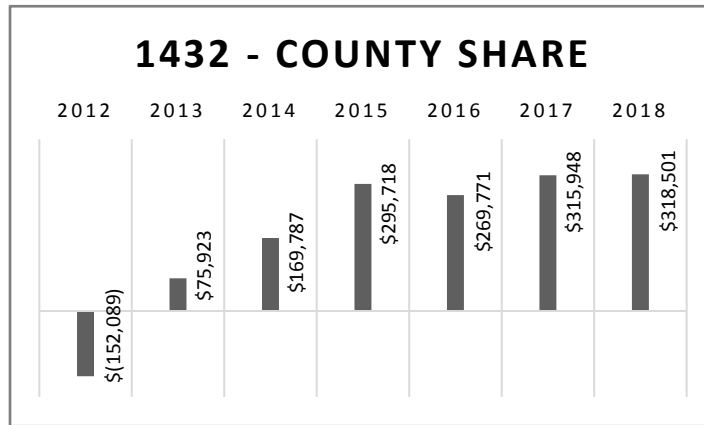


# HUMAN RESOURCES

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 statues, 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.

## 2017 ACCOMPLISHMENTS AND CHALLENGES

Diversity - Albany County has increased the diversity of its workforce. Through effective recruitment and referral, our workforce is 18.14% minority. Almost an increase of 2.53% since 2012.

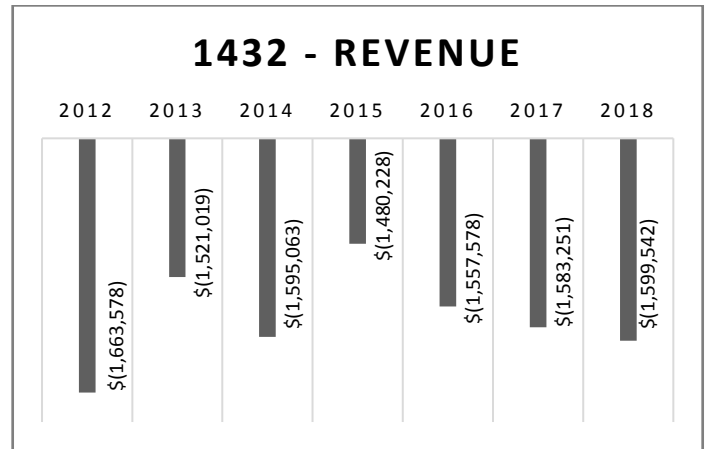
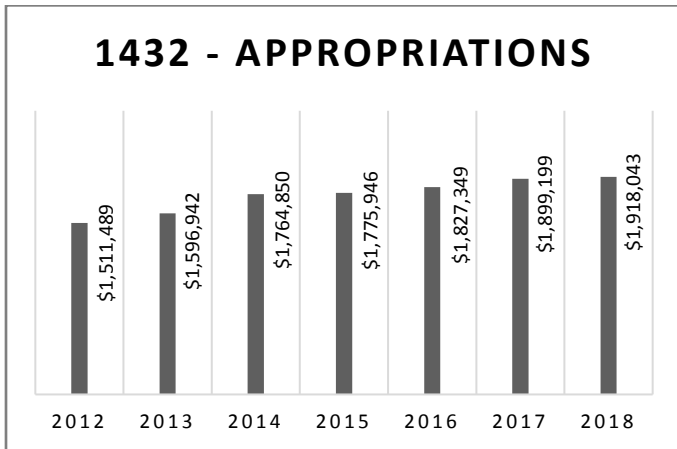
### 5 YEAR COMPARISON

Fourth Quarter	Minority-Combined	Non-Minority
2012	15.48%	84.5%
2013	16.46%	83.53%
2014	16.63%	83.37%
2015	17.27%	82.73%
2016	17.56%	82.31%
2017 First Quarter	18.14%	81.86%

- Albany County strongly believes that a diverse workforce in an inclusive environment will improve individual 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.
- In 2017, we created an Affirmative Action Compliance Officer – This position is responsible for Compliance with MWBE and Title VI of the Civil Rights Act.

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- 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. In 2017, we again saw a 25% increase in access to the benefits of EAP. There is no doubt that these services helped our workforce become stronger.



## 2018 GOALS AND PERFORMANCE TARGETS

- School to Work Programming and Communication – The Department of Human Resources is proud to propose a new initiative that creates a natural bridge of success from High School to Work. We would target High School seniors not continuing on to College after High School graduation and provide information about Albany County jobs and Civil Service exams.
- Improve Employee Accessibility to Payroll and Benefit Information
- Payroll – Purchase Kiosks for the front entrance areas of our main office buildings as well as DPW. The kiosks will serve to improve accessibility for a self-service programs for employees to change their own benefits like view time accruals, tax withholding enrollment, dependent information, and more easily navigate voluntary benefits.
- Improve Services provided by the Division Affirmative Action – Update the Affirmative Action Plan to be in compliance with Local Law D of 2013.
- 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 – Over the course of 2018, the Department of Human Resources intends on ensuring that each Department has an active Success Plan in place. Succession Planning ensures that County services are never interrupted and most importantly continues to improve in the face of a changing workforce.

## SUMMARY OF BUDGET CHANGES

The 2018 Executive budget for the Albany County Legislature does not include any substantive programmatic changes.