Human Resources

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.

Prior Year Inputs/Outputs

Increased FTE on PT Office Specialist to Support HRG and Administration work.

Sought additional funding and completed RFP for Applicant Tracking/Onboarding Platform (now in final development), Sought additional funding and completed RFP for 3rd Party Total Compensation Study, Sought additional funding for Employee Appreciation Event in August.

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**

HR functions support the public by supporting all other county departments who interact more directly with the public. We also connect to the public in terms of employment branding, recruitment, and employment applicants.

Human Resources

Davis COUNTY

2022 Achievements

UKG System Rolled out and Functioning – moving off of paper time sheets, into a modern electronic time keeping system and introducing significant upgrades to efficiency and accuracy in payroll processing

Prepared and began using UKG leave management module

Reimagined and Implemented County Administrative Officer Retreat

Reimagined and Implemented HR / Risk / Pretrial / Legal Defenders Combined Retreat

Reimagined and Executed County Wide Employee Appreciation Event

Recruited and appointed 3rd Career Service Council (CSC) member

Completed EEO4 report and EEOP for Davis County

Completed Supervisor Training Program and moved into periodic repeat mode

Completed revised and rolled out bi-annual county-wide harassment and discrimination training

Implemented centralized personnel budget entry model, including meeting with all areas early (most all in June 2022) to prepare for personnel budget entry

Introduced Commission Agenda items including new County Juneteenth holiday (congruent with state of Utah), expanded bereavement leave to include domestic partners and miscarriages/still birth

IS helped HR with new employee photo station and process

Human Resources

Current Year Projected Outcomes

Finished UKG Project in Conjunction with top support of Information Systems – fully converted off of paper time sheets – to modernize and introduce greater efficiencies and accuracy in payroll processing.

Completed RFP for total compensation study – selection made – study underway, with results anticipated around March 2023. We (County Leadership) will have more to do in forward thinking strategy, when we have the results presented to us.

Completed RFP for Applicant Tracking and Onboarding system – selection made – platform is in final stages of preparation to be rolled out for Davis County employment applicants and leaders.

Next Year Budget Initiatives

- Carry over Total Comp Study into 2023
- Functional/Operating Mode on Applicant Tracking Platform
- Positions:
    - Reclassify PT Merit Office Specialist to PT Merit Human Resources Technician
    - Reclassify FT Merit Risk Analyst Position to FT Merit Risk Management Administrator
    - Convert PT Non Merit Wellness Coordinator to PT Merit Wellness Coordinator (including exploring expansion of wellness program, organizing and executing annual Employee Appreciation Event and also Coordinating HR Newsletter)