

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

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

**Program Characteristics:**

**Executive Summary**

The Sheriff's Office Human Resources perform the staffing and personnel functions for its 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), and 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 (FY06-07)	Current Year Purchased (FY07-08)	Current Year Estimate (FY07-08)	Next Year Offer (FY08-09)
Output	Number of applications processed	795	0	2,000	1,500
Outcome	Percent of all applications that are screened w/in two weeks of the closing day	100.0%	100.0%	100.0%	100.0%
Output	Number of requests for outside employment	75	65	75	55

**Performance Measure - Description**

Hope to have a 25% reduction in the hiring timeline this year.

**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**

	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>	<b>Proposed General Fund</b>	<b>Proposed Other Funds</b>
<b>Program Expenses</b>	2008	2008	2009	2009
Personnel	\$816,117	\$0	\$847,747	\$0
Contracts	\$78,391	\$0	\$78,391	\$0
Materials & Supplies	\$62,817	\$0	\$62,815	\$0
Internal Services	\$141,922	\$0	\$158,252	\$0
<b>Subtotal: Direct Exps:</b>	<b>\$1,099,247</b>	<b>\$0</b>	<b>\$1,147,205</b>	<b>\$0</b>
Administration	\$0	\$0	\$0	\$0
Program Support	\$0	\$0	\$0	\$0
<b>Subtotal: Other Exps:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total GF/non-GF:</b>	<b>\$1,099,247</b>	<b>\$0</b>	<b>\$1,147,205</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$1,099,247</b>		<b>\$1,147,205</b>	
Program FTE	9.00	0.00	9.00	0.00
<b>Program Revenues</b>				
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