



HUMAN RESOURCES

DEPARTMENT OVERVIEW 2023



Presented to the Board of Supervisors
on February 1, 2023

VISION

As an employer of choice, maximize individual and organizational success through strategic partnerships and collaboration by implementing and supporting programs, processes and services that add value to both the County of El Dorado employees and the community.

MISSION

Promote the power of public service by fostering a positive, productive and collaborative workplace where all employees are qualified, empowered, respected and valued.



GUIDING PRINCIPLES



Accountability



Integrity



Collaborative Business Partner



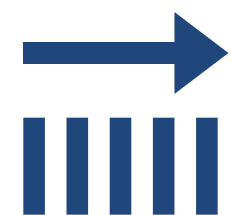
Professional Excellence



Competent Knowledge Resource



Solution-Focused Customer Service



Consistency



Transparency

HUMAN RESOURCES

DIRECTOR OF HUMAN RESOURCES

Joseph Carruesco

RISK MANAGMENT

Training and
Organizational
Development
Specialist
Iveth Watts

Assistant Director of
Human Resources
Bill Edwards

Administrative
Technician
Heather Andersen

EMPLOYEE AND LABOR RELATIONS
BENEFITS

Risk Manager
Michael Andersen

Principal HR Analyst
Misty Garcia

RECRUITMENT AND SELECTION

Sr. Risk Analyst
Helaina Wilkinson

Risk Analyst I/II
Lavleen Cheema
Amanda Magnuson

Sr. HR Analyst
Jordan Meyer

HR Analyst I/II
Michael Reddin
Allison Chapman
Monique Heredia

HR Analyst I/II
Lauren Montalvo
Sera Salmayán

HR Technicians
Benjamin Wall
Michelle Moore

Risk Technician
Leon Esquenazi

HR Technicians
Britton Daniels
Nicholas Jetton
Wendy Ortiz
Jenny Thomas
Rachel Wallick

Administrative
Assistant
Melissa Bear

WHAT WE DO



Recruitment and Selection

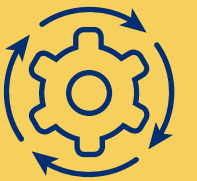
- Recruitment & Exam Development
- Selection
- Classification & Job Analysis
- Compensation
- Position Control
- Reduction in Force
- Pre - Employment Medical
- Preparing Personnel Actions
- Fenix Imports
- Background Checks
- Onboard New Employees
- Bilingual Testing
- EEOC Reporting
- Personnel Rule and MOU Interpretation



Risk Management

- Worker's Compensation
- Safety
- General Liability
- Contract Insurance
- County Insurance
- Protected Leaves
- Volunteer Program
- HIPAA/ Privacy/ PII
- Threat Assessment
- Loss Prevention
- Third Party Recovery
- Contract Review

Administrative Operations



- Public Records/ Subpoenas
- Civil Service Commission
- Board Items
- Records & Retention
- Live Scan
- Front Desk Reception
- Verification of Employment
- Data Analytics
- Training and Organizational Development
- Health and Wellness
- Performance Evaluations
- Exit Interviews

Labor/ Employee Relations & Benefits



- Negotiations
- Labor Engagement
- Grievances
- EEOC/ CRD
- Investigations
- Unit Determination
- Customer Consultation
- MOU Interpretation
- Benefits Administration

BUDGET

HUMAN RESOURCES

\$2,465,935

General Fund

RISK MANAGEMENT

\$40,857,884

Expenditure Appropriation

ACCOMPLISHMENTS

- ◆ Number hired in 2022: 469
- ◆ Number of applications reviewed: 6053
- ◆ Number of recruitments conducted: 425
- ◆ Processed 119 New Worker's Comp claims
- ◆ Supervisor's Training Academy
- ◆ Reconvened Labor Management Committee (LMC)
- ◆ Reached multi-year collective bargaining agreements
- ◆ Revised Personnel Rules
- ◆ Compensation Studies
- ◆ Updated Telework Policy
- ◆ HR Website Revamp
- ◆ Re-instated Job Fairs
- ◆ New Employee Orientation
- ◆ Established Health and Wellness Program
- ◆ Achieved competitive compensation





INITIATIVES IN SUPPORT OF COUNTY STRATEGIC PLAN

GOOD GOVERNANCE

- ◆ Improve information delivery and responsiveness to our customers
- ◆ Update Human Resources policies, procedures and programs
- ◆ Increase knowledge and collaboration within HR and partnerships with departments
- ◆ Improve retention of staff county-wide
- ◆ Expand Supervisor Training to focus on Leadership
- ◆ Review classifications for pre-employment medical
- ◆ County-wide training on retirement (CalPERS)
- ◆ Human Resources Training Workshops



THANK YOU