

HUMAN RESOURCES – 1432

MISSION STATEMENT

The mission of the Department of Human Resources is to serve Albany County government through the progressive and enlightened management of its most important asset—its employees.

The Department provides quality service, while maintaining confidentiality, integrity, respecting individuals, promoting teamwork and focusing on innovation and continuous improvement of service delivery. The Department affirms its commitment to ensuring that all employment and employment-related decisions are based on the principles of equal employment opportunity.

ABOUT OUR DEPARTMENT

The Department of Human Resources provides personnel support to all County Departments and employees through the following three divisions:

- **Division of Employee Relations** functions in a collaborative relationship with the Department of Law. The Division provides consultation on personnel conflicts, policy issues, applicable regulations and disciplinary matters. The Division also researches, assesses and responds to employee grievances and negotiates and administers all collective bargaining agreements.
- **Division of Personnel Services** administers payroll, employee and retiree benefits, including health and dental insurance, employee assistance programs, workers' compensation and disability, Albany County Rules and Regulations, health and safety, FMLA, the retirement system and staff development and training functions.
- **Division of Affirmative Action** administers the provisions of all Federal, State, and local employment and discrimination policies, including the Equal Employment Opportunity Law, the County of Albany and New York State Human Rights Laws, the Civil Rights Act, the Americans with Disabilities Act and the County Sexual Harassment policy.

2016 ACCOMPLISHMENTS AND GOALS

- **Greater access to mental health service for our employees through Employee Assistance Program (EAP).**
The Department established EAP Hours for all employees. Most people, at some time in their lives, will experience events that can cause stress, anger, sadness and other negative emotions that impacts their productivity and effectiveness at work. Employees struggling with a personal issue often forego much needed services that can improve their quality of life. In 2015, we worked together with our Employee Assistance Program (EAP) and provided EAP hours, paid time off for employees to attend an EAP appointment. Four (4) hours per year to attend services ranging from bereavement to financial counseling. And our employees responded to this benefit by getting the services they needed. 2016 was the first full year of participation in this critical benefit. We saw a 25% increase in access to the benefits of EAP. There is no doubt that these services helped our workforce become stronger.
- **Tuition Reimbursement Program**
In an effort to enhance educational opportunities for employees, the Department of Human Resources established a Tuition Reimbursement Program. 2016, was the first full year of program offering. Each employee was eligible for reimbursement for one college course per semester, total of two semesters per calendar year. Employee participation continues to increase.
- **Staff Development and Training Program**
Albany County's Staff Development and Training Program and funding are administered through the Department of Human Resources. The primary objective was to provide training opportunities that improved employee job performance and skill level. Additionally, by centralizing administration through the Department of Human Resources, the County ensured that the procedure was be consistently applied and available to all County employees.
- **Working to expand the benefits of Family Medical Leave**
For the first time in Albany County's history, a Collective Bargaining Unit negotiated a 6 week Paid Parenting Leave. The first employee accessed this benefit in 2016. This benefit gives our employees an opportunity to receive paid time off after the birth or adoption of a child. We are working to expand the program going forward. Helping to build stronger families helps build a stronger workforce.
- **Diversity**
Albany County strongly believes that a diverse workforce in an inclusive environment will improve individual and performance and result in better value to employees, clients and taxpayers. We look forward to continuing to work with our County Departments to create a more diverse, high performing workforce.
Albany County has increased the diversity of its workforce. Through effective recruitment and referral, our workforce is 17.57% minority. Almost a 2% increase since 2011. In 2016, we presented an updated Affirmative Action Plan. The last update was almost 10 years ago. Our new plan improves the functions of our Affirmative Action Office and reflects changes that have been made to protect minority rights and continue to increase the diversity of our workforce.

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2017 GOALS AND PERFORMANCE TARGETS

- **Improve Employee Accessibility to Payroll and Benefit Information Payroll** – Improve accessibility for a self-service program for employees to change their own benefits like tax enrollment, dependent information, and more easily navigate voluntary benefits.
- **Affirmative Action** – Expand and improve access to contracts and services provided to our Women and Minority Owned Business Enterprises. Ensure compliance with all State and Federal laws and regulations.
- **Health and Safety Committee** – Revitalize the Albany County Health and Safety Committee to assist departments in reducing preventable injuries. Ensure that Departments are in compliance with recommended trainings.
- **Succession Planning** – Succession Planning ensures that County services are never interrupted and most importantly continue to improve in the face of a changing workforce. In 2017, the Department of Human Resources will develop a Succession Plan with all County departments.

SUMMARY OF BUDGET CHANGES

The Department of Human Resources proposes creating an Affirmative Action Compliance Officer position. This position will be responsible for compliance with EEOC, MWBE and Title VI of the Civil Rights Act.

