

# Department of Human Resources

2023 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, Section 55a appointments 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.
- Manages employee recognition and employee discount programs.
- 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 as needed.

# Core Programs & Functions cont'd

## 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.

## 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 and department reorganization, train contacts in basic civil service reporting requirements, provide advisement on both routine and complex civil service issues, assist employees of these agencies who have basic questions concerning civil service, and facilitate requests.
- Maintain the classification plan and create, prepare, modify and review all job specifications for titles used in local jurisdictions.
- Make recommendations for jurisdictional classifications outside of the competitive class, conduct public hearings and prepare supporting documentation for review and approval by New York State Civil Service Commission.
- Review documentation to determine eligibility of candidates for reinstatement or transfer in accordance with Civil Service Law and Rules.
- Assist local agencies with resolving discrepancies revealed as the result of the annual payroll audit and certification process.
- Conduct layoff analyses for local municipal governments, school and special districts due to reductions in the work force.

# Core Programs & Functions cont'd

## **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.
- 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	2022	2023
Operating Positions	46	52
Trust Positions	0	0
<b>TOTAL POSITIONS</b>	<b>46</b>	<b>52</b>
Personal Service	4,158,726	4,873,222
Equipment	0	0
Materials & Supplies	29,458	38,100
Contractual Expenses	801,492	1,148,135
Inter-Departmental Charges	676,104	685,776
<b>TOTAL EXPENDITURES</b>	<b>5,665,780</b>	<b>6,745,233</b>

# Budget Summary

ITEM	2022	2023
Inter-Departmental Revenue	458,112	467,921
Departmental Revenue	261,600	561,600
State & Federal Aid	0	0
<b>TOTAL REVENUE</b>	<b>719,712</b>	<b>1,029,521</b>
<b>DEPARTMENT TAX LEVY</b>	<b>4,946,068</b>	<b>5,715,712</b>

# New Initiatives & Highlights

- Work with NYS Office of Civil Service to develop on-line testing of civil service examinations; if successful this could have significant reduction on expenses.
- Collaborate with IT to develop an automated solution for the annual financial disclosure statement filing.
- Key participant in HR/Finance/Budget/Payroll system upgrade involving testing, training, etc. which is expected to continue into 2023.
- Collaborate with DoIT to include Applicant Tracking System and Employee Self Service as part of the system upgrade and seek ways to make the website more intuitive and user friendly.
- Develop and coordinate supervisory training on new topics each year such as Mental Health 101, and Interviewing Techniques including strategies to avoid “like Me” hiring bias; assist in the development and coordination of in-person and virtual Ethics training.
- Create new Deputy Commissioner for Local Government.
- Continue to work with the Drug Free Workplace work group to review the County’s Drug Free Workplace Policy including Reasonable Suspicion procedures, Pre-Employment Testing policy and clarifying/updating testing protocols and policy in response to any new legislation, (i.e., 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 of the County network, creating an automated personnel transaction workflow and exploring a new module in NEOGOV for Succession Planning.

# Department Accomplishments

- In accordance with the new Ethics Code adopted by the Board of Legislators in 2021, the Human Resources department managed the annual Financial Disclosure Statements and assisted in the development and coordination of in-person and virtual training session for all employees and board members.
- Reviewed and revised the County's telework policy to address current operational and employee needs.
- Implemented personnel and payroll changes as a result of amendments to the collective bargaining agreements and pay plan amendments.
- Implemented State mandates and short and long term County policy in response to COVID's impact on the workforce, Sexual Harassment Prevention, Family Medical Leave Act, Earned Sick Leave and Safe Act.
- Expanded our role in assisting departments to recruit during a time of significant resignations/retirements in key positions.
- Ensured ADA compliance requirements are met for all documents on the Human Resources website including all job specifications.

# On-going Activities

- Work with all County departments on ways to restructure and reorganize staff as a result of staff turnover; consolidate positions and broaden classifications to allow for more flexibility in staff assignments.
- Manage and administer third party contracts for Countywide services such as medical and drug testing and temporary personnel.
- Provide individualized training to new Personnel contacts in County departments and local jurisdictions on how to administer civil service within their agencies, such as eligible list usage and civil service reporting requirements.
- In collaboration with various other departmental representatives, develop and provide semi-annual supervisory training to managers and supervisors on various topics covering County policies and leadership strategies to further enhance their skills in effective employee management.
- Review Continuous Recruitment exams regularly and adjust frequency based on need.
- Continue to look for ways to process work more efficiently in order to control expenses.
- Administer Workplace Violence Prevention program to meet state mandates with standardized forms, evaluation and training, new hire training, annual training and worksite evaluation.
- Organize Service Award ceremony for employees who reached milestone anniversaries of 25 years of service