

Lane County - Service Option Sheet - FY 19-20 Adopted

SOS C15: **Human Resources Administration**
Dept: Human Resources
Contact: Alana Holmes 541-682-3689

Service Category: Public Safety

Mandate	None	Related	SHALL
Leverage	None	Some	HIGH

Executive Summary

Human Resources Administration supports the strategic direction of County Administration in the application of Human Resources systems and programs throughout the county. Human Resources Administration and Strategic Partnerships support a diversified and quality workforce in a legally compliant manner, provides all oversight and support for programs required to maintain compliance with applicable Federal, State and contractual mandates and laws and ensures county diversity and equity goals are met.

Service Descriptions

	Revenue	Expense Total	General Fund	FTE
Adopted Budget Total	\$270,446	\$575,705	\$305,259	3.00
Addition	\$0	\$122,373	\$122,373	1.00

The Senior Management Analyst, working title Sr. Workforce Analyst acts as a thought leader and utility player to HR Management to ensure deliverables meet expectations and timelines. The position monitors HR programs and deliverables to evaluate their effectiveness. This position will report to the director and work closely with the Program Managers on critical initiatives. In addition, this position will be responsible for related legislative and compliance analysis. It will provide a comprehensive portfolio of project management and work in areas such as employee engagement, pay equity, workforce planning, total rewards, business analysis, executive compensation, APM updates and transition from paper to electronic records.

Current Service Level	\$270,446	\$453,332	\$182,886	2.00
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Human Resources Administration directs and manages personnel functions by leading and ensuring completion of County-wide employee driven strategic initiatives. Provides executive level counsel for departments on employment laws and regulations and administers, reviews, adjusts, and maintains classification and compensation for all County positions. Administers, reviews and interprets County policies. Works to further county initiatives on equity, diversity and inclusion.

State/Federal Mandate

41CFR 60-3; Title VII Section2000-e;ADA 12112; ADEA 623; FCRA 604; OAR Div20; ORS652, 653;29I; CFR 541; EPA 206; ORS192.001; ORS 652.750; OAR166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; ORS653.050; 29CFR 1602.14; INA Title1,PartA,Section101; 29 CFR ChapterXIV,1602.29,1602.31; SB583; ORS653.050,65310,653.317: All "shall" mandates.

Leverage Details

The General Fund portion of this program leverages the following:

_____ \$0	back to the Discretionary General Fund
_____ \$0	into other non Discretionary County Funds
_____ \$0	directly to community members