



Human Resources Progress Report FY2022

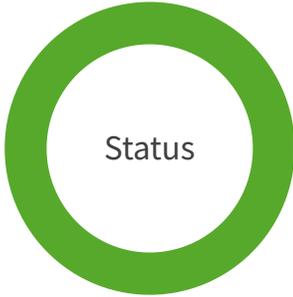
Date not set

Report Created On: Aug 12, 2022

5

Goal

Overall Summary



On Track

%
100.0



Report Legend

 No Update

 Overdue

 Priority

Goal 3.1.7



Jul 01, 2021 - Jun 30, 2022

On Track

Progress 0%

Improve professional development and training needs of County staff

Owner: Stacy Moyer

Update provided by Stacy Moyer on Jul 15, 2022 17:06:38

Update this period: Next steps: Disruptions (if necessary):

Update this period: on track

Next steps: plan being implemented in new fiscal year

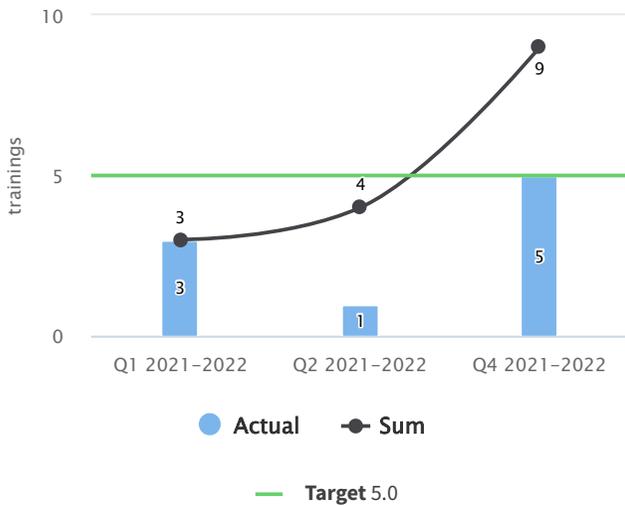
Disruptions (if necessary):

Develop staff training opportunities

Develop staff training opportunities (Goal: 5 trainings by 6/30/2022)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 13:48:40



Comment

Staff training is ongoing with 101 (first level leadership training), 201 (second level leadership training) and 301 training opportunities.

Employees participating in half day orientation/onboarding

Percentage of employees participating in half day orientation/onboarding within one month of hire (goal: 85% or greater)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 13:51:31



Comment

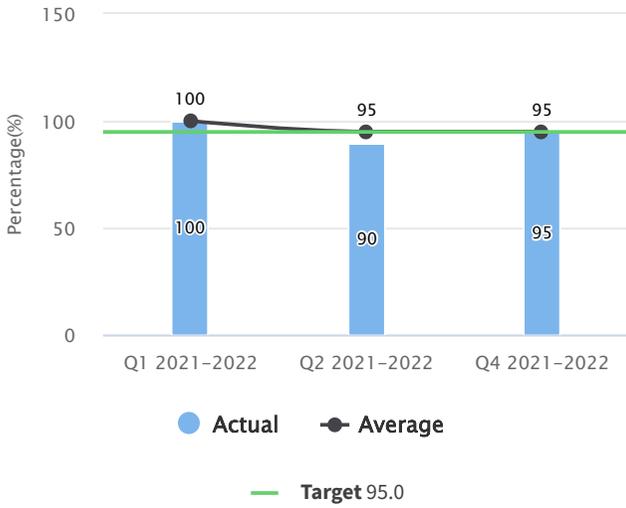
Due to the surge in hiring's of staff, the decision was made to mandate attendance of full time employees in Onboarding. Onboarding is offered to part-time staff.

