

Lane County - Service Option Sheet - FY 22-23 Adopted

SOS C19: **Human Resources Administration**
Dept: Human Resources
Contact: Alana Holmes 541-682-3689

Service Category: General Government

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	\$355,758	\$729,842	\$374,084	3.00
Addition	\$0	\$100,000	\$100,000	0.00

This addition is for one-time funds to hire a consultant to help assess the Human Resources structure to determine opportunities for efficiencies and/or enhancement of services. This would include a review of the technology currently in use with recommendations for maximizing efficiency and customer service.

Current Service Level	\$355,758	\$629,842	\$274,084	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 & 627; FCRA 604; OAR Div20; ORS 652, 653; CFR 541; EPA 206; ORS 192.001; S OAR 166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; 29 CFR 1602.14; INA Title 1, Part A, Section 101; 29 CFR Chapter XIV, 1602.29, 1602.31; SB583. 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