

Fiscal Year 2008/2009 Budget Program Description

Human Resources

Department Mission Statement:

"Dedicated to serving McHenry County by developing & supporting our most important resource...our people."

Program Description (By OCA Code)	Customers Served	Mandated Service	Funding Source
OCA: 080005 <u>Employee Benefits</u> – Provide benefits for eligible participants and administration of benefit programs.	All employees and those eligible post-employment.	HIPAA, COBRA, IRS Section 125.	General Fund
OCA: 090005 <u>Human Resources</u> Administration – Develop personnel policies, legal compliance, disciplinary issues, EEO compliance, Human Resource planning, and maintain personnel and payroll records. Position Control/Budget Support – Develop and maintain HRIS System/ Departmental Rosters; a listing of all approved positions, vacant and filled, along with all position titles, salary grades, hours worked, actual salaries and or wages, benefits, etc.; maintained and updated on a bi-weekly basis by HR. Recruitment and Placement – Advertising, job posting, scheduling physical examinations, and new employee orientation. Compensation/Classification – Perform wage and salary analysis and administration, classification determination, job analysis, job descriptions, and job evaluations. Training and Development – Provide career planning and development; training selection, skills training, supervisory training, and assessment, development and design. Labor and Employee Relations – Provide recognition programs, employee communications, collective bargaining, grievance processing (union and non-union) non-union employee relations. Negotiate and administer five different collective bargaining agreements in three separate departments	Departments, County Board, and employees. County Board, County Departments, Administration Departments and applicants. Departments, County Board, and employees. Departments and all employees. All employees.	FMLA, ADA, and FLSA. Non-mandated Non-mandated Non-mandated Non-mandated National Labor Relations Act/IL State Law	General Fund General Fund General Fund General Fund General Fund General Fund