New employees offered a survey / check-in at 3 months

Percent of new employees offered a survey and checked in with at 3 months of employment (Goal: 95% or greater)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 13:52:44

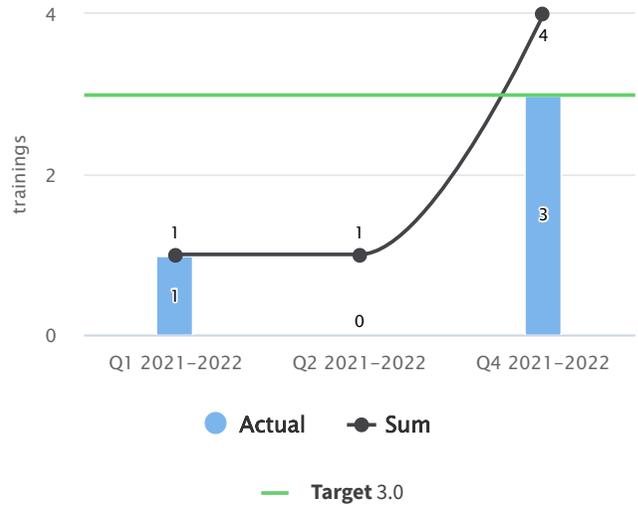


Develop and implement 'mini' trainings for supervisors

Increase number of 'mini' trainings for supervisors on human resources topics of interest (Goal: 3 trainings complete by 6/30/2022)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 13:53:18



Comment
Mini trainings continue to be offered and occur as requested by supervisors.

Goal 3.1.8 Jul 01, 2021 - Jun 30, 2022 On Track Progress 0%

Improve employee satisfaction and retention - County staff

Owner: Stacy Moyer

Update provided by Stacy Moyer on Jul 15, 2022 17:06:53

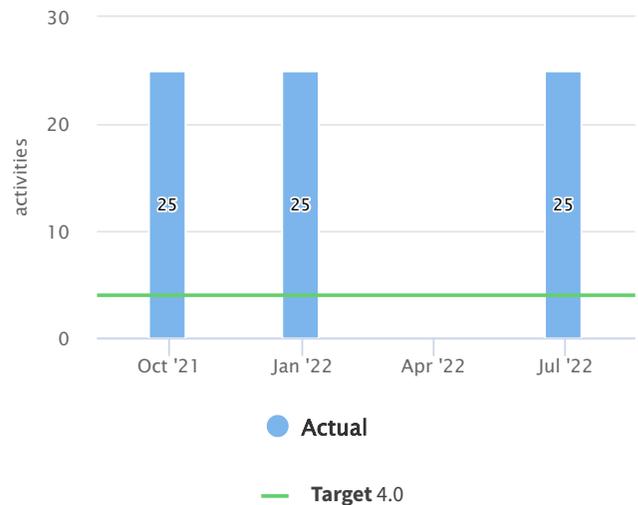
Update this period: Next steps: Disruptions (if necessary):
Update this period: on target
Next steps: discussion at department director level
Disruptions (if necessary):

Interdepartmental activities to improve employee success

Number of interdepartmental activities to improve employee success and retention (Goal: 4 or more activities each fiscal year)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 13:58:51



Comment

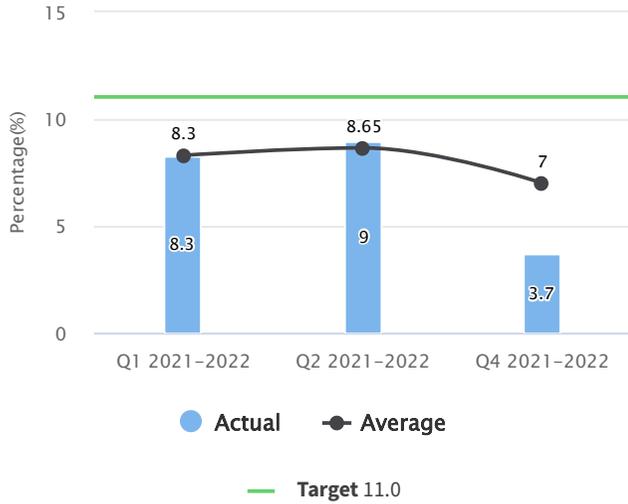
Department Director meetings (telephone call support) occur throughout the fiscal year

