

Lane County - Service Option Sheet - FY 20-21 Adopted

SOS C15: **Human Resources Administration**
Dept: Human Resources
Contact: Alana Holmes 541-682-3689

Service Category: Public Safety

| | | | |
|-----------------|------|-------------|--------------|
| Mandate | None | Related | SHALL |
| Leverage | None | Some | HIGH |

Executive Summary

Human Resources Administration provides strategic direction and support to County Administration in the creation and application of Human Resources systems and programs throughout the county. Human Resources Administration forms strategic partnerships to support a diversified and quality workforce in a legally compliant manner, provides all oversight and support for programs with applicable Federal, State and contractual obligations and laws and ensures county diversity and equity goals are met.

Service Descriptions

| | Revenue | Expense Total | General Fund | FTE |
|-----------------------------|-----------|---------------|--------------|------|
| Adopted Budget Total | \$388,665 | \$602,593 | \$213,928 | 3.00 |

Human Resources Administration directs and manages personnel functions by leading and ensuring completion of County-wide employee driven strategic initiatives. Provides strategic, executive level counsel for departments on workforce initiatives, employment laws and regulations and administers, reviews, adjusts, and maintains classification and compensation for all County positions. Develops, administers, reviews and interprets County policies. Works to further county initiatives on equity, diversity and inclusion. This area includes a comprehensive portfolio of project management, data analytics and work in areas such as employee engagement, pay equity, workforce planning, total rewards, business analysis, and executive compensation, as well as critical initiatives including support for related legislative and compliance analysis.

State/Federal Mandate

41CFR 60-3; Title VII Section 2000-e; ADA 12112; ADEA 623; FCRA 604; OAR Div20; ORS652, 653;29I; CFR 541; EPA 206; ORS192.001; ORS 652.750; OAR166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; ORS653.050; 29CFR 1602.14; INA Title1,PartA,Section101; 29 CFR ChapterXIV,1602.29,1602.31; SB583; ORS653.050,65310,653.317: All "shall" mandates.

Leverage Details

The General Fund portion of this program leverages the following:

| | |
|-----------|---|
| _____ \$0 | back to the Discretionary General Fund |
| _____ \$0 | into other non Discretionary County Funds |
| _____ \$0 | directly to community members |