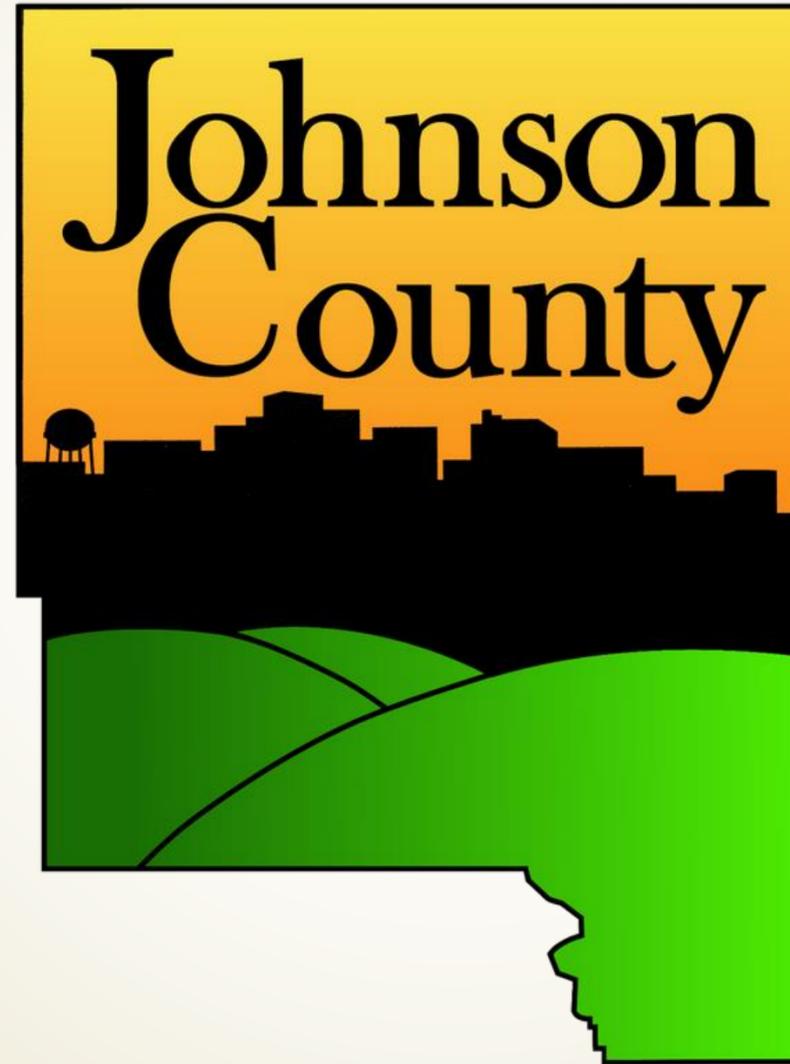


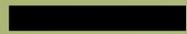
Human Resources

2020 Progress Report



Today's Agenda

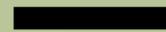
**ACCOMPLISHMENTS
&
HIGHLIGHTS**



**OTHER HR
ACTIVITIES**



GOALS



THANK YOU!



