

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners

FROM: Mark McCauley, County Administrator
Sarah Melancon, Human Resources Director

DATE: January 22, 2024

SUBJECT: 2024 Work Plan Workshop – Human Resources

STATEMENT OF ISSUE:

An opportunity to discuss the Human Resources Department Work Plan for 2024.

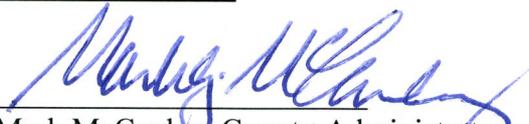
ANALYSIS:

Jefferson County government provides services that directly impact the quality of life for citizens in our community. The County employs approximately 339 full time and part time staff. Among many other services, our people maintain roads, test water quality, respond to emergencies, assist crime victims, eliminate noxious weeds, support new moms, license vehicles, transfer trash, permit construction projects and polish the wood wainscoting in the Courthouse. The Human Resources Department's role is to ensure the people working for and caring for the community are cared for while fulfilling their roles of service to the County community.

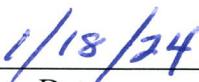
RECOMMENDATION:

An opportunity to discuss the Human Resources Department Work Plan for 2024.

REVIEWED BY:



Mark McCauley, County Administrator



Date



Human Resources 2024



Jefferson County Employees In Service to the Community

- Secure our network
- Build new playgrounds for all abilities
- Test water quality
- Maintain roads & plow snow
- Assist crime victims
- Eliminate noxious weeds
- Support new moms
- License vehicles
- Transfer trash
- Permit construction projects
- Build new sewers
- Support all our employees





Human Resources What We Do



- Administer & Interpret 7 Union Contracts
- Track Employee Status & Personnel Actions
- Coordinate LEOFF 1 Disability Board
- Coordinate Workers Compensation/L & I
- Administer FMLA/PFML
- Recruit new employees
- Perform Wage Analyses
- Review & Control Classification Plans
- Create & Maintain Job Descriptions
- Assist County Leaders with Employee Motivation/Performance Management
- Respond to and Support Grievance Response
- Report Injuries through OSHA 300
- Report EEO4
- Coordinate Civil Service Commission
- Investigate Complaints



Human Resources 2023 Milestones

Departments	Employees
19	339

2023	Total
New Hires	87
Separations	71

- Negotiated Union Contracts: Ratification and Adoption of 2 Collective Bargaining Agreements
 - UFCW
 - Sheriff's Admin
- Facilitated Updated Travel Policy
- Coordinated Mandatory Training Initiative





Human Resources 2024 Work Plan

- Recruit & Train New Human Resources Analyst II
- Initiate & Complete Collective Bargaining - 5 Contracts
- Initiate & Implement Strategic Plan
- Complete Updates to Personnel Administration Manual
- Exempt Employee Comparable Pay Analysis





Strategic Plan Initiatives



1. Foster work environment that attracts & retains quality workforce
 - a. Implement competitive salaries
 - b. Support flexible work schedules, where practical
2. Develop and increase training & development of supervisors and managers
 - a. Develop training program focused on managers and supervisors
3. Create opportunities for cross department collaboration to reduce silos and increase understanding and communication
 - a. Conduct 3 'Lunch & Learn' programs
4. Develop & implement employee recognition program
5. Enhance employee engagement to achieve a more satisfied and higher-performing workforce
 - a. Measure employee engagement with survey, year-over-year
6. Prioritize programs & identify needed staffing to provide critical, essential or enhanced services
 - a. Secure resources for staffing and training for 2024-2025 budget



Human Resources Questions?