Voluntary turnover rate excluding retirement

Decrease Voluntary turnover rate excluding retirement (goal: <11%)

Owner: Stacy Moyer

Last Update: Aug 04, 2022 19:56:31

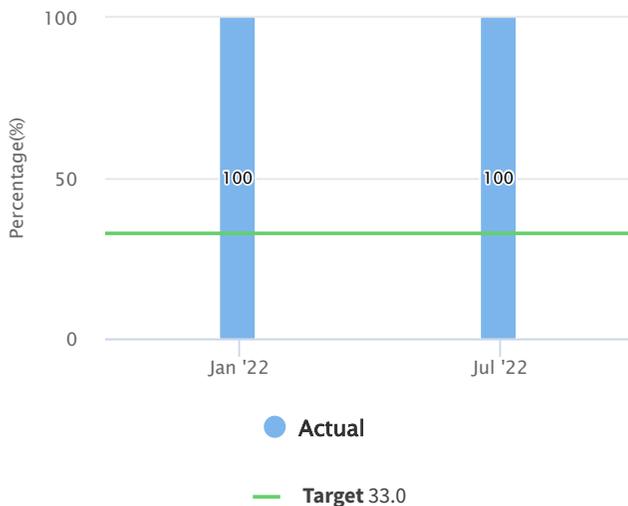


3-year cycle market study completed on or before Dec 1 annually

One-third of job classifications will be reviewed as part of a 3-year cycle market study completed on or before Dec 1 annually (Goal: 33% or more annually)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:00:13



Comment

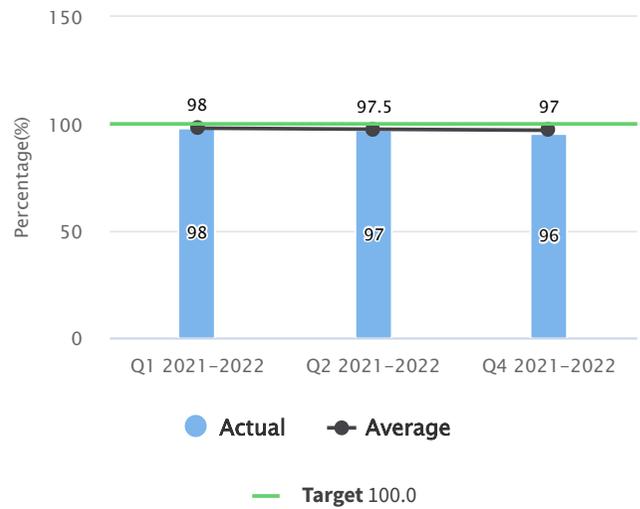
The first phase was implemented July, 2022. 2nd portion will be implemented January, 2022.

Exit interviews offered to retiring / resigning employees

Percentage of retiring/resigning staff offered an exit interview (Goal: 100%)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:01:05



Comment

Exit interview questionnaire is sent to exiting employees

Goal 3.1.9



Jul 01, 2021 - Jun 30, 2022

On Track

Progress 0%

Enhance employee recruitment for County staffing

Owner: Stacy Moyer

Update provided by Stacy Moyer on Jul 15, 2022 17:07:06

Update this period: Next steps: Disruptions (if necessary):

Update this period: updating of HR page on website and attendance at job fairs

Next steps: website is continually updated and attendance at job fairs is ongoing

