

Department Name	Human Resources
Account(s)	1432

Department Function
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 of Human Resources provides personnel support to all County Departments and employees through the following three divisions: • <u>Division of Employee Relations</u> 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. • <u>Division of Personnel Services</u> 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. • <u>Division of Affirmative Action</u> 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. The Department of Human Resources promotes a diverse workforce throughout County departments. We strongly believe that working in an inclusive environment results in better value to employees, clients and taxpayers. We look forward to continuing to work with County departments to create a more diverse and high performing workforce through the work of the Equity Agenda.

Current Year Highlights
• <u>Employee Retention</u> – Increased County's longevity plan for all non-union employees in 2022 and beyond. The non-union longevity increase was the first increase to the schedule since 1987. The Division of Employee Relations continues to negotiate similar retention strategies with all Collectively Bargained Units. • <u>Improved Employee Safety</u> – Working in tandem with the Department of General Services, the new Director of Employee Safety enhances security and safety protocols and provides critical emergency training for all employees, and work sites. • <u>Remote Work Tracking Program</u> – Launched a County-wide Remote Work Tracking program, using an online portal developed by the Division of Information Services. Productivity and completed tasks are reported on an hourly basis, resulting in increased accountability and better project management oversight. The program has improved internal communications, lowered overhead costs, enhanced technology efforts, and enriched the work-life balance for staff. • <u>Improved Hearing, Vision and Dental Benefits</u> - The Department of Human Resources sought to improve employee health and wellness with a focus on preventative care in dental, hearing and vision. The Division of Employee relations continues to negotiate similar employee improved health strategies with all Collectively Bargained Units. In 2022 the non-union plans were enhanced by adding coverage for hearing aides and enhancing vision and dental benefits.

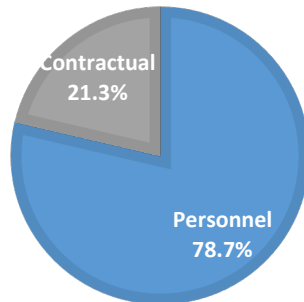
Next Year Projects
• Improve the delivery of employee payroll and benefits through technology enhancement and establishment of an employee portal. The Employee Portal will be a self-serve website with a confidential access for individual employees to change deductions, addresses, contact information, taxes withholdings, voluntary deductions and access payroll records and W2's. The portal will be accomplished through RFP process and selection of a vendor. • Establish Accrued Liability budget lines for the purpose of Vacation Accrual Payouts. The department has worked with Management & Budget to establish an appropriation for this purpose.

Link to Website	www.albanycounty.com/departments/human-resources
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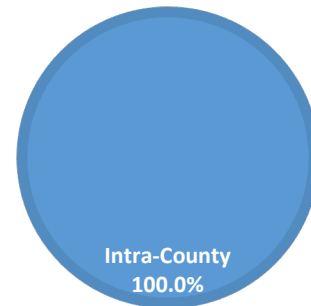
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Financial Charts

FORECASTED COSTS, BY TYPE



FORECASTED REVENUES, BY TYPE



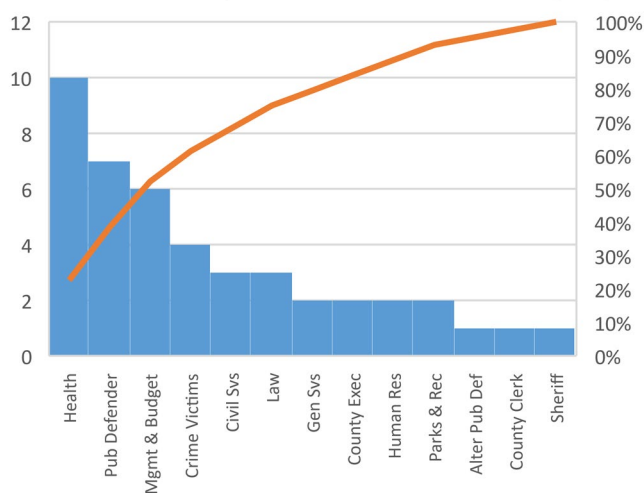
The Department's primary annual expenses are personnel who manage human resource functions such as payroll, compliance, workforce development, new initiatives, training, and much more. Annual contractual expenses are for vendors that provide timekeeping technology and computer-based and in-person trainings.

Revenues received by the HR Department are the Shared Services Chargebacks from other County Departments.

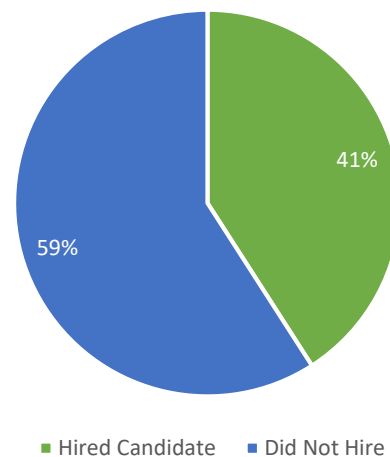
The 2023 Budget has a forecasted County Share of \$1.07 million for HR.

Programmatic Highlights

Online Job Postings Relative to Success Rate, by Dept



Success Rate of Online Job Postings



In 2022, the Department of Human Resources centralized the County's online job posting process. As the charts show, the Department managed this workflow for over 40 unique postings across multiple platforms, for several County departments. In aggregate, online job postings yielded candidates who were offered positions over 40% of the time.

Engagement on the County's LinkedIn page has significantly increased with respect to page views, unique visitors and overall traffic. Nearly 1,250 individuals have applied for positions of all levels with the County through its official Indeed account. Both platforms continue to elevate the County's presence and raise general awareness of available jobs throughout the community.

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