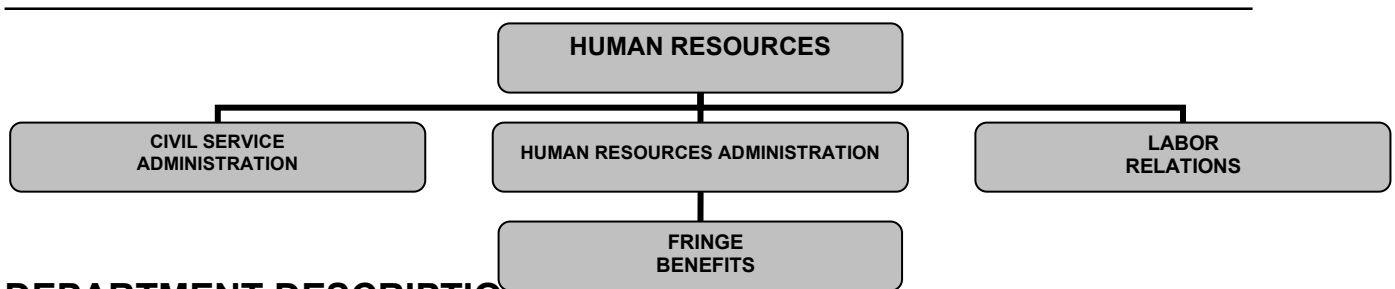


HUMAN RESOURCES DEPARTMENT

ORGANIZATIONAL CHART



DEPARTMENT DESCRIPTION

The Human Resources Department oversees the application of Civil Service Law in County Government, Genesee Community College and all towns, villages, school districts and libraries in the County. Human Resources Department staff work closely with County Departments to administer Human Resources functions, including recruitment and orientation of new employees, employment law compliance issues, wage and salary administration and administration of employee benefits including the County's Self Funded Health Plan, vacation time, sick leave and retirement benefits. Human Resources staff members also advise County Departments in the administration of the County's five Collective Bargaining Agreements and staff play an active role in on-going Labor Relation activities such as contract negotiations, participation on Labor Management Committees, employee discipline issues and grievance administration.

DEPARTMENT: HUMAN RESOURCES

STRATEGIC FRAMEWORK

Mission

Civil Service:

- ▶ The provision of quality administration of all phases of NYS Civil Service Law to provide a diverse, qualified, dedicated pool of candidates based upon merit and fitness in order to provide effective, efficient delivery of public services to County residents.

Human Resources:

- ▶ The proactive development, implementation, and administration of Federal and State employment laws, rules and regulations, County policies, procedures, and employment benefits fairly and equitably for all County employees.

Labor Relations:

- ▶ The facilitation of an atmosphere in which the Legislature, Management and Labor can work cooperatively to provide a healthy, productive work atmosphere for all County employees.

2025 Highlights:

Civil Service:

- ▶ Provided Civil Service Outreach Sessions to municipalities, schools, GCC and County departments.
- ▶ Position Classification Reviews were performed for Genesee Community College, County Departments and School District positions.
- ▶ Updated the Genesee County Rules and Regulations and held public hearings.
- ▶ HR participated in the expanded Hiring Emergency Limited Placement Program (HELP Program). This is a temporary program to help local governments address staffing issues. This program eliminates the examination process for approved titles.
- ▶ Waived Civil Service examination fees through December 31, 2025.
- ▶ Verified employment records of multiple applicants who previously were employed by the Department of Corrections and Community Supervision to determine eligibility for a transfer and reinstatement at Genesee County Sheriff's Office.
- ▶ Transitioned Police, Correction and Fire examinations to continuous recruitment program.
- ▶ Certified Genesee County payroll and local municipalities to ensure that appointments and employment under our jurisdiction are made in accordance with Civil Service Law and Rules.
- ▶ Compiled data and submitted the Genesee County Civil Service Annual Report to New York State Civil Service.
- ▶ Continued to review and update accrediting agencies language on job descriptions.
- ▶ Worked with municipalities to submit applications for pension waivers pursuant to Section 211 of the New York State Retirement and Social Security Law.
- ▶ Administered 35 Civil Service exams for over 430 candidates.
- ▶ Administered physical agility tests for Deputy Sheriff and Police Officer candidates.
- ▶ Administered the revised and updated Public Safety Dispatcher examination.
- ▶ Updated the Genesee County Rules and Regulations to adopt the Qualified Incumbent Examination to transition non-competitive class employees appointed via the NY HELPS Program to the competitive class.
- ▶ Updated the examination announcements to increase the maximum age for individuals to take an examination for Police Officer and Deputy Sheriff from less than 35 years of age to less than 43 years of age, effective September 1, 2025.
- ▶ Revised Human Resources process for returning live test material to the State Civil Service through FedEx effective September 20, 2025.