**BENEFITS &
COMPENSATION**



**EMPLOYEE & LABOR
RELATIONS**



**MANAGEMENT
PRACTICES**



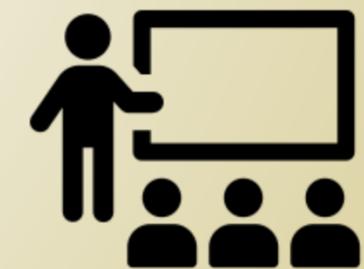
**RECRUITING
ACTIVITIES**



**RISK
MANAGEMENT**



**TRAINING &
DEVELOPMENT**



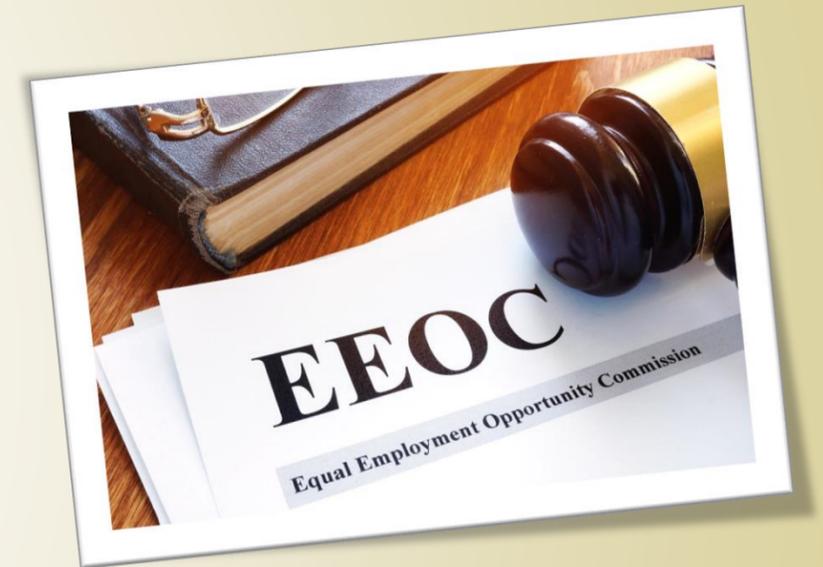
Benefits & Compensation

- Processed ~643 payroll authorization forms, verifying longevity, step increases and COLAS.
 - Including 495 additional authorization forms for elections
 - New hires: 149
 - Terminations: 109
- Facilitated open enrollment: healthcare & flex spending
- Manage self-funded healthcare pool ~ 10.6 million
- Compliance: 509A, 513C.10, Medicare Part D
- Affordable Care Act Compliance: PCORI Fees, 1095C
- FMLA: Tracked 42 Cases
- Life insurance & Long-Term Disability claims, Medical Support Orders
- Implemented non-bargaining Baker-Tilly pay plan, phase I & II of “mirrored placement;” merit amendment
- 457 Deferred Compensation workgroup



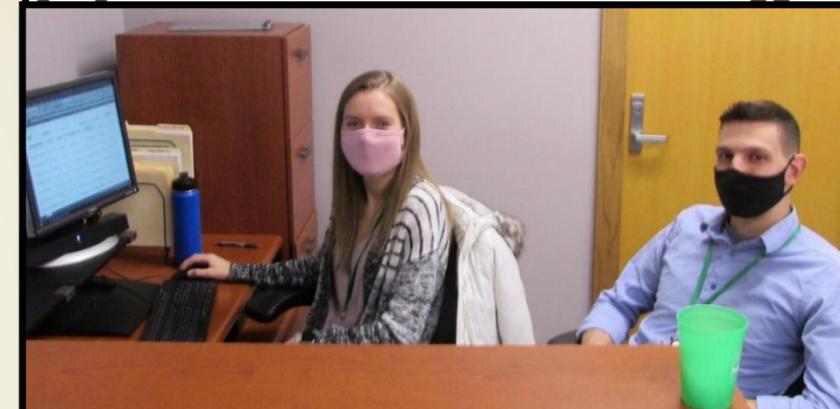
Employee & Labor Relations

- Conducted retirement consultations and exit interviews
 - 13 Retirees
- 5 Harassment/EEOC complaints – investigate, address possible discrimination and follow-up
- PERB Union recertification and election process
- 4 Grievances
- 12 Job reclassification request and non-bargaining appeals



Management Practices

- Facilitated EEE, Diversity, and Safety Committee meetings & events
 - Increased charitable campaign contributions 200%
 - Employee Appreciation Lunch
 - Diversity Lunch & Learns (Buxton, Gale Mote, etc.)
 - Transitioned to Diversity & Inclusion Specialist
- Updated grievance procedure in Employee Handbook
- Leading workgroup on new performance evaluation form
- Coordinated investigations; disciplines including PIP's and terminations
- Responded to 70 Unemployment claims (including Fact Finding Interviews and Appeal hearings)
 - 11 fraudulent claims
- Updated annual overtime report, EEO report, and responded to salary surveys



Recruiting Activities

- Temporary Hiring hold
- 3,367 applications processed for open positions
- 149 New employees
- 442 hired to work the election
- Created info graphic for recruiting at job fairs



Created/updated new job descriptions for:

- Admin. Assistant –CAO
- Communications Coordinator-BOS
- Education Specialist (formerly Naturalists)
- Permits Coordinator/Office Assistant
- Business Systems Analyst
- Code Enforcement
- Contact Tracers
- Clerk III-PH
- Account Clerk-PH
- Adolescent & Women’s Health Coordinator
- Clerk III-Recorder
- Assistant to County Engineer
- Corrections Nurse
- Clerk III-Treasurer’s Office
- Local Foods Intern-BOS
- Cyber Security

Risk Management

Coordinated the **safe re-opening** on June 8



Collaboration for County Buildings **Visitor Policy** before closure due to pandemic



Risk Management

COVID-19 mitigation

Coordinated distribution of Tier 2 (non-emergency) safety supplies



August 10 derecho storm

Processing insurance claim for damage and/or debris removal



Risk Management

Early voting drive through program

Supported Auditor's Office

No reported motor vehicle traffic incidents, one reported injury from Elections staff (First Aid only)

~ 18,000 vehicles!



