

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 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. 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 upholding 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 Albany County Sexual Harassment Prevention Policy.

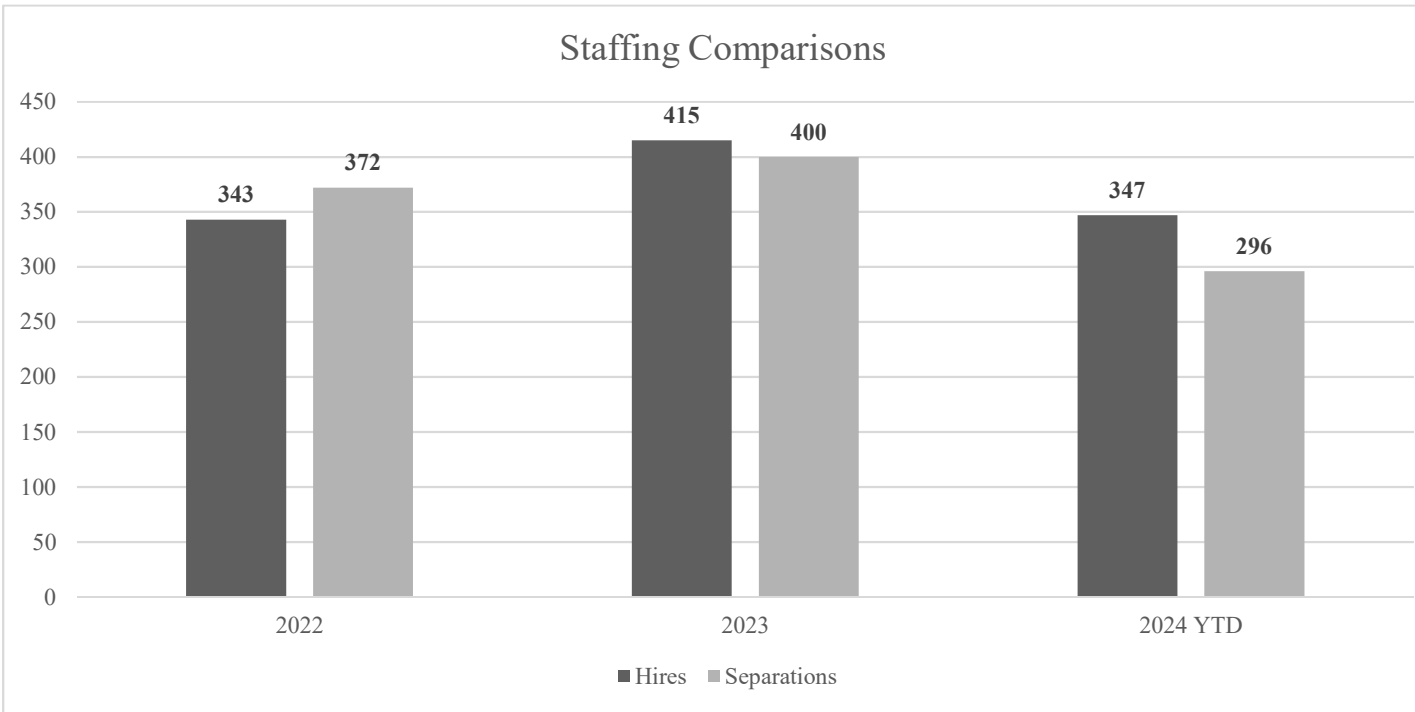
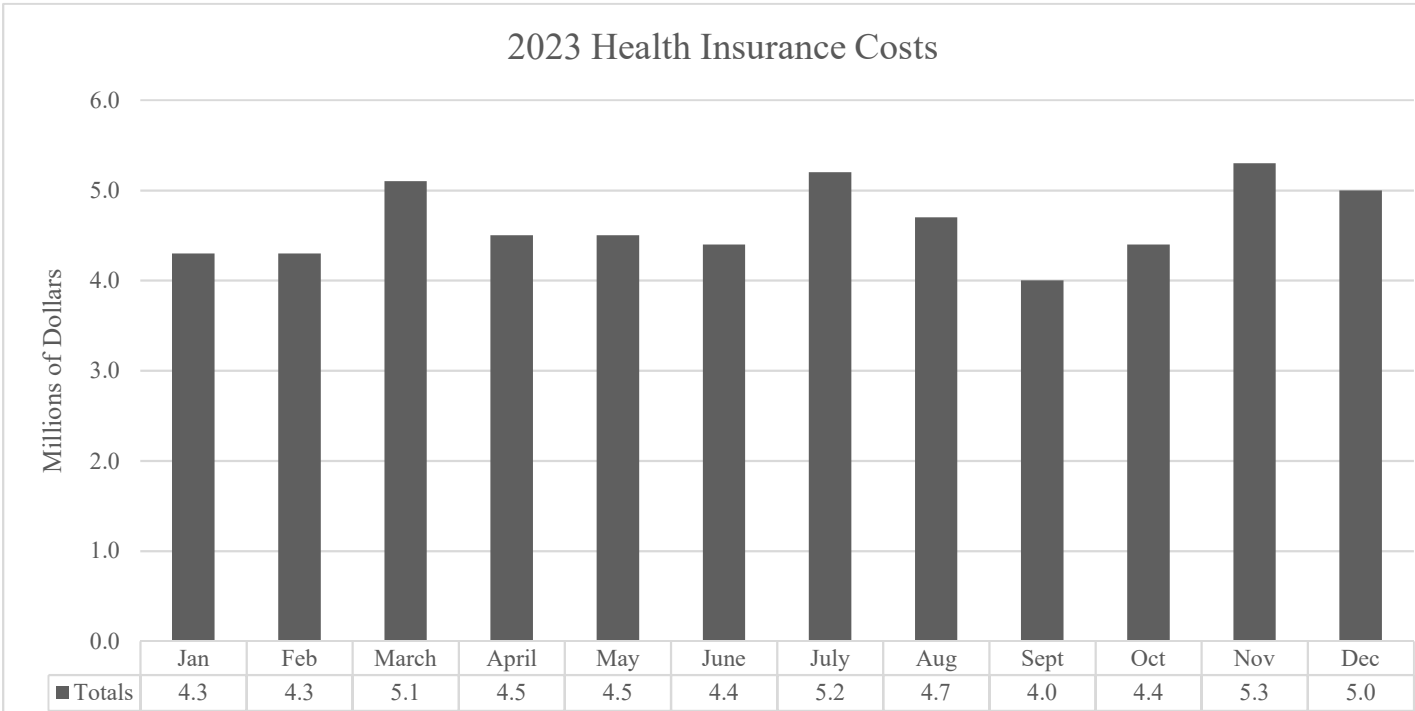
Current Year Highlights
In an ongoing effort to recruit and retain employees, the following amendments were made to the Rules and Regulations for Albany County Employees: • Provide Continuation of Coverage for Surviving Spouse and/or Dependents • Rescind Resolution No 37 of 2013 Re: Liquidation of Vacation Accrual Upon Separation • Paid Parenting Leave to Article VI of the Albany County Rules and Regulations for Employees • Donated Leave Program to Include Donations of Sick Accruals, in Excess of 13 weeks • Compensatory Time for FLSA non-covered employees, for all hours worked above their scheduled work week Through the use of ARPA funds, the Department of Human Resources created electronic files for Personnel Records.