Human Resources:

- ▶ HR organized the Employee Recognition/Appreciation picnic and luncheon to celebrate employees who met milestone years of service.
- ▶ HR worked with our Health Care Consultants on a Request for Proposal for Third Party Administration for the Self-Funded Pharmacy benefit plan.
- ▶ HR worked with our Health Care Consultants on a Request for Proposal for Third Party Administration for Self-Funded Dental and Vision benefit plans.
- ▶ HR worked with Health Care Consultants on requirements for Transparency Act mandates.
- ▶ HR provided in-person Sexual Harassment and Workplace Violence training for the Sheriff's Office, Highway and Central Services. All other County employees were provided training online using NEOGOV.
- ▶ Coordinated several trainings for employees and departments through EAP.
- ▶ Worked closely with the County Manager's Office implementing necessary changes to ensure the County's Self Funded Health Plan remains compliant.
- ▶ HR staff met with Independent Health for an annual medical review.
- ▶ Provided guidance to municipalities and department heads on disciplinary issues.
- ▶ Conducted over fifteen (15) disciplinary investigations.
- ▶ Held flu clinics for county employees.
- ▶ Worked with Premier Consultants, Express Script and Independent Health on new transparency requirements for health plans.
- ▶ Worked with departments on recruitment and retention.
- ▶ Participated in a COOP Plan Workshop and developed the COOP Plan for HR.
- ▶ Implemented exit interviews.
- ▶ Participated in job fairs with local school districts and colleges in person and virtually.
- ▶ Worked with department heads to identify employees to participate in the Genesee Community College supervisory training program.
- ▶ HR provided handbook/contract training to the Central Services department.
- ▶ HR provided training on the hiring process to the Mental Health Administration.
- ▶ Participated in Family Game Night and Stop-DWI Night at the Ballpark.
- ▶ Administered COVID-19 paid sick leave.
- ▶ Monitored activity at the federal level related to the Fair Labor Standards Act (FLSA) Overtime Rule exemption in order to make sure employees were properly classified.
- ▶ Reviewed telecommuting agreement requests.
- ▶ Revised Management Employee Handbook.
- ▶ HR responded to three (3) FOIL Requests.
- ▶ Developed a Pre-natal and Parental Leave policy.
- ▶ HR reviewed requests for Americans with Disabilities Act (ADA).
- ▶ HR determined employee FMLA eligibility.
- ▶ HR participated on the committee for GennyNet.
- ▶ HR participated on the County Safety, Compliance, and the Policy and Procedure Committees.
- ▶ Implement new vision benefit plan.
- ▶ Attended Legislative Committee meetings.
- ▶ An analysis of the County's prescription drug plan was performed to determine its creditability status. Following the analysis, creditable coverage letters were sent to eligible employees and dependents on our medical plan.
- ▶ Provided orientation for 145 election inspectors and coordinators.
- ▶ Participated in Cybersecurity Capability Workshop with IT and Homeland Security.
- ▶ Member on the Regional Task Force on Civic and Career Readiness Portal committee.
- ▶ Provided County Department Heads with interviewing tips documentation.

Labor Relations:

- ▶ CSEA General – contract in place through 12/31/2026.
- ▶ Deputy Sheriffs Association – contract in place through 12/31/2026.
- ▶ Sheriff's Employees Association – contract in place through 12/31/2025. Negotiations to begin in Fall 2025.
- ▶ AFSCME – contract in place through 12/31/26.
- ▶ Provided consult and support to departments relating to union issues, employee discipline and legal issues.
- ▶ Drafted and reviewed multiple Memorandum of Agreements with several collective bargaining units.
- ▶ Participated in Labor/Management meetings.
- ▶ Worked with the CSEA union to reallocate positions based on the compensation review performed by Evergreen Consultants.
- ▶ Administered retro pay for CSEA employees whose positions were reallocated to new grades.

