



# 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**

Risk Manager  
Vacant

Risk Technician  
Cindy Reeder

Risk Analyst I/II  
Lavleen Cheema  
Amanda Magnuson  
Leon Esquenazi

Training and  
Organizational  
Development  
Specialist  
Iveth Watts

Assistant Director of  
Human Resources  
Bill Edwards

**RECRUITMENT AND SELECTION**

Sr. HR Analyst  
Jordan Meyer

HR Technicians  
Britton Daniels  
Nicholas Jetton  
Jenny Thomas  
Rachel Wallick  
Kelly Gatchet

HR Analyst I/II  
Michael Reddin  
Allison Chapman  
Monique Heredia

Administrative  
Technician  
Heather Andersen

Administrative  
Assistant  
Melissa Bear

**EMPLOYEE AND LABOR RELATIONS  
BENEFITS**

Principal HR Analyst  
Misty Garcia

Senior HR Analyst  
Lauren Montalvo

HR Analyst I/II  
Sera Salmanyany

HR Technicians  
Benjamin Wall  
Michelle Moore

# WHAT WE DO



## Recruitment and Selection

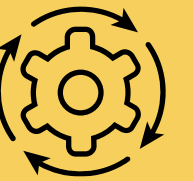
- Recruitment & Exam Development
- Selection
- Classification & Job Analysis
- Compensation
- Position Control
- Reduction in Force
- Pre-Employment Medical
- Preparing Personnel Actions
- Fenix Imports
- Background Checks
- Onboard New Employees
- Bilingual Testing
- EEOC Reporting
- Personnel Rule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