Next Year Projects
Career Pathing Initiative – This initiative aims to empower employees by providing clear structured pathways for career advancement within the County. The Department of Human Resources will work with all departments to develop plans that focus on developing skills, setting career goals and providing resources for professional growth. The goals of this project are to enhance employee engagement, reduce turnover and develop talent internally Continue to Enhance and Focus on Employee Safety –Through the lens of safety, Albany County will utilize the successes and assessments of 2024 and focus on Employee Safety through the use targeted safety training and new innovative programming with a heightened emphasis on Field Worker Safety. Employee Accessibility to Human Resources Services – An Equity Agenda initiative in Human Resources gave light to inconsistencies in Human Resources accessibility for all employees. In 2025, we will implement a new program that creates a single point of access to better serve our employees. From tax forms to address changes, our system will give employees the accessibility to HR information they have been asking for, right at their fingertips. E-Learning Initiative. – Implement a comprehensive eLearning platform providing all employees with access to a wide variety of training programs to enhance skills and increase professional development.

Link to Website	https://www.albanycounty.com/departments/human-resources
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Programmatic Highlights



In 2024, the Department of Human Resources leveraged its official Indeed account to elevate the County’s presence and raise general awareness of available jobs throughout the community. Due to these efforts and other additional factors, the number of hires for Albany County has risen year over year. The Department of Human Resources also takes pride in the robust benefits that Albany County offers for its employees.

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