

**Lead Agency:** Sheriff

**Program Contact:** Jennifer Ott

**Program Offer Type:** Support

**Related Programs:**

**Program Characteristics:** In Target

**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, promotional assessment centers, 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, leave administration including the Family Medical Leave Act, the Oregon Family Leave Act, military leave, Workers Compensation and administrative leave. 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 (FY09-10)	Current Year Purchased (FY10-11)	Current Year Estimate (FY10-11)	Next Year Offer (FY11-12)
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military)processed	340	374	391	410
Outcome	Percent of all applicatins that are screened within two weeks of the closing day	100.0%	94.0%	100.0%	100.0%

**Performance Measure - Description**

HR strives to ensure that the increased number of applications is processed in a timely manner as well as ensuring employees' appropriate and applicable state and federally-protected coverage is applied. This comes in an environment of increased FMLA/OFLA usage and where we also continue to address inappropriate sick time usage.

## 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	2011	2011	2012	2012
Personnel	\$780,326	\$0	\$769,699	\$0
Contracts	\$10,743	\$0	\$10,904	\$0
Materials & Supplies	\$20,594	\$0	\$22,347	\$0
Internal Services	\$146,324	\$0	\$77,417	\$0
Total GF/non-GF:	<b>\$957,987</b>	<b>\$0</b>	<b>\$880,367</b>	<b>\$0</b>
Program Total:	<b>\$957,987</b>		<b>\$880,367</b>	
Program FTE	7.20	0.00	7.00	0.00
<b>Program Revenues</b>				
Total Revenue:	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## Explanation of Revenues

### Significant Program Changes

✔ Significantly Changed

**Last year this program was:** #60011A, MCSO Human Resources

The Human Resources Unit and the Backgrounds Unit were moved from the Business Services Division to the Executive Office.

In order to meet constraint, 1.0 backgrounder was cut from this program and from Volunteers:

Volunteers - .80 FTE  
HR - .20 FTE