

HUMAN RESOURCES

SCOPE OF SERVICES TO LANCASTER COUNTY

STAFF COMPLIMENT

HR has a staff compliment of 21 full time professionals to service both city and county for all human resource needs.

Of those 21 staff 14 have some involvement with county functions ranging from daily to only episodic.



SERVICES PROVIDED TO LANCASTER COUNTY

Recruitment and Employment

Training

DOT Random Drug Testing

Employee Relations, Discipline and Consultation

Compensation and Classification

Labor Relations

Benefits

Compliance

Administrative Support

Staff County Personnel Policy Board



EMPLOYMENT

Recruitment, process all employment requisitions and applications

Employment testing

Interviewing

Review and approve all hires above minimum of pay grade

Executive Recruitment

Predictive Index-Work behavior assessment

Fit for Duty Examinations



TRAINING

Determine calendar of training needs and topics for employees and managers.

Provide specific HR related training as requested.



RANDOM DRUG AND ALCOHOL TESTING

DOT Random drug testing

- Disciplinary actions
- EAP assessments and follow up

Non-DOT drug testing

- Disciplinary actions
- EAP assessment and follow up



EMPLOYEE RELATIONS

Consult on all disciplinary matters

Conduct internal investigations as necessary

Attend all pre-disciplinary meetings

Respond to all reprimand appeals

Grievances, appeals and personnel board hearings

Consult on performance issues and performance evaluations

Coordinate and oversee employee assistance program



COMPENSATION AND CLASSIFICATION

Conduct market surveys to support changes

Create, revise and consult on classification changes (manager initiated)

Maintain all county pay plans

Wage and benefit comparability for unrepresented classes

Appointed officials salary survey

Elected officials salary survey

Respond to classification audits

Re-write class descriptions

Review performance criteria (position descriptions)

Consult on department reorganizations



LABOR RELATIONS

Conduct wage and benefit comparability review for 5 unions

Create proposals

Negotiate contracts - 5 unions

Attend Labor Management Meetings

Interpret contract issues

Enforce labor contracts

Prepare for any CIR lawsuits



BENEFITS

Provide health and welfare benefits

- Health insurance
- Dental insurance
- Vision insurance
- Navia Flexible Spending
- Life, AD&D & Voluntary Life insurance
- COBRA & Retiree coverage
- PEHP
- Voluntary benefits

Select vendors and monitor performance

Assist employee's with benefit questions/issues & claims including Retirement & 457 Deferred Compensation issues

Conduct new employee enrollment and annual benefits open enrollment

Insure regulatory compliance including ACA (Transitional Reinsurance, PICORI, 1095 B and 1095 C) Medicare D

Process death claims

Reconcile all monthly invoices and pay vendors accordingly


COMPLIANCE

ACA Compliance

Medicare Part D & CMS Match Data

DOT Drug Testing Laws

Federal and State Law Compliance

- Title VII (EEOC and NEOC)
 - ADA
 - FLMA
 - FLSA
 - USERRA
 - Commission on Industrial Relations (CIR)
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ADMINISTRATIVE SUPPORT

Process and monitor all Personnel Actions

Manage catastrophic leave donations

Manage all employment verifications

Manage all requests for outside employment

Commissioners Award of Excellence

Maintain all personnel files in compliance with federal, state and local statutes

Family Medical Leave Act administration

Manage unemployment compensation

Revise and update county rules



PERSONNEL POLICY BOARD

Staff support for monthly meetings

Maintain and post agenda and minutes

Schedule and coordinate grievance hearings

Recommend members to appropriate appointing bodies



COSTS FOR SERVICES

For all HR and Benefit related services, the County is charged quarterly

- 3rd qtr 2016 \$131,162
- 4th qtr 2016 \$91,990
- 1st qtr 2017 \$132,277
- 2nd qtr 2017 \$97,431

Total annual amount = \$452,860