Goals for 2026

Civil Service:

- ▶ Implement a full life cycle for an online application for examinations in eGov and the State Civil Service vacancy-based system.
- ▶ Provide additional Civil Service Outreach Sessions to municipalities, schools and County departments.
- ▶ Conduct Position Classification Reviews to ensure efficient staffing patterns.
- ▶ Continue to work towards going paperless.
- ▶ Update the Genesee County Rules and Regulations as needed.
- ▶ Continue to provide training for municipalities to go paperless and use electronic roster card system.
- ▶ Review and update job specifications.
- ▶ Continue to make appointments to vacant positions using the NYS HELPS Program and continue to evaluate titles eligible for the program.
- ▶ Continue to utilize transfers, reinstatements and NYS HELPS Program to fill vacant position in the absence of Civil Service examinations.

Human Resources:

- ▶ Continue to work on the implementation of Health Plan changes based on Federal Health Care Reform.
- ▶ Develop new/updated Sexual Harassment Training mandated by NYS.
- ▶ Review and revise the County's Workplace Violence Program training.
- ▶ Identify and implement continuous improvements to office functions with the goal of saving both time and money.
- ▶ Participate in the creation of the Policy and Procedure Manual for the County.
- ▶ Develop a Health Fair for employees prior to open enrollment.
- ▶ Participate in the ongoing efforts of the Safety Committee.
- ▶ Continue to offer Workplace Wellness seminars to educate employees.
- ▶ Provide management training to enhance leadership skills.
- ▶ Continue cross training the HR Clerks to be back up for payroll and medical billing.
- ▶ Work with Premier Consulting Associates to create a new medical plan design.
- ▶ Plan recruitment events – County based Job Fair.
- ▶ Implement and train employees on Federal/NYS Mandates.

Labor Relations:

- ▶ Coordinate meetings with our health care consultants and unions to discuss potential changes to the County Health Plan.
- ▶ Continued participation in Labor/Management Committee meetings with all unions.

BUDGET SUMMARY

Appropriation By Object	Actual 2023	Actual 2024	Estimated 2025	Estimated 2026
Salary/Fringe	458,508	496,193	560,566	642,688
Equipment	0	0	0	0
Contractual	104,069	139,261	119,551	108,467
Total Appropriation	562,577	635,454	680,117	751,155
Revenue	7,500	7,500	7,500	7,500
Net County Support	555,077	627,954	672,617	743,655
FTE's	4.0	4.0	5.0	5.0

INDICATORS**Civil Service:**

	Actual 2023	Actual 2024	Estimated 2025	Estimated 2026
Reclassification	5	5	11	5
Number of Provisionals	122	157	23	15
Total # of Exams	95	83	34	21
Total # of Candidates	593	567	408	300
NYS HELP Program Appt.	18	98	125	85

INDICATORS**Human Resources:**

	Actual 2023	Actual 2024	Estimated 2025	Estimated 2026
Number of FTE*	520	535	542	552
Medical Contract**	627	641	642	655
Medical Buy out*	90	93	96	92
Dental Contract***	645	663	690	677
Dental Buy out*	69	69	72	72
Vision Contract	423	450	448	658+
Employee Orientation	32	35	41	39

* County only

** Includes GCC and Retirees

***Includes GCC

+GCC will be adding vision as of 1/1/26

INDICATORS

<u>Retirement Members:</u>	Actual 2023	Actual 2024	Estimated 2025	Estimated 2026
Number of Tier 1	0	0	0	0
Number of Tier 2	1	0	0	0
Number of Tier 3	5	5	3	3
Number of Tier 4	180	185	180	182
Number of Tier 5	30	31	31	31
Number of Tier 6	272	339	355	376

INDICATORS

<u>Labor Relations:</u>	Actual 2023	Actual 2024	Estimated 2025	Estimated 2026
Negotiation/Mediation	7	4	0	1
LMC Meeting	7	3	6	4
Disciplinary Action	9	5	5	5
Grievance Action	0	3	0	2
Workplace Investigations	5	18	19	10
Litigation/Arbitration	2	2	0	1

INDICATORS

<u>HELP Program Appt.</u>	Actual 2023	Actual 2024	Estimated 2025	Estimated 2026
	0	19	119	105