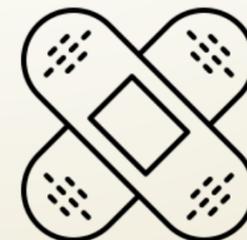
Risk Management

Workplace Injuries:

- 2020 YTD: 49 workplace injuries reported throughout County offices/departments, 16 required medical treatment (OSHA recordable)
- 18 OSHA hearing screenings completed



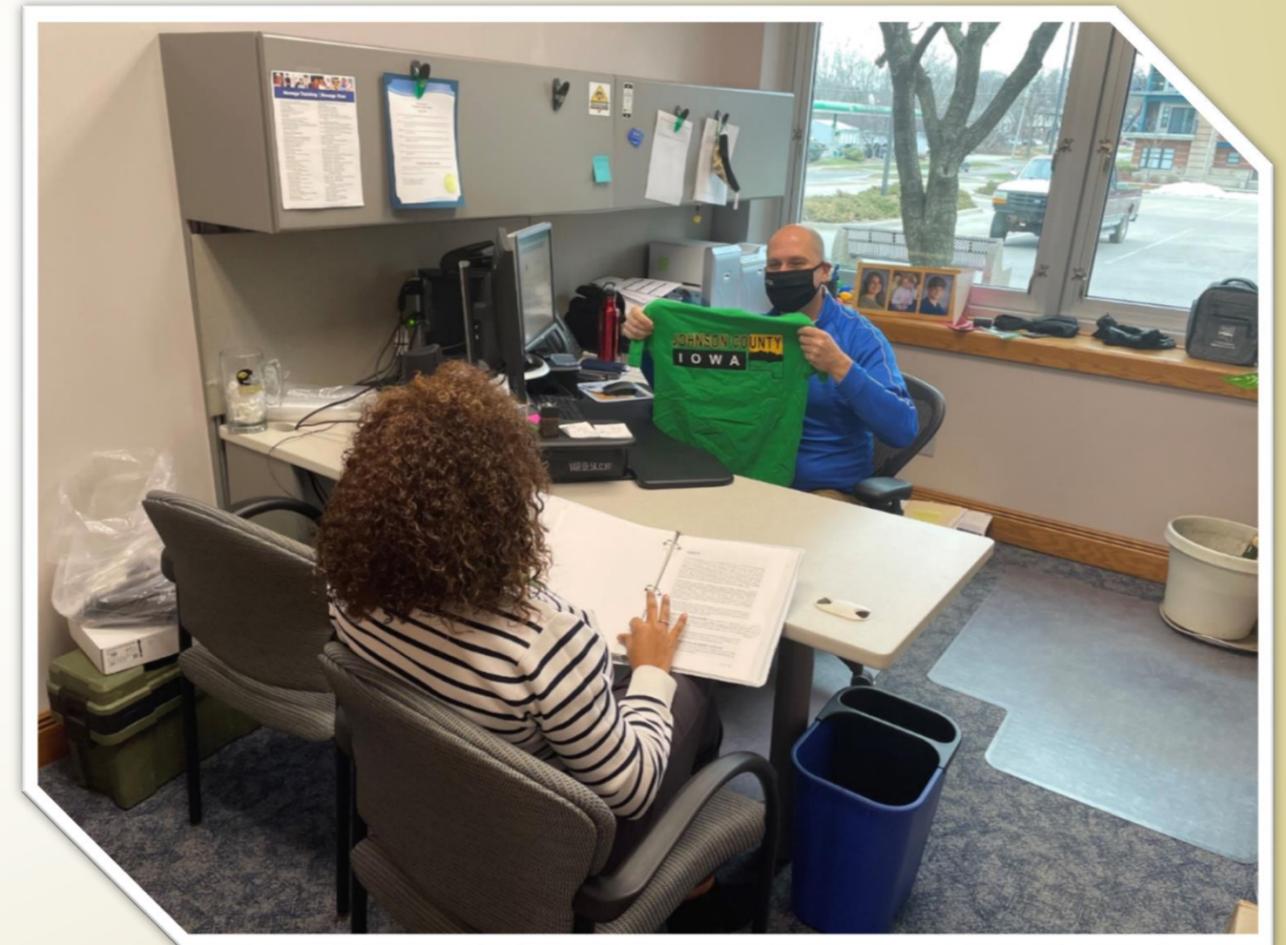
11% reduction in reported injuries compared to 2019



30% reduction in OSHA recordable injuries compared to 2019

Safety & Workers Compensation

- Stable Work Comp experience rating from .60 to .69 for annual premium savings of \$609,200 – **still #1 County in IMWCA insured pool!**
- Modified severe weather drills and conducted fire drills at various County buildings
- **65 DOT random drug and/or alcohol tests** coordinated, Conservation Board and Secondary Roads testing doubles due to new FMSCA guidelines
- Assigned **online safety training** which was used extensively during spring closure and COVID safety training ~ 400 courses completed!



Training and Development

- Ellie Krug- Let's Talk about Race
- Harassment Prevention
- Customer Service Inside Out
- DOT License/Load Securement
- Powered Industrial Trucks
- Aerial Life Training
- EEOC ABC's
- Until Help Arrives
- Stop the Bleed
- De-escalation Training
- Winter Training Camp
- All The Queen's Horses
- Women in Retirement
- Dear Future Self Nearing Retirement
- Your Healthy Retirement
- Social Security: The Choice of a Lifetime
- Let's Get Real: Separate Fact from Fiction
- Synchrony- Mental Health in the Workplace
- Synchrony- Self-care
- Synchrony- Navigating Change



TRAININGS THIS YEAR

ADAM

ADA, Let's Talk About Race, Customer Service Inside Out, Aerial Lift Training, Powered Industrial Trucks, ALT, DOT Licensing, Load Securement, COVID-19 Response, HIPAA 101

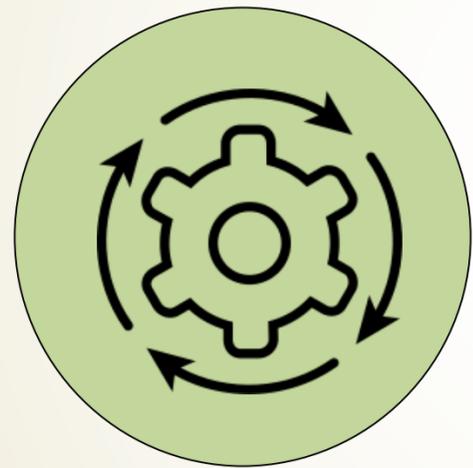
LORA

Customer Service Inside Out, Today's Veteran, Let's Talk about Race, Wonders of Buxton, White Fragility, Cultural Proficiency and Anti-Racism Climate, State SHRM and IAPELRA conferences, HIPAA 101, Work from Home webinar

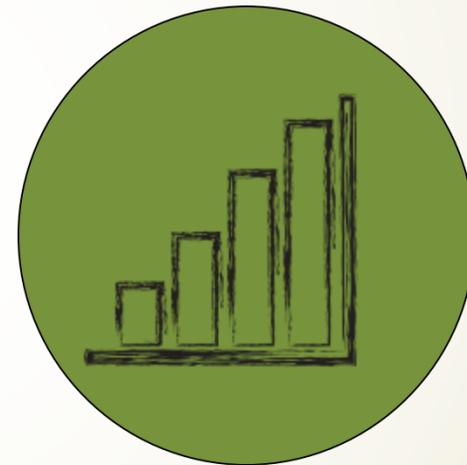
DJ

Wonders of Buxton, Unconscious Bias, LGBTQ 101, Gale Mote Training, Let's Talk About Race, Customer Service Inside Out, Harassment training online, State SHRM conference, webinar by IDPH

Other HR Activities



CHANGES IN
OPERATIONS



TRENDS AFFECTING
HR

COVID-19

- Provided guidance to management and employees regarding COVID-19 related questions
- Educated department heads and elected officials about the FFCRA
- 49 employees utilized FFCRA leave: April 1 to October 31, 2020

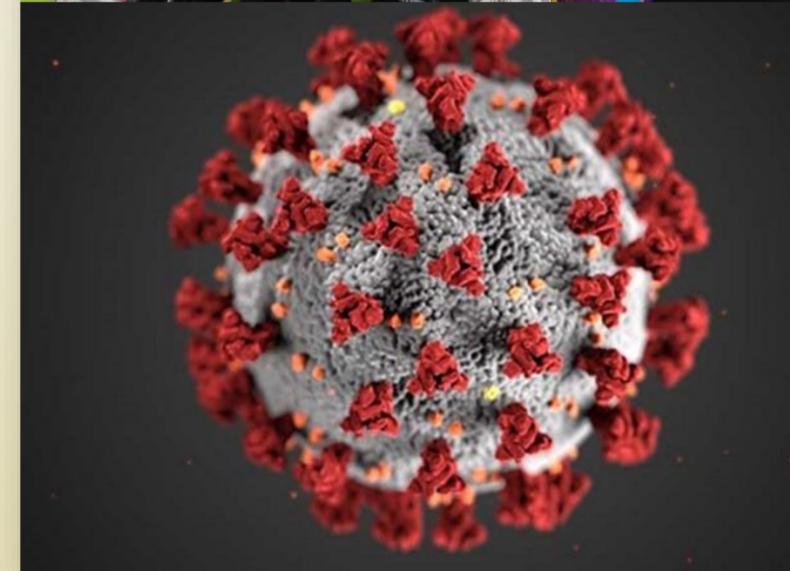
Please note: Not reflective of actual number of COVID-related cases as some employees telework when quarantining

