

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

**Lead Agency:** Sheriff  
**Program Contact:** Jennifer Ott

**Program Characteristics:**

**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**

Measure Type	Primary Measure	Previous Year Actual (FY04-05)	Current Year Purchased (FY05-06)	Current Year Estimate (FY05-06)	Next Year Offer (FY06-07)
Output	Days to complete a recruitment for sworn staff	120	90	120	115
Outcome	Completed/currently in process recruitments that meet our timelines	100%	15%	100%	100%
Output	Days to complete a recruitment of non-sworn staff	90	60	90	85

**Performance Measure - Description**

## Legal/Contractual Obligation

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	2006	2006	2007	2007
Personnel	\$908,711	\$0	\$862,652	\$0
Contracts	\$77,558	\$0	\$78,391	\$0
Materials & Supplies	\$2,516	\$0	\$62,817	\$0
Internal Services	\$21,806	\$0	\$7,402	\$0
Capital Outlay	\$0	\$0	\$0	\$0
Subtotal: Direct Exps:	<b>\$1,010,591</b>	<b>\$0</b>	<b>\$1,011,262</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
Subtotal: Other Exps:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total GF/non-GF:	<b>\$1,010,591</b>	<b>\$0</b>	<b>\$1,011,262</b>	<b>\$0</b>
Program Total:	<b>\$1,010,591</b>		<b>\$1,011,262</b>	
Program FTE	0.00	0.00	10.00	0.00
<b>Program Revenues</b>				
Fees, Permits & Charges	\$0	\$0	\$0	\$0
Intergovernmental	\$0	\$0	\$0	\$0
Other / Miscellaneous	\$0	\$0	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$0	\$0
<b>Total Revenue:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

## Significant Program Changes

Last year this program was: #60004, MCSO Human Resources