A1432 Human Resources		2016	2017	2015	2016	2017	2017	2017	
		Count	Count	Expended	Adjusted	Requested	Proposed	Adopted	
Personnel Services Individual									
A1432	11012 001 270002	Commissioner HR	1	1	\$95,197	\$97,101	\$99,044	\$99,044	-
A1432	11117 001 270003	Deputy Commissioner HR	1	1	\$81,779	\$83,415	\$85,084	\$85,084	-
A1432	11240 001 270004	Director, Affirmative Action	1	1	\$69,196	\$70,580	\$71,992	\$71,992	-
A1432	11242 001 270006	Dir., Office Empl. Relations	1	1	\$81,029	\$80,580	\$82,192	\$82,192	-
A1432	11343 001 270051	Assistant Risk Manager	1	1	\$34,163	\$38,303	\$39,070	\$39,070	-
A1432	12400 001 270056	Affirmative Action Cmp Officer	0	1	\$0	\$0	\$50,000	\$50,000	-
A1432	12401 001 270007	Personnel Administrator	1	1	\$51,109	\$59,402	\$60,591	\$60,591	-
A1432	12409 001 270049	Personnel Assistant III	1	1	\$53,175	\$54,239	\$55,324	\$55,324	-
A1432	12414 003 270010	Personnel Assistant	1	1	\$32,707	\$37,390	\$38,138	\$38,138	-
A1432	12414 004 270011	Personnel Assistant	1	1	\$36,574	\$37,390	\$38,138	\$38,138	-
A1432	12414 005 270025	Personnel Assistant	1	1	\$36,574	\$37,390	\$38,138	\$38,138	-
A1432	12414 007 270030	Personnel Assistant	1	1	\$22,296	\$37,390	\$38,138	\$38,138	-
A1432	12414 008 270041	Personnel Assistant	1	1	\$34,477	\$37,390	\$38,138	\$38,138	-
A1432	12414 010 270043	Personnel Assistant	1	1	\$34,494	\$39,083	\$39,865	\$39,865	-
A1432	12545 003 270048	Program Analyst	1	1	\$47,124	\$48,068	\$49,029	\$49,029	-
A1432	12717 001 270053	Applications Analyst	1	1	\$54,503	\$55,694	\$56,808	\$56,808	-
A1432	15025 001 270055	Legal Secretary	1	1	\$39,239	\$40,168	\$40,972	\$40,972	-
A1432	16401 002 270036	Confidential Secretary	1	1	\$53,670	\$54,744	\$55,839	\$55,839	-
A1432	16412 002 270046	Receptionist	1	1	\$33,290	\$33,957	\$34,636	\$34,636	-
<i>Personnel Services Individual Subtotal</i>			18	19	\$890,596	\$942,284	\$1,011,136	\$1,011,136	\$0
Personnel									
Personnel Non-Individual									
A 1432	19950	Longevity Raise			\$11,050	\$13,050	\$8,550	\$8,550	\$0
A 1432	19951	Health Insurance Buyout			\$3,333	\$0	\$5,500	\$5,500	\$0
Subtotal for: Personnel Non-Individual					\$14,383	\$13,050	\$14,050	\$14,050	\$0
Equipment									
Contractual Expenses									
A 1432	44020	Office Supplies			\$1,471	\$2,000	\$2,000	\$2,000	\$0
A 1432	44030	Other Supplies			\$9,081	\$10,000	\$18,000	\$18,000	\$0
A 1432	44035	Postage			\$2,542	\$3,500	\$3,500	\$3,500	\$0
A 1432	44036	Telephone			\$2,335	\$1,800	\$1,800	\$1,800	\$0
A 1432	44037	Insurance			\$2,003	\$2,104	\$2,023	\$2,023	\$0
A 1432	44039	Conferences, Training, Tuition			\$7,730	\$82,000	\$82,000	\$82,000	\$0
A 1432	44042	Printing And Advertising			\$1,966	\$4,450	\$4,450	\$4,450	\$0
A 1432	44046	Fees For Services			\$84,850	\$88,350	\$88,350	\$88,350	\$0
A 1432	44049	Special Programs			\$802	\$1,000	\$1,000	\$1,000	\$0
A 1432	44070	Equipment Repair & Rental			\$44,262	\$40,000	\$40,000	\$40,000	\$0
A 1432	44903	DGS Shared Services Charges			\$114,251	\$112,289	\$114,695	\$114,695	\$0
Subtotal for: Contractual Expenses					\$271,293	\$347,493	\$357,818	\$357,818	\$0
Fringe Benefits									
A 1432	89010	State Retirement			\$147,814	\$187,025	\$159,354	\$159,354	\$0
A 1432	89030	Social Security			\$67,784	\$73,083	\$78,427	\$78,427	\$0
A 1432	89060	Hospital And Medical Insurance			\$249,541	\$264,414	\$278,414	\$278,414	\$0
Subtotal for: Fringe Benefits					\$465,138	\$524,522	\$516,195	\$516,195	\$0
Total Appropriations					\$1,641,411	\$1,827,349	\$1,899,199	\$1,899,199	\$0

A1432 Human Resources			2016	2017	2015	2016	2017	2017	2017
			Count	Count	Expended	Adjusted	Requested	Proposed	Adopted
Revenue									
A1432	01270	Shared Services Charges			\$0	(\$1,557,578)	(\$1,583,251)	(\$1,583,251)	\$0
A1432	02770	Other Unclassified Revenues			(\$379)	\$0	\$0	\$0	\$0
A1432	04463	Medicare Part D Reimbursement			(\$379)	\$0	\$0	\$0	\$0
Total Revenue					(\$759)	(\$1,557,578)	(\$1,583,251)	(\$1,583,251)	\$0
County Share					\$1,640,652	\$269,771	\$315,948	\$315,948	\$0