COVID-19 Initiatives:

- Created self-care baskets for departments with candy, snacks, face masks, decks of cards, etc.
- Donated 60 homemade face masks to SEATS early in the pandemic

Benefit and Leave Changes:

- Created new/relaxed existing benefit and leave policies
- Vacation leave- 2 weeks over allotment
- Access sick leave for at-risk employees; removed family cap
- Borrow up to 80 hours of sick leave (40 PT)
- Virtual doctor visits were 100% covered, and hospitalizations
- FFCRA tracking of hours/paperwork to meet guidelines (similar to FMLA)



Telework

Social Services (8)

- General Assistance Assistant
- Clerk I
- Accountant
- Social Worker II
- Social Worker II- Navigator
- Youth & Family Service Manager'
- Mobility Coordinator
- Mental Health Advocate

Ambulance (2)

- Billing Coder
- Admin Billing Specialist

Attorney (9)

- Secretary II
- Assistant Attorney I
- Assistant Attorney II
- Assistant Attorney III
- Clerk I
- Victim Witness Coordinator
- Legal Assistant
- First Assistant County Attorney
- County Attorney

Treasurer (2)

- Clerk I
- Clerk II

Auditor (9)

- Elections Technician II
- Elections Technician III
- Deputy Auditor
- First Deputy Auditor
- Account Clerk II
- GIS Technician
- Precinct Official
- Map Delineator
- Confidential Admin Secretary

Veteran Affairs (1)

- Veteran Affairs Director

Telework Cont.



Board of Supervisors (7)

- Clerk- Real Estate
- Grants Coordinator
- Communications Assistant
- Local Foods Coordinator
- Inclusion & Equity Specialist
- Board Office Executive Dir.
- Administrative Assistant

Conservation (6)

- Utility Person
- Office Manager/Secretary
- Education Specialist
- Operations Superintendent
- Office Assistant
- Natural Resource Manager

Finance (1)

- Budget Analyst

Recorder (3)

- Clerk II
- Clerk III
- Secretary II

City Assessor (6)

- Appraiser
- Office Manager
- Appraiser Clerk
- Chief Deputy City Assessor
- Deputy City Assessor
- Real Estate Clerk

County Assessor (6)

- Clerk- CO Assessor
- Field Appraiser
- County Assessor
- Chief Deputy Assessor
- GIS Tech/Office Assistant
- Permits Coordinator/Office Assistant

Human Resources (4)

- Human Resources Administrator
- Risk Management Coordinator
- Human Resources Coordinator
- Human Resources Assistant

Telework Cont.



IT (7)

- Server Support Specialist
- GIS Analyst
- Lead Developer
- GIS Coordinator
- IT Director
- Programmer Analyst II
- Network Administrator

PD&S (7)

- Sustainability Coordinator
- Code Enforcement Inspector II
- PD&S Director
- Soil & Water Conserv. Coord.
- Assistant Planner
- Asst. PD&S Director
- Lead Building Inspector

Sheriff's Office (8)

- Captain
- Jail Alternatives Administrator
- Jail Alternatives Counselor
- Clerk I
- Clerk III
- Communications Coordinator
- Secretary I
- Secretary II

MH/DS (5)

- Case Manager
- Case Management Administrator
- Account Clerk
- Social Worker II
- Financial/Analytical Coordinator

SEATS (4)

- Transportation/Fleet Director
- Operations Supervisor
- Fleet Maintenance Supervisor
- Confidential Secretary

Telework Cont.

Public Health (24)

- Clerk II
- Clerk II- Recorder
- Clerk III
- Emergency Preparedness Planner
- Disease Prevention Specialist
- Public Health Nurse
- Dietitian
- Clinical Services Manager
- Clinical Services Data Specialist
- Oral Health Coordinator
- WIC/MCH Coordinator
- Dental Hygienist
- Public Health Systems Analyst

Public Health Cont.

