and benefits programs, LEOFF 1 Disability Board, and maintain records associated with these systems. Manage the County's employee/employer/labor relations in a fair, consistent and cost effective manner while maintaining open communications with organized labor.

Risk Management - Administer the County's self-insured workers compensation program, participate in the Washington Counties Risk Pool, insurance procurement, safety and health programs, loss control, claims handling, accident investigation, adjusting services and countywide employee orientation and training. The division is funded through the Workers Compensation and Risk Management internal service funds.

The merger of these two distinct functions creates a proactive, rather than reactive, approach to employee/employer/labor relations, loss control and risk management allowing a seamless approach to staff utilization.

Long Term Goals:

Human Resources -

- Assure fair, effective and efficient recruitment and selection systems that will enable Clallam County to attract and obtain a highly skilled and diverse workforce

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- Aggressive outreach and recruitment activities throughout all segments of our community to ensure equality in access to Clallam County employment opportunities
 - Administer the complex payroll function that provides to Clallam County employees as well as to employees of 12 special taxing/purpose districts
 - Administer security access system and employee ID
 - Maintain competitive salary and benefit packages to attract and retain highly qualified professional, technical and skilled employees dedicated to accessible and responsive public service
 - Maintain a high level of accessibility to elected officials, appointed department heads and employees in order to advise, guide, research and investigate employment related concerns and problems in accordance with county policies, collective bargaining agreements, state and federal laws and regulations
 - Maintain employee awareness, facilitate training, provide guidance and ensure compliance with mandatory federal, state and county requirements relating to county government
 - Recognize limited resources and promote use of practices, innovation, cooperation and collaboration to provide services in an efficient and cost-effective manner
 - Develop, implement and coordinate legally mandated federal, state and local government programs and regulations

Risk Management

- Meet or exceed all statutory requirements for the self-insured workers compensation program
- Ensure that all injured workers are returned to work as soon as medically possible
- File required L&I reports in a timely manner
- Insure or transfer as much potential risk and loss by ensuring that policies of coverage are purchased and in place prior to expiration dates
- Continue tracking and enforcing insurance requirements and compliance of vendors and contractors
- Update Loss Control and Risk management guidelines
- Continue tracking accidents and incidents to identify trends and environments/procedures requiring change
- Continue countywide training for preventative, proactive approach to workforce management and to assure compliance with statutory regulations and rules
- Continue department ergonomics and safety evaluations; develop plan to bring County into compliance with new ergonomics regulations

Short Term Objectives:

- Administer consolidated payroll/human resource data system
- Provide detailed, accurate records and computerized methods for reporting and storing personnel and salary information
- Provide comprehensive benefits administration for county employees

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- Provide comprehensive payroll services for Clallam County employees and employees of special taxing/purpose districts
 - Provide timely, accurate, reliable information and support to the County elected officials and appointed department heads for their organizational and staffing decisions
 - Ongoing administration of security access system and employee ID
 - Continue development and maintenance of on-line access to County personnel policies, Civil Service rules, union labor contracts and universal forms
 - Update policies and procedures to comply with changes in the law in an effort to help mitigate liability and establish fair and consistent practices
 - Continue collaborative, proactive approach to employee/employer relations
 - Negotiate multi-year labor agreements for Teamsters Local 589 and The Clallam County Prosecutors Association (2007, 2008, 2009)
 - Continue countywide eLearning training system for all employees
 - Continue to provide topic specific targeted leadership and skills training
 - Continue training partnership with other local employers

Accomplishments in 2006:

- Provided comprehensive New Employee Orientation assuring compliance with mandated and required training
- Maintained comprehensive data tracking system for employees and applicants
- Successfully recruited 75 position openings; processed 105 new hires in orientation
- Processed over 2500 employment applications
- Completed conversion of employee data into EDEN Payroll/HR system
- Provided 280 hours of training for county employees on subjects of mandatory training (Orientation, BBP, TB, MFA/CPR, Defensive Driving & Evacuation Procedures)
- Provide and monitor excess of 3200 hours of eLearning training
- Managed 36 workers compensation claims, including appeals
- Revised data tracking and premium payment system for employee health benefits
- Revised data tracking and payment system for employee wellness benefit
- Processed \$155,000 Disability Board claims
- Managed complex Family Medical Leave & Disability for 91 employees and ADA accommodations

Workload Indicators:

	2004 Actual	2005 Actual	2006 Actual	2007 Estimate
Job opening recruitment	39	52	75	60
Positions filled	39	52	75	60
Job applications received	2100	2070	2100	2000
Personnel Actions processed	975	1200	1200	1200
FMLA Processed	34	87	80	80
Employee Payrolls Processed		10,640	12,704	10,163
Property/casualty claims open & managed	32	41	35	35
Workers compensation claims open & managed	36	36	36	36

Staffing Level:

	2004 Actual	2005 Actual	2006 Actual	2007 Budget
Full Time Equivalents	5	5	5	5

Personnel Operating Budget

Revenues:

	2004 Actual	2005 Actual	2006 Actual	2007 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	14,500	18,623	18,000	16,000
Charges for Goods and Services	115,493	120,566	124,466	134,102
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	420	205	100	100
Other Financing Sources	0	500	0	0
General Tax Support	407,023	461,074	567,213	586,924
TOTAL	\$537,456	\$600,968	\$709,779	\$737,126

Expenditures:

	2004 Actual	2005 Actual	2006 Actual	2007 Budget
Salaries and Wages	241,970	249,058	256,183	275,311
Personnel Benefits	128,174	160,366	188,912	244,268
Supplies	4,822	5,688	8,221	6,121
Other Services and Charges	97,992	127,566	143,484	139,666
Intergovernmental Services	0	0	0	0
Interfund Payments for Services	64,498	58,290	112,979	59,760
Capital Outlay	0	0	0	12,000
TOTAL	\$537,456	\$600,968	\$709,779	\$737,126

Agency Structure:

