



## Human Resources

Expenditures	2003 Actual	2004 Actual	2005 Budget	2006 Budget
Salaries & Wages	321,185	332,403	332,568	317,738
Personnel Benefits	58,440	61,228	68,024	71,641
Supplies	25,258	12,300	19,369	13,500
Other Services & Charges	58,173	75,132	118,218	117,806
<b>Total</b>	<b>463,056</b>	<b>481,063</b>	<b>538,179</b>	<b>520,485</b>
<b>Staffing / FTE's</b>	<b>7.30</b>	<b>7.20</b>	<b>6.97</b>	<b>6.75</b>

[Revenues](#)  
[Expenditures](#)

### Program Description:

The Human Resources Department is responsible for recruitment and placement of employees for County departments, review and revision of County job class specifications, and ensures compliance with government regulations relating to employment standards. In addition the department gathers information for budget projections relating to salaries and benefits for County departments, coordinates and administers compensation plans and employee training programs, and maintains personnel records for all County employees.

The Human Resources Department's mission is to provide quality assistance, professional expertise and service to managers, supervisors, employees and job applicants. The department strives to achieve effective employee placement, employee development, compensation, and the enhancement of the quality of work life for all County employees.

### Major Objectives:

- To recruit and place individuals within the framework of fair employment practices ensuring public service employment opportunities for all segments of the population.
- To maintain up-to-date central personnel records for all County employees.
- To ensure the integrity and viability of the County job classification and compensation plans, ensuring equal pay for equal work, and maintaining the County's ability to effectively compete in the labor market.
- To develop and administer cost effective employee benefit and risk management programs to promote workplace safety and enhance the quality of work life for County employees.
- To ensure County compliance with government regulations, including Equal Employment Opportunity and the Americans with Disabilities Act.
- To maintain, analyze and provide organizational and operational information for cost projections, budget cost estimates, staffing and governmental reporting.
- To promote effective management and labor relations through negotiation and administration of collective bargaining agreements.
- To present to all County employees, supervisors, and managers training beneficial to the entire team in areas of skill building, personal development, computer software training, and safety in the workplace.