- Public Health Director
- Community Health Division Manager
- Health Planner
- Health Educator
- Epidemiologist
- Environmental Health Specialist
- Environmental Health Specialist II
- Environmental Health Manager
- Secretary II
- Business Manager
- Admin Assistant I

Secondary Roads (9)

- Assistant County Engineer
- Maintenance Superintendent
- Engineering Technician I
- Engineering Technician II
- Roadside Vegetation Manager
- Secretary
- Administrative Assistant Roads
- County Engineer
- Assistant to County Engineer

Trends Affecting HR

Pandemic Response



**Compliance and Control
To
Trust and Empowerment**



**Increase in
Marketing**



Goals

STANDARD
OPERATING
PROCEDURES

WORK FROM
HOME

STRATEGIC
PLAN

RECRUITING
EFFORTS

UPDATE JOB
DESCRIPTIONS

Standard Operating Procedures

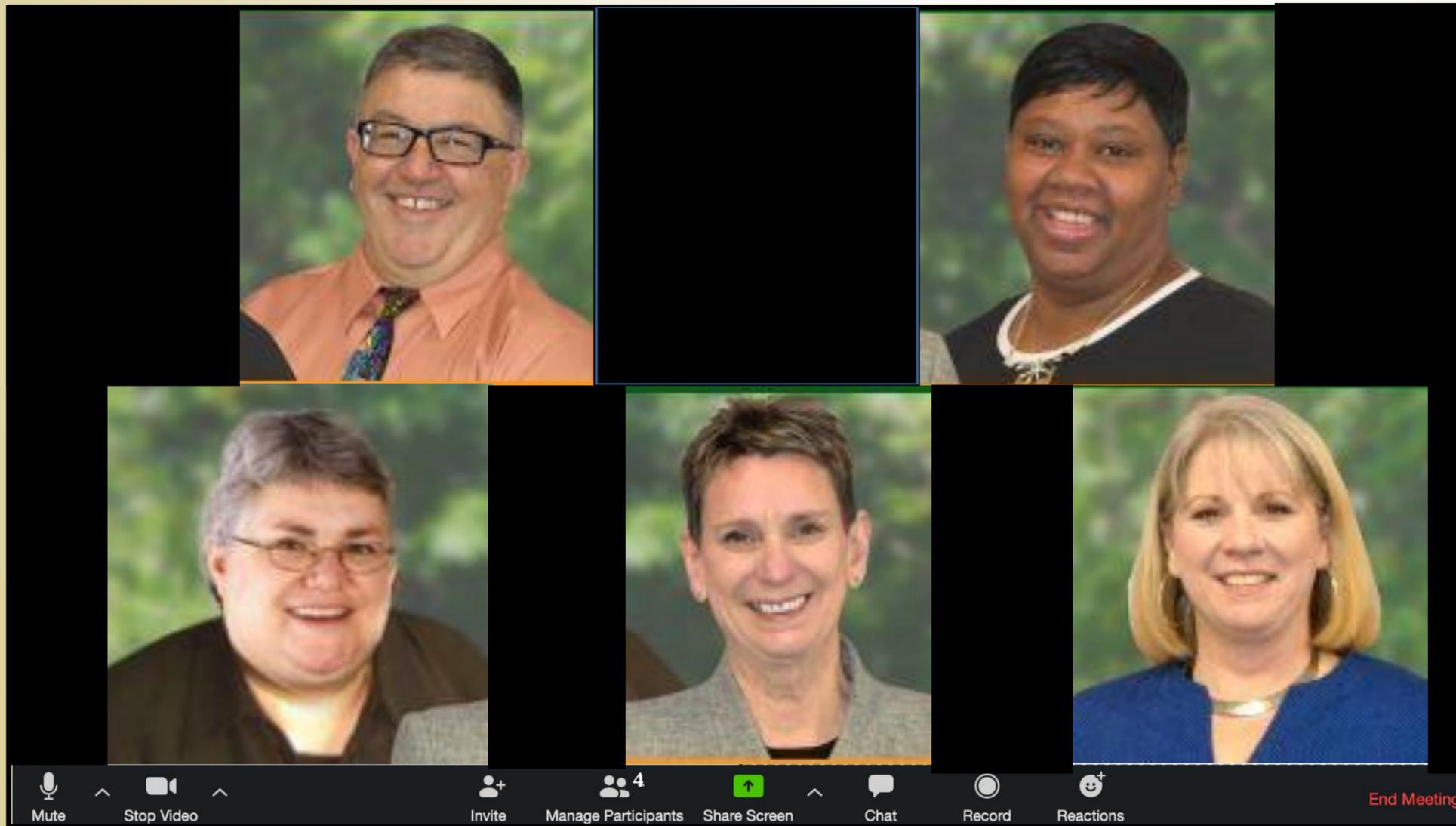
Created:

