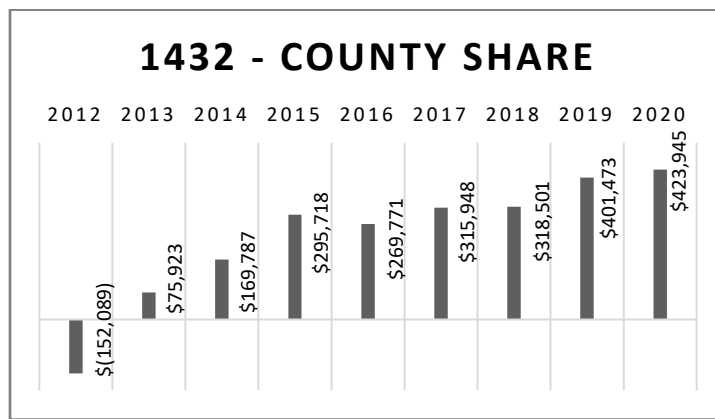


DEPARTMENT OF HUMAN RESOURCES 1432



MISSION

The mission of the Department of Human Resources is to serve Albany County government through the progressive and enlightened management of its most important asset—its employees.

The Department provides quality service, while maintaining confidentiality, integrity, respecting individuals, promoting teamwork and focusing on innovation and continuous improvement of service delivery. The Department affirms its commitment to ensuring that all employment and employment-related decisions are based on the principles of equal employment opportunity.

ABOUT OUR DEPARTMENT – The Department of Human Resources provides personnel support to all County Departments and employees through the following three divisions:

- **Division of Employee Relations** functions in a collaborative relationship with the Department of Law. The Division provides consultation on personnel conflicts, policy issues, applicable regulations and disciplinary matters. The Division also researches, assesses and responds to employee grievances and negotiates and administers all collective bargaining agreements.
- **Division of Personnel Services** administers payroll, employee and retiree benefits, including health and dental insurance, employee assistance programs, workers' compensation and disability, Albany County Rules and Regulations, health and safety, FMLA, the retirement system and staff development and training functions.
- **Division of Affirmative Action** is responsible for directing the provisions of all federal, state and local employment discrimination laws and statutes, including the Equal Opportunity Law, the County of Albany and New York State Human Rights Laws, the Civil Rights Act, including but not limited to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the County Sexual Harassment policy.

2019 ACCOMPLISHMENTS AND CHALLENGES

Diversity - Albany County has increased the diversity of its workforce.

8 YEAR COMPARISON

Year	Minority-Combined	Non-Minority
2012	15.48%	84.50%
2019 – second quarter	19.72%	80.28%

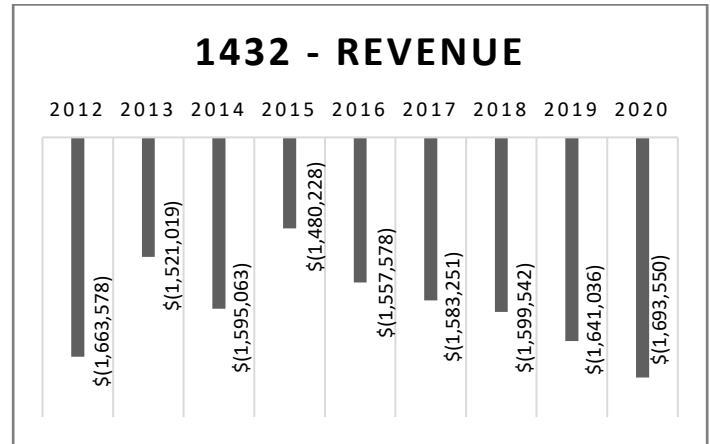
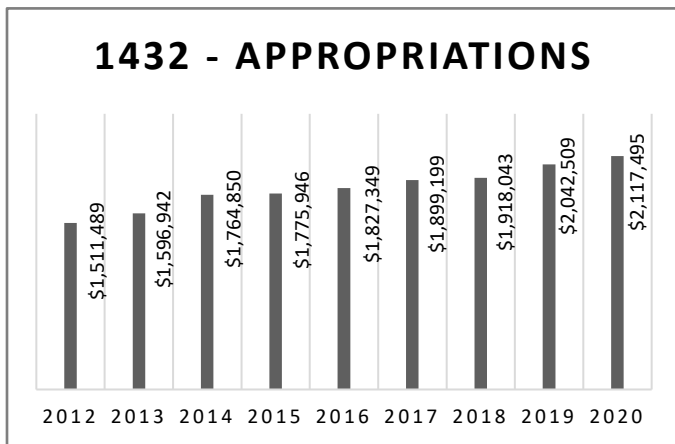
Albany County strongly believes that a diverse workforce in an inclusive environment will improve individual and performance and result in better value to employees, clients and taxpayers. We look forward to continuing to work with our County Departments to create a more diverse and high performing workforce.

Affirmative Action – The Department added the position of the Equity Agenda Coordinator to the Division of Affirmative Action. This position serves a much needed role as we continue to provide a timely and appropriate response to the needs of our employees seeking assistance from the Division of Affirmative Action.

Annual Sexual Harassment and Diversity Training for all employees – Albany County conducts annual Sexual Harassment and Diversity training for all employees. This annual training, where possible, will be done at each employee's work station and will be monitored regularly by Human Resources to confirm compliance. All employees initially attended the already existing Sexual Harassment and Diversity training.

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Elimination of the Civil Service Exam Fees – The Department eliminated a barrier for those in or near poverty to sitting for exams. The exam fee for the first two exams for all residents of Albany County was waived.



2020 GOALS AND PERFORMANCE TARGETS

Health Insurance Consortium – The Department of Human Resources will work with the County Executive’s office to establish a Health Insurance Consortium in an effort to provide a consolidated avenue for accessing employee health insurance options in partnership with other municipal consortium participants.

Employee Survey Tools – The Department will work to develop employee feedback surveys that capture employee concerns in an effort to continue to improve the overall delivery of Human Resources administered benefits and services.

Improve Employee Safety – The Department of Human Resources will work in tandem with the Department of General Services to enhance security and safety protocols and practices for the security and safety for all employees and work sites.

SUMMARY OF BUDGET CHANGES

Pay equity for several lines in Human Resources – By eliminating the pay differences within various titles in the Department, we establish a more uniform pay structure and hierarchy.