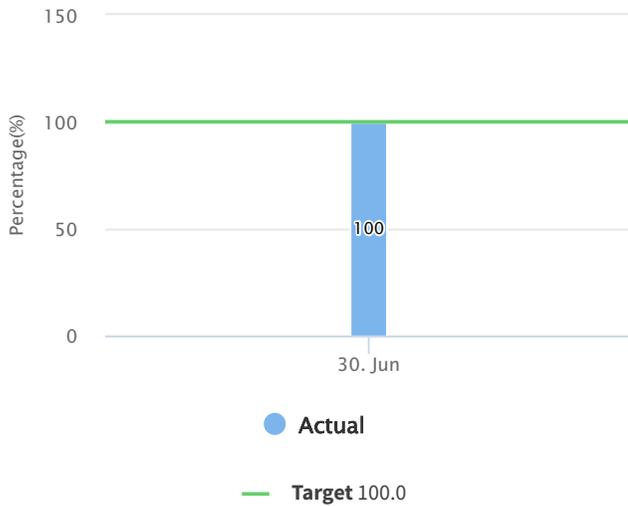
Disruptions (if necessary): job fairs have been greatly reduced due to COVID.

Update benefits list annually

Update benefits list annually (Goal: 100% complete by April 30, 2022)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:03:45



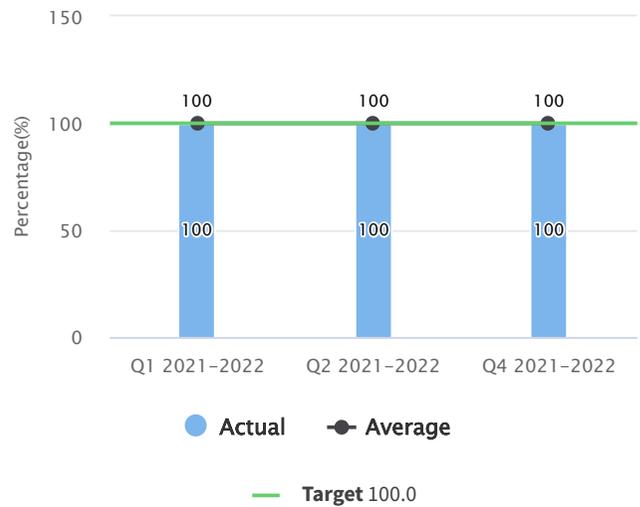
Comment
Updated 4/2022

Maintain an updated online job recruitment and internship HR site

Maintain an updated online job recruitment and internship HR site annually (Goal:100% updated monthly)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:04:28



Comment
Site is maintained, intern applications continue to be received.

College & university internship contacts

Number of college/university contacts made annually for internship opportunities (Goal: 5 or more by June 30)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:06:39

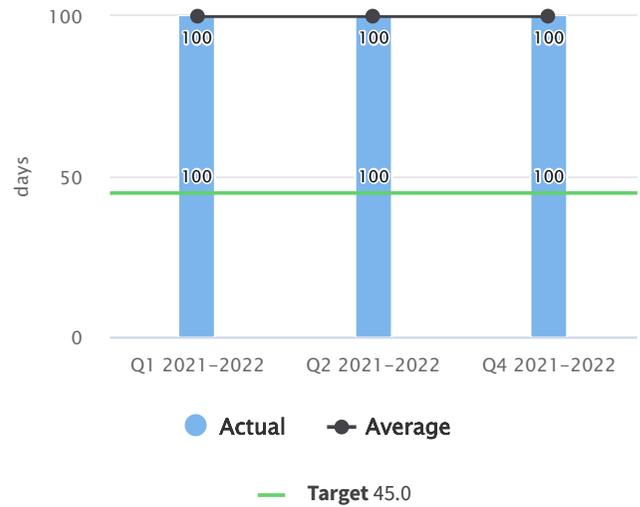


Average number of days that positions are vacant

Improve outreach and recruitment efforts to reduce the average number of days that a position is vacant (Goal: Average days vacant is 45 days or less)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:08:12



Comment

The current employment "crisis" is exacerbating the hiring process. COVID has created a much lengthier time from date of posting to date of hire

Goal 3.1.10 ⓘ Jul 01, 2021 - Jun 30, 2022 On Track Progress 0%

Facilitate Human Resources business operations through secure and current automation