- Work Compensation Department Contracts

Revised:

- 513c.10
- ACA Hours Report
- Admin Seniority List
- Annualized Merit
- Auto Liability Property Claims
- Benefit Group Members
- Blues Enroll
- Closing Positions in NeoGov
- COLAs
- Creating New Jobs in GEMS
- Direct Deposit
- Drug Testing
- Exit Interview Questionnaires
- FMLA
- GEMS Entering Training
- Handbook Acknowledgement Forms
- Job Postings
- Medicare Part D
- Merit Budget Amendment
- NeoGov Manager 101
- OHC – SME Review
- Payroll Authorizations
- Posting Positions
- Scanning Year End Vouchers
- Third Party Injury
- Transfer Bidding Process Admin Unit
- Transfer List- Admin Unit
- Unemployment Claims
- Vouchers Final
- Work Compensation 2020

Work From Home



Due to the pandemic, many positions within the County started working from home on a regular basis.

Strategic Plan

In Process:

- Evaluated current benefits package - made recommendations, budget proposals
- Explored options for providing more family-friendly employee policies and benefits
- Evaluate family care policies
- Explore option to purchase STD disability and additional life insurance at a group rate
- Revise non-bargaining merit increase system – needs approval
- Utilize professional entity to conduct employee survey every 2 years – researched, made budget proposal
- Evaluate hiring process to reduce downtime when employees leave
- Explore internal promotion process
- Strengthen payroll and time and attendance reporting processes using technology to transition from a paper-based legacy system



Collective Bargaining to commence

Recruiting Efforts

Attended Career Fairs:

- Iowa State University
- University of Iowa
- Scott Community College
- Corridor Careers
- Iowa State University
- Western Illinois University
- Drake University

Diversity Initiatives:

- Attended Diversity Night at the University of Iowa
- Attended Iowa Safe Schools LGBTQ Career Expo
- Attended the Iowa City Youth Job Fair
- Diversity presenter for Wonders of Buxton Presentation from the African American Museum of Iowa

