

Priority: Accountability

Lead Agency: County Management

Program Offer Type: Program Alternative /

Program Contact: Travis Graves

Related Programs:

Program Characteristics:

Executive Summary

Classification, Compensation and Employment Services is a recently formed Central Human Resources unit in FY 06, created from redirecting existing resources. The focus of this program is to position the County to compete in a competitive job market. The program is comprised of Outreach Recruitment, a new component initiated to promote County jobs to diverse applicants; Classification and Compensation providing evaluation and analysis of pay and job structures; and Employment Services assuring fair and consistent civil service and employment processes.

Program Description

A shrinking qualified workforce combined with increasing retirements requires a strategic focus on the County's job market competitiveness. Classification, Compensation and Employment Services leverages the investment the County expends to recruit and retain employees. Outreach Recruitment works with departments to design and implement customized strategies to expand the diverse, qualified applicant pool for positions identified as underutilized in the County Affirmative Action Report or as difficult to fill by Department HR units. Classification and Compensation provides pay and classification structures that provide internal equity, external competitiveness, promote retention and support employee career growth. Employment Services ensures fair, consistent and timely merit-based selection processes; skill-based exam scoring; and consistency with civil service requirements. Employment Services manages Neogov, the County's online job application system, which also provides applicant/recruitment data tracking and reporting.

Program Justification

Classification, Compensation and Employment Services supports Accountability strategies by attracting and promoting the retention of a high quality diverse workforce. Outreach Recruitment activities with businesses, schools, professional associations and other groups broaden awareness and community understanding of the County organization. Outreach Recruitment is not a mandated program, but provides a proactive strategy to address underutilization identified in the County's Affirmative Action Report. The County has over 375 job classifications and Classification and Compensation studies support data-based resource allocation decisions to adapt to ever changing job market conditions. The Neogov system provides electronic access to the County job application process, allowing applicants to experience the same County face and operational culture regardless of position type, level or department. Of the 11,000+ job applications received last year, 9200 were online applications. Neogov also enables reliable data collection and analysis used for ongoing review and improvement of recruitment strategies.

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	Number of classification and compensation studies completed.	10	0	15	13
Outcome	Number of positions reclassified, revised, updated as a result of studies completed	397	0	490	450
Output	Number of applications processed.	11,022	0	11,000	11,000

Performance Measure - Description

The number of positions updated as a result of Classification and Compensation Studies indicates County job positions are better aligned to current job market factors and information. Outreach Recruitment was initiated in Dec. 2005 and is too new to report measures today. Future measures will focus on improved percentage of diverse applicant pool, number of outreach events, and customer satisfaction with outreach recruitment plans.

Legal/Contractual Obligation

Ten labor agreements necessitate contract compliance regarding rates of pay, hours of work, fringe benefits, and other matters pertaining to employment. Federal, State, local laws, rules and regulations covering wage and hour, discrimination, harassment, labor relations, privacy, employment at will, hiring, defamation, Uniformed Service Employment and Re-employment Rights Act, Health Insurance Portability & Accountability Act and other employment related issues.

Revenue/Expense Detail

	Proposed General Fund	Proposed Other Funds	Proposed General Fund	Proposed Other Funds
Program Expenses	2006	2006	2007	2007
Personnel	\$0	\$161,034	\$624,736	\$0
Contracts	\$0	\$76,800	\$329,675	\$0
Materials & Supplies	\$0	\$6,373	\$53,633	\$0
Internal Services	\$0	\$36,832	\$125,958	\$0
Subtotal: Direct Exps:	\$0	\$281,039	\$1,134,002	\$0
Administration	\$0	\$0	\$247,933	\$696
Program Support	\$0	\$0	\$11,238	\$0
Subtotal: Other Exps:	\$0	\$0	\$259,171	\$696
Total GF/non-GF:	\$0	\$281,039	\$1,393,173	\$696
Program Total:	\$281,039		\$1,393,869	
Program FTE	0.00	0.00	7.30	0.00
Program Revenues				
Fees, Permits & Charges	\$0	\$290,815	\$0	\$0
Program Revenue for Admin	\$0	\$0	\$836	\$0
Total Revenue:	\$0	\$290,815	\$836	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

Last year this program was: #71016, Human Resources - Classification & Compensation Program

Requested funds includes \$144,000 for a three year licensing agreement for the Neogov online job application system. This amount reflects a 10% discounted rate for pre-payment.

Outreach Recruitment is a new program initiated in December 2005. Employment Services is a reconstituted central function resulting from the Countywide HR Realignment Plan.

Central Human Resources programs were restructured using current service level resources to implement the Countywide HR Realignment Plan. The Executive Committee approved the Countywide HR Realignment Plan to address the organizational issues and gaps left after the dissolution of County Business Services. The HR units within departments reported back to their department effective October 2005, and soon after the Central Recruitment Unit staff also transitioned back to their respective departments.