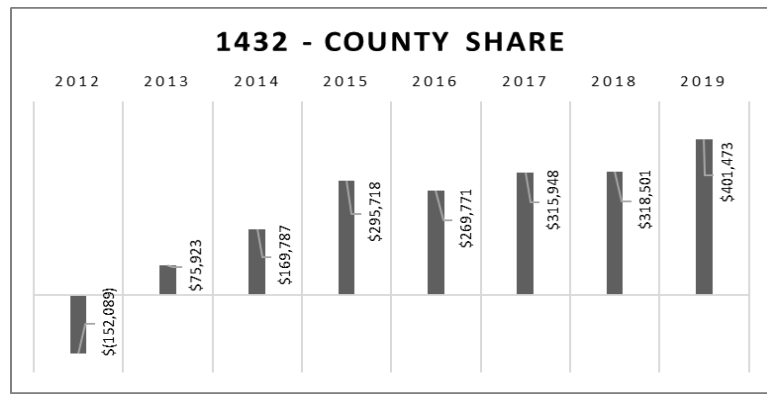


HUMAN RESOURCES

1432



MISSION

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** is responsible for directing the provisions of all federal, state and local employment discrimination laws and statutes, including the Equal Opportunity Law, the County of Albany and New York State Human Rights Laws, the Civil Rights Act, including but not limited to Title VI of the Civil Rights Act of 1964, the Americans with Disabilities Act, and the County Sexual Harassment policy.

2018 ACCOMPLISHMENTS AND CHALLENGES

Diversity

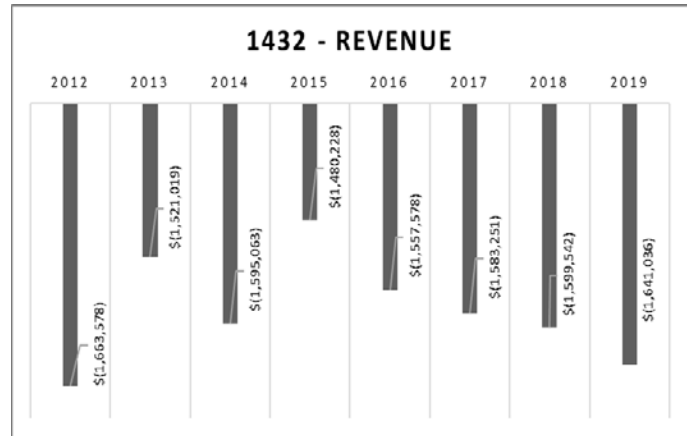
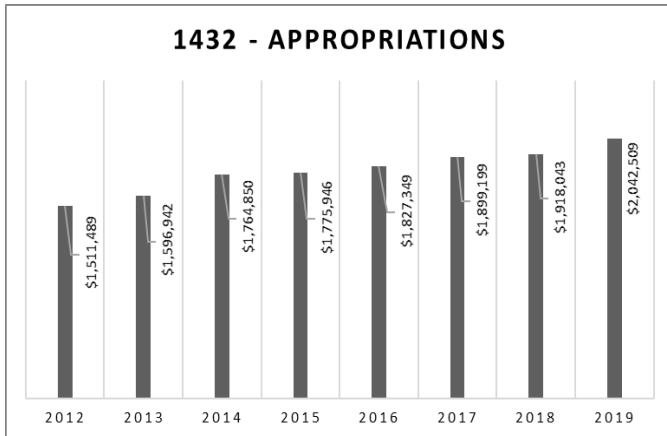
Albany County has increased the diversity of its workforce. Through effective recruitment and referral, our workforce is 17.79% minority. Almost an increase of 2.31% since 2012.

6 YEAR COMPARISON

Fourth Quarter	Minority-Combined	Non-Minority
2012	15.48%	84.5%
2018 2nd Quarter	17.79%	82.21%

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 and high performing workforce.

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2019 GOALS AND PERFORMANCE TARGETS

Diversity Committee – We propose to initiate the first ever, Albany County Diversity Committee – with representatives from all facets of Albany County government, this committee, led by the Director of Affirmative Action, will bring oversight of the outcomes born from the Albany County Equity Agenda. The committee creates and coordinates programming for employees around the topics of diversity and inclusion, including supporting seminars, workshops and presentations hosted by Human Resources.

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.

Annual Sexual Harassment and Diversity Training for all employees – Albany County will conduct annual Sexual Harassment and Diversity training for all employees. This annual refresher training, where possible, will be done at each employee’s work station and will be monitored regularly by Human Resources to confirm compliance. All employees will initially attend the already existing in-person Sexual Harassment and Diversity trainings.

SUMMARY OF BUDGET CHANGES

The Department of Human Resources requests the following be considered for 2019 budget in order to effectuate programmatic changes and improve services. Through attrition, the Department proposes to eliminate two future vacant Personnel Assistants and move funds between budget lines in order to fully fund these initiatives by 2020.

Elimination of the Civil Service Exam Fees – Human Resources proposes to eliminate the inequity for those in poverty to sitting for exams. The exam fee for the first two exams for all residents of Albany County shall be waived. Human Resources proposes to pay the NYS assessment fee of 18,000 by transferring those funds from A91432 44039 Conferences, training and tuition to the fees for Services budget A91432 44046.

Increase of the Special Programs line to fund the Diversity Committee – The Department proposes to transfer funds from Conferences, Training and Tuition to fund the newly created Albany County Diversity Committee.

New Position: Equity Agenda Coordinator – This position is intended to serve as support to the increasing responsibilities due to the adoption of the County Equity Agenda. The proposed annual salary is \$50,000.

Annual Contract for computer based Sexual Harassment Prevention and Diversity Training – In response to the need for increased Sexual Harassment Prevention and Diversity Training, Human Resources will contract out for computer based training with an estimated annual cost of \$10,000. The intent will be to supplement our existing in-person training program for all new employees. The budget change will consist of the transfer of funds from A91432 44039 Conferences, training and tuition to the Fees for Services line.