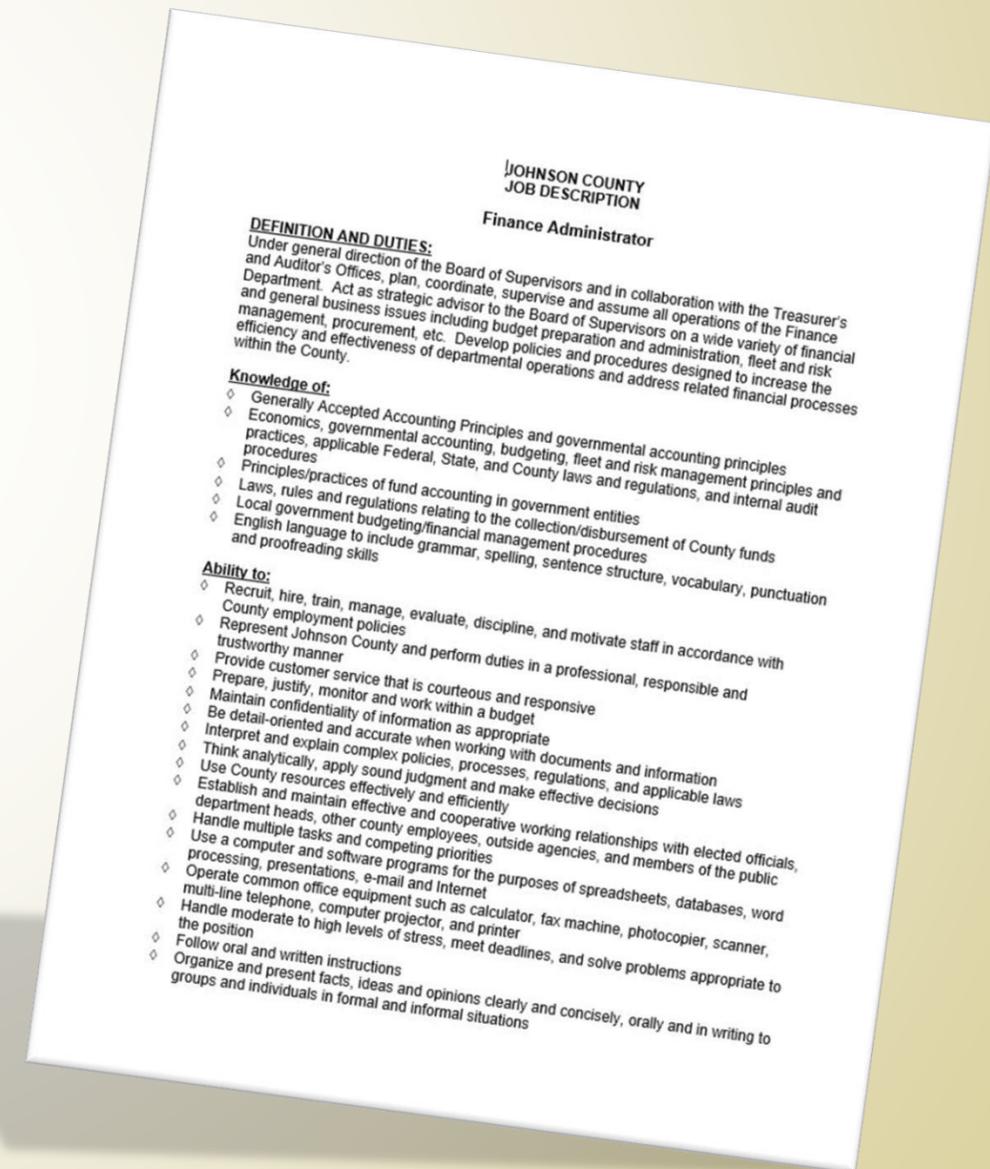


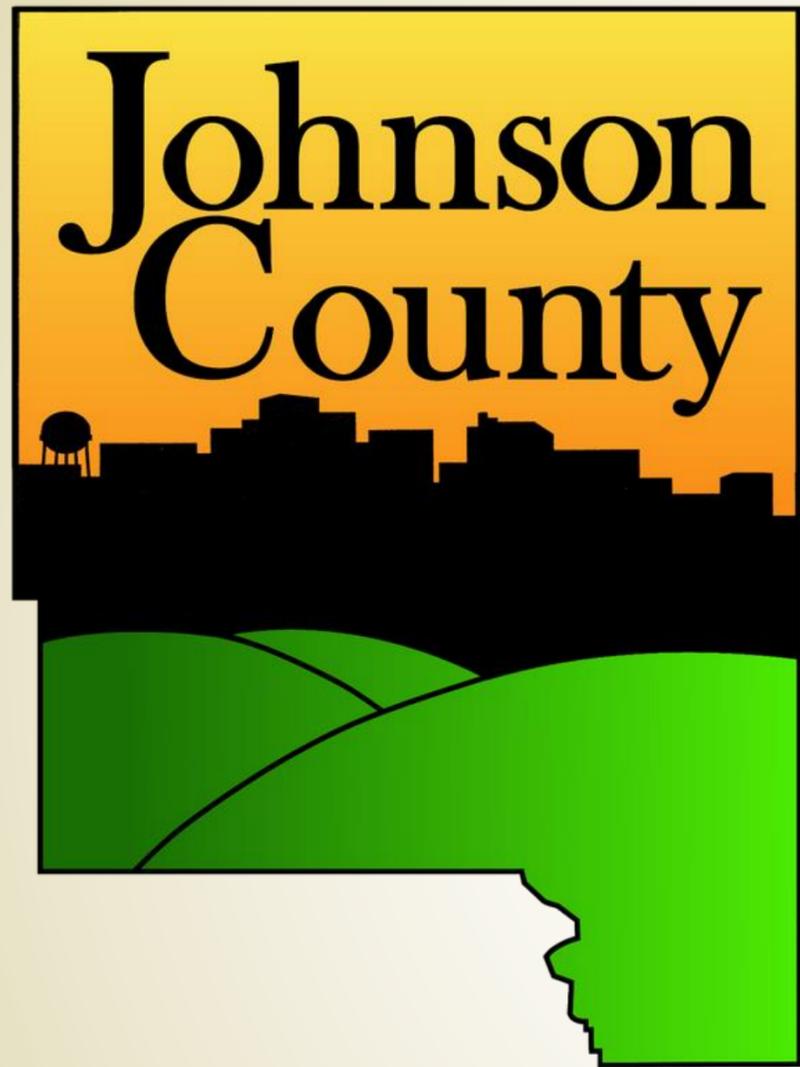
Update Job Descriptions

In addition to creating 16 job descriptions,

Updated:

- Facilities Manager → Facilities Director
 - ✓ Approved by Board on September 24, 2020
- Finance Administrator → Finance Director
 - ✓ Approved by Board on October 22, 2020
- Human Resources Administrator → Human Resources Director
 - ✓ Updated December 23, 2020





**THANK YOU
Board of
Supervisors!**
