



HUMAN RESOURCES

DEPARTMENT OVERVIEW 2024



Presented to the Board of Supervisors
on January 24, 2024



Human Resources

Vision and mission



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.



Human Resources

Guiding Principles



- ◆ Accountability
- ◆ Collaborative Business Partner
- ◆ Competent Knowledge Resource
- ◆ Consistency
- ◆ Integrity
- ◆ Professional Excellence
- ◆ Solution-Focused Customer Service
- ◆ 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
Vacant

RECRUITMENT AND SELECTION

Principal HR Analyst
Misty Garcia

Risk Technician
Cindy Reeder

Risk Analyst I/II
Lavleen Cheema
Amanda Magnuson
Leon Esquenazi

Sr. HR Analyst
Jordan Meyer

HR Analyst I/II
Michael Reddin
Allison Chapman
Monique Heredia

Senior HR Analyst
Lauren Montalvo

HR Technicians
Britton Daniels
Nicholas Jetton
Jenny Thomas
Rachel Wallick

HR Analyst I/II
Sera Salmayan

HR Technicians
Benjamin Wall
Michelle Moore

Administrative
Assistant
Melissa Bear

WHAT WE DO



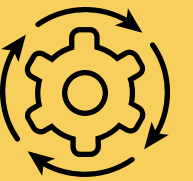
Recruitment and Selection

- 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



Human Resources

BUDGET



HUMAN RESOURCES

\$2,921,781

General Fund

RISK MANAGEMENT

\$54,112,950

Expenditure Appropriation



Human Resources

aCCOMPLISHMENTS

- ◆ New Employees Hired in 2023: 436
- ◆ Number of Applications Reviewed: 6027
- ◆ Number of Recruitments Conducted: 431
- ◆ Filled 14 Executive Level Positions
- ◆ Reclassified 78 Employees
- ◆ Processed 167 New Workers' Comp Claims
- ◆ Conducted two Supervisor Training Academies; 40 Graduates
- ◆ Reached multi-year collective bargaining agreement with Correctional Officers
- ◆ Conducted 73 Classification Analyses
- ◆ Increased Training Curriculum Available to All Staff; 144 trained
- ◆ Updated Numerous Policies
- ◆ Trained and Certified 160 County Employees on CPR
- ◆ Attended Numerous Job Fairs
- ◆ New Employee Orientation
- ◆ Broadened Health and Wellness Program
- ◆ Overhauled County Injury & Illness Prevention Plan (IIPP)



initiatives in support of county strategic plan

WORKFORCE EXCELLENCE

- ◆ Create a comprehensive employee recognition policy and program
- ◆ Continue to initiate wellness initiatives and activities for employees
- ◆ Continue to attract and recruit top-tier candidates by providing competitive compensation, development opportunities and a positive culture
- ◆ Human Resources Training Workshops
- ◆ Explore best practices to assist employees in achieving a work/life balance
- ◆ Create a workforce excellence committee to assist with employee retention
- ◆ Conduct countywide surveys to make informed decisions by understanding employee priorities
- ◆ Update Exit Interview process to better understand staff attrition



QUESTIONS

