

Lead Agency: Sheriff
Program Offer Type: Support
Related Programs:
Program Characteristics:

Program Contact: Jennifer Ott

Executive Summary

The Sheriff's Office Human Resources perform the staffing and personnel functions for its approximately 800 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 (FY10-11)	Current Year Purchased (FY11-12)	Current Year Estimate (FY11-12)	Next Year Offer (FY12-13)
Output	Number of leave requests (Admin/LOA/FMLA/OFLA/WC/Military)processed	374	410	411	411
Outcome	Percent of all applicants that are screened within two weeks of the closing day	100.0%	100.0%	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.

Data are from SAP.

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	2012	2012	2013	2013
Personnel	\$769,699	\$0	\$963,174	\$0
Contracts	\$10,904	\$0	\$11,177	\$0
Materials & Supplies	\$22,347	\$0	\$22,906	\$0
Internal Services	\$77,417	\$0	\$78,058	\$0
Total GF/non-GF:	\$880,367	\$0	\$1,075,315	\$0
Program Total:	\$880,367		\$1,075,315	
Program FTE	7.00	0.00	8.00	0.00
Program Revenues				
Total Revenue:	\$0	\$0	\$0	\$0

Explanation of Revenues

Significant Program Changes

✔ Significantly Changed

Last year this program was: #60003, MCSO Human Resources

Increase in 1.0 FTE Background Investigator and 1.0 Limited Duration Background Investigator (budgeted under Temporary line).

The purpose of the addition of the two Background Investigators is to assist in the new hire project of corrections deputy positions. Currently, the Sheriff's Office is experiencing a high rate of vacancies. These two Background Investigators have been added in order to gain momentum toward hiring corrections deputy positions to fill both present and future vacancies at a rate that would otherwise quickly outstrip our ability to maintain current operations and current budget levels.