Owner: Stacy Moyer

Update provided by Stacy Moyer on Jul 15, 2022 17:07:18

Update this period: Next steps: Disruptions (if necessary):

Update this period: on target

Next steps: complete

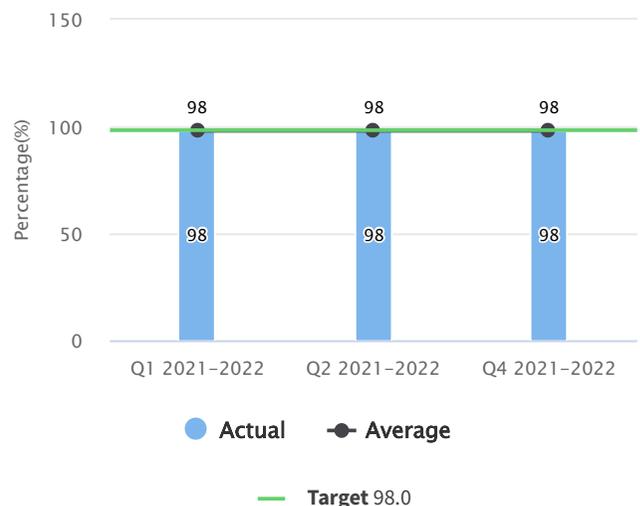
Disruptions (if necessary):

Personnel Action Forms completed the same day

Percentage of Personnel Action Forms (PAF) completed within the same business day received in the Human Resources office (Goal: 98% or greater)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:08:51

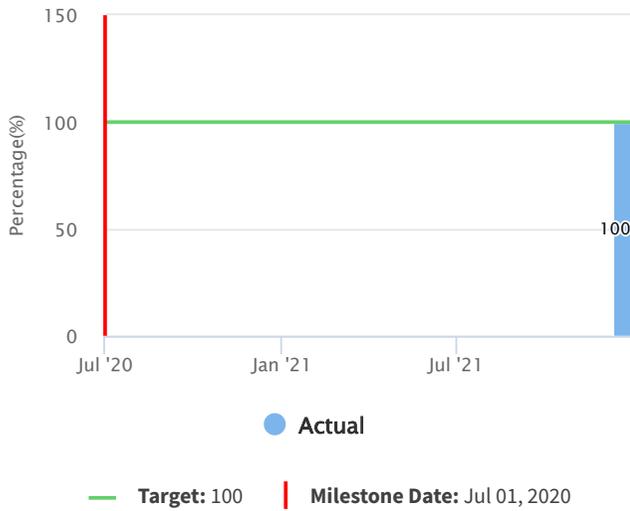


Automation of Open enrollment, appraisals, and PAF

Percentage of open enrollment process, performance appraisals and the PAF process automated (Goal: 100% by 6/30/2022)

Owner: Stacy Moyer

Last Update: Jan 21, 2022 14:08:09



Comment
goal complete

Human Resources website updates

Keep Human Resources website update/fresh (review and refresh bi-annually) (Goal: 2 reviews by June 30, 2022)

Owner: Stacy Moyer

Last Update: Jul 15, 2022 14:09:40



Comment
The HR website is periodically reviewed for updates

Digital employee files

Convert active employee files to digital format by June, 2023 (Goal: 50% or greater by June 30, 2022)

Last Update: Jul 15, 2022 14:12:26



Comment
Paper files are being converted to LaserFiche as time permits.

Goal 3.1.23

Ongoing - Ongoing

On Track

Enhance Employee Wellness - Human Resources

Owner: Stacy Moyer

Update this period:

100% of employees on the County Health policy (and covered spouses) were compliant with the Health Risk Assessment this year.

Employees Compliant with Health Risk Assessment

Percent of employees, and spouses, covered by County insurance who are compliant with completing a Health Risk Assessment (on file in the Employee Wellness Clinic) by June 30, 2022. (Goal: 85% of Commissioners or greater)

Owner: Stacy Moyer

Last Update: Aug 01, 2022 18:30:02

