Human Resources / Risk

Davis COUNTY

Mission Statement

The Davis County Human Resources Office promotes the recruitment, selection and retention of highly qualified employees who will effectively serve the residents of Davis County. Human Resources staff members are dedicated to excellent customer service, promoting a safe work environment for all County Employees and providing employee benefits and services with courtesy and efficiency.

2021 Inputs/Outputs

FTE (2021): Added one (1) FT FTE, HR Generalist Position – to help with EEO, ADA, policy development also.

This added position is a tremendous help to HR and the County – focused on solving any issues at the lowest possible level and evaluating policy improvements to help us be more effective/efficient.

Note: Replaced 10 of 14 HR/Risk Staff Members + Hired New HRG – all within less than 10 months.

Core Functions & Services

- **Provide professional service to County leadership / departments / employees / applicants**
- **Provide timely and accurate payroll function (getting everyone paid)**
- **Provide quality employee benefits at reasonable price points**
- **Assist departments with employee recruitment**
- **Assist departments with compensation information**
- **Provide leaders and employees with employee relations support**

- **Provide risk analysis and insurance support.**
- **Provide assistance to departments in creating and maintaining safe work environments.**

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2021 Achievements

- Stayed functioning and moved forward, despite HR staff change over.
- Recruited and on-boarded, then off-boarded, then recruited and on-boarded multiple employees in conjunction with COVID 19 operations
- Completed RFP and contract and began planning / programming for implementation of Kronos (now UKG) time keeping system.
- New HR Director, New Deputy HR Directors, New Risk Analyst – made in person visits with each area of the County/AO (and some department management teams).
- Re-architected the former LEAP program, into what is now the Supervisor Training Program (STP) – a six module supervisor training series. Running 6 sessions of each of the 6 modules – to catch up from lack of supervisor training due to COVID.
- Resolved outstanding Employee Relations issues that were lingering for months prior.
- Completed an RFP for a Benefits Advisor, completed contract with new Benefits Advisor (GBS)
- Worked with Management / Employees / Benefits Advisor and Plan Carriers to adjust the Benefits Plan Year to match the County's budget year.
- Partnered with the Justice Services Areas (County Attorney, Legal Defenders and Pretrial Services) to strategically plan for and seek funding (SLFRF) to navigate the back log of court cases due to COVID 19. This included getting two State IDC grant funded positions for the Legal Defenders.
- Recruited and appointed a third Career Service Council (CSC) member.
- Updated leave accrual policy to modernize and make workable under new UKG time keeping system.
- Changed the way personnel budget planning is entered in Munis – using HR infrastructure of HRG's entering department's requests into Munis.

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2022 Projected Outcomes

- UKG Time keeping to be implemented and bugs worked out – (Note: we may need a third party [or other] assistance with the technical side of this project – since we lost a key IS worker on this project)
- Employee benefits year will now match the County's budget year
- We will put forward some additional HR policy change requests
- We will have a better trained Leader/Supervisor staff.

2022 Budget Initiatives

HR

- Move HR Generalists to be HR Business Partners – since they are providing professional HR consultation to County Departments. We have a need to work on retaining HRG's/BP's – Benchmark process indicated a 2 grade bump is supported.
- Possibly move HRG/HRBP position supporting Health Dept. – to FT Benefited, from PT Benefited.
- Move PT Non-Benefited Office Assistant to PT Benefited – More FTE to help with things like organizing, executing training activities, filing system, and other projects
- Possibly Convert PT Non-Benefited Wellness Position from 10 hours/week up to 20 hours/week – later in 2022 (Fall).
- Will be moving Risk, Pretrial Services and Legal Defenders to new Memorial Courthouse around February 2022 – may be some additional related expenses.

Risk

- Risk – Eliminate $100,000.00 UCIP property deductible per occurrence and change to the more typical UCIP model with a $500.00/$1,000.00 property deductible per occurrence.