

Strategic Investment Plan for El Dorado County						
Last Updated: July 25, 2012						
	Highlighted in solid grey indicates project scheduled for this period					
	Indicates project completed with date of completion					
Investment Team	List of Projects	Year	2012-2013	2013-2014	2014-2015	2015-2016
<b>Human Resources</b>	<b>Goal: To attract, develop and retain the highest quality, most productive workforce possible.</b>					
	Update Extra Help Procedures					
	Replace applicant tracking system (Neogov)	Apr-12				
	Performance Management process	Apr-12				
	Update Recruiting and Hiring Procedures					
	--Pre-employment background, reference checks					
	Policies update, PMR					
	--Civil Services Commission policies					
	Update Disciplinary procedures					
	Staff training and development					
	--Customer service training	Jun-12				
	--Mentoring					
	--Succession planning					
	--"Difficult conversations" training	Apr-12				
	Labor relations division					
	Exec mgmt selection & training					
	--Peer review process	Dec-12				
	--Leadership Academy	Jun-12				
	--BOS training					
	Survey County employees					
	Survey Department Heads					
	PDF all MOUs, personnel and compensation ordinances	Apr-12				
	Evaluate EEO complaints investigations and improve process					
<b>Risk Management</b>	<b>Goal: To develop management practices that will productively limit risk for the County and maximize results in the short-term and long-term.</b>					
	Train Dept Heads in Risk					
	Monthly report to BOS on claims settlements					
	Establish cost of progress and measure effectiveness of efforts					
	Review pre-employment screening policies & procedures (with HR)					
	Review disability mgmt policies & procedures					
	Review leave mgmt policies & procedures					
	Develop long-term health benefits strategy					
	Wellness programs					
	Labor Contracts					
	Relationship with Marshall Barton					
	Research "in lieu of" pay					
	Review mandatory training program--status, administration					
	Evaluate safety training program					
	Review IIPP and update, as needed					
	Review job descriptions for essential functions, physical req'ts					
<b>Facilities</b>	<b>Goal: To plan for, build, and maintain the most efficient, effective facilities for County operations for the short-term and long-term.</b>					

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		2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
	Audit of current facilities, including:					
	--assessment and inventory of property and buildings					
	--energy					
	--spacing planning					
	Analyze audit and prioritize projects identified, including:					
	--efficient utilization of space					
	--consolidation of leased space					
	--establish long-term maintenance plan for County facilities					
	Improvement/establishment of consistent policies and practices regarding facilities					
	Animal shelter					
	Develop long-term facilities plan, including:					
	--El Dorado Center in SLT					
	--Sheriff's Administration Building					
	Develop plan for Park facilities (see Economic Development Investment Plan)					
<b>IT/Business Systems</b>	<b>Goal: To support the provision of public services in the most efficient, effective means possible.</b>					
	Upgrade email system	Dec-12				
	Upgrade Legistar	Dec-12				
	Develop framework for major IT investments					
	Enterprise system					
	HR/Payroll system					
	DA/PD system					
	Land management system					
	Property tax admin system					
	Dept records storage					
	--email retention policy					
	Identify opportunities for full utilization of systems					
<b>Economic Development</b>	<b>Goal: To develop a culture that encourages a diverse range of opportunities for County residents.</b>					
	Hire Director to integrate and coordinate all current econ dev efforts					
	Develop long-term econ dev plan for County					
	Investigate the development of business attraction incentives					
	Streamline permit process and improve customer experience					
	Plan for Parks (with Facilities Investment Team)					
<b>Department Accountability</b>	<b>Goal: To empower County employees and managers to provide world-class customer service efficiently and effectively.</b>					
	Create written expectations for appointed Dept Heads					
	Clarify reporting structure for BOS/Electeds/Dept Heads					
	Review and revise Dept Head evaluation process					
	Review Personnel Management Resolution (with HR Investment Team)					
	Review administration of the Discrimination, Harassment and Retaliation Policy					
	Develop Achievement Assessment Process to support expectations and standards compliance					
	Review County statements of Mission and Core values					
	Review HR support for Dept Heads					
	Review Risk Management support for Dept Heads					
	Review County Counsel role related to Dept Heads					
	Review selection process for appointed Dept Heads					
	Review fiscal responsibility standards for Dept Heads					
	Evaluate citizen and employee input regarding county culture and needed improvements					
	Evaluate recruitment, retention and compensation as it effects accountability and culture					
	Evaluate training needs to support leadership development related to findings					

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	Highlight areas of excellence					
	Develop and implement strategic community communications and involvement plan					