

## Lane County - Service Option Sheet - FY 16-17 Proposed

### SOS C14 Admin, Training & Information Services

Service Category: Central Services

Dept: Human Resources

Mandate: None Related **SHALL**

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Leverage: None Some HIGH

### Executive Summary

These services support the strategic direction of County Administration in the application of Human Resources systems and programs throughout the county. HR Administration and Training and Organizational Development support a diversified and quality workforce in a legally compliant manner. Workers' Compensation ensures the support of injured workers and the management of claims. HRIM includes the maintenance of classification and compensation for county positions and provides customer service to all internal and external clients. Recruitment ensures equitable County hiring practices. HR Administration provides all oversight and support for HR programs required to maintain compliance with applicable Federal, State and contractual mandates and laws and ensures county diversity goals are met.

	Revenue	Expense Total	General Fund	FTE
<b>Proposed Budget Total</b>	\$1,105,378	\$1,189,712	\$84,334	8.00
<b>Reduction</b>		(\$76,603)	(\$76,603)	-1.00

Reduced by 1.0 FTE Vacant Administrative Support Technician.

<b>Level 1: Threshold</b> - reductions to this level results in elimination of service	\$1,105,378	\$1,266,315	\$160,937	9.00
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HR Administration, Training and Organizational Development and HRIS directs and manages HR functions; provides executive level counsel for departments on employment laws and regulations and administers, reviews, adjusts, and maintains classification and compensation for all county positions. In addition, this division reviews ADA claims and assists in processing claims appropriately, provides HR information to internal and external clients and administers programs required to maintain compliance with applicable Federal, State and contractual mandates and laws.

### State/Federal Mandate

41CFR 60-3; Title VII Section 2000-e; ADA 12112; ADEA 623; FCRA 604; OAR Div20; ORS 652, 653; 29 CFR 541; EPA 206; ORS 192.001; ORS 652.750; OAR 166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; ORS 653.050; 29 CFR 1602.14; INA Title 1, Part A, Section 101; 29 CFR Chapter XIV, 1602.29, 1602.31; SB 583; ORS 653.050, 653.10, 653.317: 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 via service provided

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.