

# Department of Human Resources

2022 Executive Proposed Budget

# Core Programs & Functions

Consistent with the principles of merit and fitness, and a workplace free of harassment and discrimination, it is the mission of the Department of Human Resources to recruit, train, support and retain the most capable workforce for Westchester County Departments and over 120 local government agencies to ensure that the public benefits from a talented, diverse workforce able to meet the needs of a dynamic County.

## **Administrative Services**

- Supports the daily operations of government Human Resources and Civil Service administration.
- Oversees pre-employment background and criminal records checks, eligible list restrictions, fit-for-duty evaluations, required drug testing, and federal/state mandated medical services.
- Oversees Office of Equal Employment Opportunity/Affirmative Action for County employees; facilitates Sexual Harassment Training, and Reasonable Accommodation training, EEO Self-Audit, EEO-4 Reports and submission of Affirmative Action Plans. Manages EEO-AA complaints from Intake through Final Determination and Recommendation.
- Commissioner serves as a member of the Deferred Compensation Board.

## **County Department Services**

- Administer New York State Civil Service Law and Westchester County Civil Service Rules for all County departments, Westchester Community College and the Westchester Medical Center.
- Meet and work closely with County departments, including Westchester Community College and the Westchester Medical Center to review various classification, compensation and organizational proposals in order to provide advice and facilitate requests.
- Conduct comprehensive salary surveys as needed.
- Prepare, modify and review job descriptions for all titles in County departments, Westchester Community College and Westchester Medical Center; make recommendations for jurisdictional classifications outside the competitive class, conduct public hearings and prepare documentation for State approval.
- Meet and work closely with departmental representatives to review proposals, provide advice and facilitate staffing changes and discuss opportunities for budgetary savings.
- Administer various provisions of negotiated labor agreements for all County departments.
- Conduct layoff analyses for all County departments including Westchester Community College and the Westchester Medical Center.

## **Employee Records and Data Management**

- Audit and maintain required detailed employment and position records for all County and local employees and perform payroll certification for civil service compliance.
- Ongoing support and oversight of various applications used in Human Resources for services throughout the County such as the HR/Payroll system, the Building Access Control system, background check applications, and OnBase Document Management system.
- Oversee Countywide compliance with the Family Medical Leave Act by centralized administration of the provisions of this law. Provide training to departmental representatives as needed to ensure on-going compliance.

# Core Programs & Functions

## Local Government Services

- Administer New York State Civil Service Law and Westchester County Civil Service Rules for 122 local government agencies (Towns, Villages, Cities of Rye and Peekskill, school and special districts) under the County's civil service jurisdiction.
- Meet and work closely with local governments and school districts to study positions, review proposals for new positions, train contacts in basic civil service reporting requirements, provide advisement on both routine and complex civil service issues and facilitate requests.
- Conduct layoff analyses for local municipal governments, school and special districts due to reductions in the work force.
- Maintain the classification plan and prepare, modify and review all job specifications for titles used in local jurisdictions.

## Talent Management and Exam Administration

- Arrange and administer required written, performance, agility and medical examinations which conform to all civil service and civil rights laws. Approximately 12,000 applications are reviewed annually.
- Prepare, certify and audit all civil service eligible lists and audit all eligible list appointments for compliance with civil service law for all County departments and local municipal agencies.
- Develop recruitment campaigns for difficult to recruit positions and expand the candidate pool with targeted populations. In addition, recruitment efforts have been developed for the digital age and moved into social media arenas in order to increase the pool of qualified candidates who apply for the County's civil service exams and respond to job postings.
- Lead Countywide staff development and planning initiative to enhance employee professional development, meet State mandates for workplace violence and harassment prevention training, develop supervisors, enhance customer service, orient new employees, improve employees' job skills, and to develop employees' career growth with the government through tuition reimbursement and reduction programs.

# Budget Summary

ITEM	2021	2022
Operating Positions	46	46
Trust Positions	0	0
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>46</b>
Personal Service	4,036,566	4,158,726
Equipment	0	0
Materials & Supplies	28,100	28,100
Contractual Expenses	1,013,760	801,441
Inter-Departmental Charges	649,994	676,104
<b>TOTAL EXPENDITURES</b>	<b>5,728,420</b>	<b>5,664,371</b>

# Budget Summary

ITEM	2021	2022
Inter-Departmental Revenue	523,391	458,112
Departmental Revenue	561,600	261,600
State & Federal Aid	0	0
<b>TOTAL REVENUE</b>	<b>1,084,991</b>	<b>719,712</b>
<b>DEPARTMENT TAX LEVY</b>	<b>4,643,429</b>	<b>4,944,659</b>

# COVID-19 Response

Many HR staff members were actively involved in supporting response efforts in addition to their regular responsibilities:

- Recruited and on-boarded new employees to work as tracers, scribes, “runners” or RNs to staff vaccination clinics
- Coordinated the staffing of County employees for all vaccination sites including the State site at the County Center; HR also provided on-site support at all vaccination clinics
- Participated in development of return to work guidelines
- Advised departments on telework, COVID time and leave coding and employee accommodation requests

# New Initiatives & Highlights

- Work with IT to make our website more intuitive and user friendly by encouraging candidates to apply on line and allow candidates to view exam history and eligible lists on line.
- Collaborate with DoIT to expand the jobs in demand section of the HR website to develop and maintain a comprehensive listing of all active job opportunities.
- Develop and coordinate supervisory training on various topics such as Reasonable Accommodations, Reasonable Suspicion Testing, and Interviewing Techniques including strategies to avoid “like Me” hiring bias.
- Develop training in collaboration with Office for Women on recognizing and responding to domestic violence in the workplace.
- Expand our current on-line employee performance management system for new supervisors; developing position-specific performance scales, and training supervisors in how to use the on-line system, as well as best practices for performance review.
- Coordination and implementation of recent provisions of sexual harassment prevention training and expansion of other programs in accordance with New York State mandates.
- Continue to work with the Drug Free Workplace work group to review the County’s Drug Free Workplace Policy including testing protocols and policy changes in response to new legislation such as recreational marijuana.
- Develop more efficient and modern processing tools to facilitate mandated processes. Future projects include creating an automated exam request workflow, exploring internet workflow tools to facilitate mandated process with County and local jurisdictions outside the County network, creating an automated personnel transaction workflow and exploring a new module in NEOGOV for Succession Planning.
- Participate in the review, testing and configuration of our HR/Payroll system in a significant system update and upgrade planned to begin in late 2021.