

Priority: Safety
Program Offer Type: Support
Related Programs:
Frameworks:

Lead Agency: Sheriff
Program Contact: Michelle Hoppel

Executive Summary

The Sheriff's Human Resources performs the staffing and personnel functions for the Sheriff's Office's approximately 850 positions and employees.

Program Description

This program conducts staffing-related functions including: recruitment, position tracking, organizing assessment centers and interviews, fingerprinting, documentation, arrangements for psychological testing, hiring, photography and preparation of identification cards, records maintenance (including compliance with HIPAA rules regarding medical files), termination activities, conduct of labor-management interaction, affirmative action and administering the Family Medical Leave Act.

Program Justification

This program is essential to support the Sheriff's Office's staffing functions. The Sheriff's Office has three unions, is a 24/7 workplace, requires thorough and in depth backgrounds of all employees and maintains a high level of staff security. These conditions require HR to function in a highly specialized environment.

Performance Measures

Human Resources contributes to Safety by support of the Sheriff's Office operational programs and functions.

Percent of time that hiring of non-sworn staff is accomplished within the goal.
Percent of time that hiring of sworn staff is accomplished within the goal.

Summary of last year's program results and this year's expected results

In the past year hiring has consistently (100%) met the goal of 90 days for non-sworn staff and 120 days for sworn staff. The 120-day hiring window for sworn staff exceeds that of other large police agencies in the region.

For 2005-06 the goals will shift to 60 days for non-sworn and 90-days for sworn staff.

Action plans to meet these new goals will be to audit and detail the steps related to hiring performed by Shared Services in order to shorten timelines. In addition, the unit plans to move the agility testing for sworn candidates in-house and to streamline the hiring of many non-sworn positions by allowing candidates to assess themselves against the hiring criteria and self-select prior to final submission of applications.

Program Mandate: 4 Program and Funding Level Choice

Support for Sheriff's Mandates, including ORS Chapters 206 and 169.

Family Medical Leave Act (FMLA) of 1994.

Health Insurance Portability and Accountability Act (HIPAA) of 1996

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2005	2005	2006	2006
Personnel	\$753,836	\$0	\$833,016	\$0
Contracts	\$75,740	\$0	\$77,558	\$0
Materials & Supplies	\$56,840	\$0	\$0	\$0
Internal Services	\$12,033	\$0	\$21,074	\$0
Subtotal: Direct Exps:	\$898,449	\$0	\$931,648	\$0
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	\$0	\$0	\$0	\$0
Total GF/non-GF:	\$898,449	\$0	\$931,648	\$0
Program Total:	\$898,449		\$931,648	
Program FTE	0.00	0.00	10.15	0.00
Program Revenues				
Program Revenue for Admin	\$0	\$0	\$0	\$0
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Revenue is ITAX in the amount of \$70,798 for support staffing for 156 Beds at MCCF.

Significant Program Changes