



Human Resources Progress Report FY2023

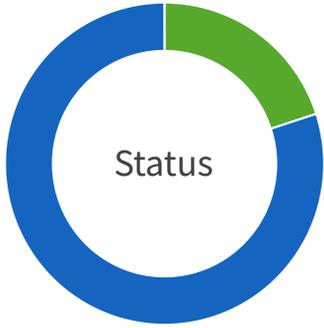
Current Reporting Date: Jul 31, 2023

Report Created On: Jul 31, 2023

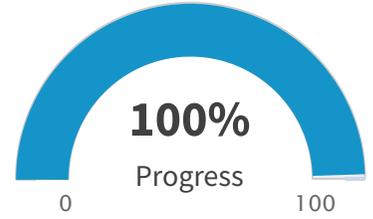
5

Goal

Overall Summary



On Track	20.0
Completed	80.0



Report Legend



Priority



No Update



Overdue

Goal 3.1.7



Jul 01, 2021 - Jun 30, 2023

On Track

Progress 98%

Improve professional development and training needs of County staff

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 31, 2023 20:41:25

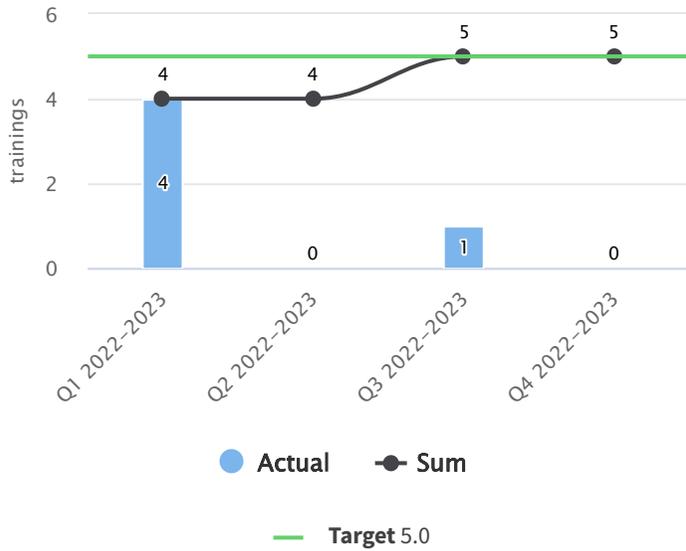
Update this period: HR staff remain available to educate employees various opportunities learn.

Develop staff training opportunities

Develop staff training opportunities (Goal: 5 trainings by 6/30/2023)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:42:39



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 13, 2023 15:43:17

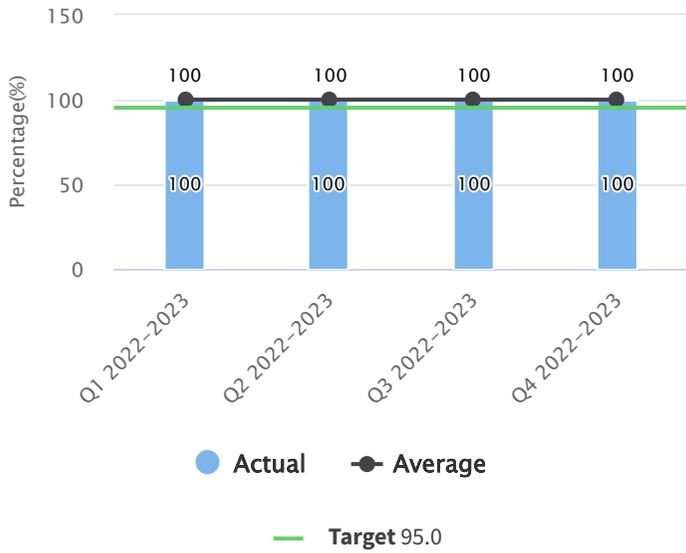


New employees offered a survey / check-in at 3 months

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 13, 2023 15:43:49

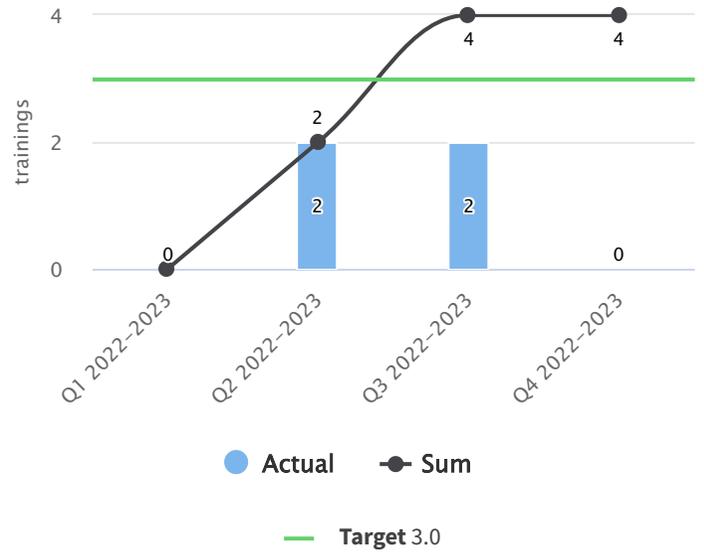


Develop and implement 'mini' trainings for supervisors

Increase number of 'mini' trainings for supervisors on human resources topics of interest (Goal: 3 trainings complete by 6/30/2023)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:44:46



Goal 3.1.8

Jul 01, 2021 - Jun 30, 2023

Completed

Progress 100%

Improve employee satisfaction and retention - County staff

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 31, 2023 20:41:45

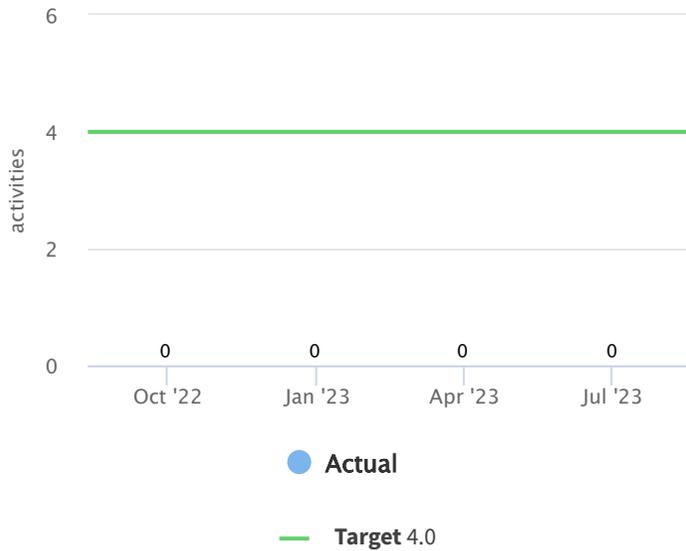
Update this period: HR staff continue to do our best to ensure employment satisfaction.

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 13, 2023 16:46:00



Comment
this goal was placed on hold due to COVID and has not been re-visited.

Voluntary turnover rate excluding retirement

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

Owner: Stacy Moyer

Last Update: Jul 13, 2023 18:21:13



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 13, 2023 15:47:11



Comment
This goal will be completed January 1, 2023.

Exit interviews offered to retiring / resigning employees

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

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:48:05



Enhance employee recruitment for County staffing

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 31, 2023 20:42:00

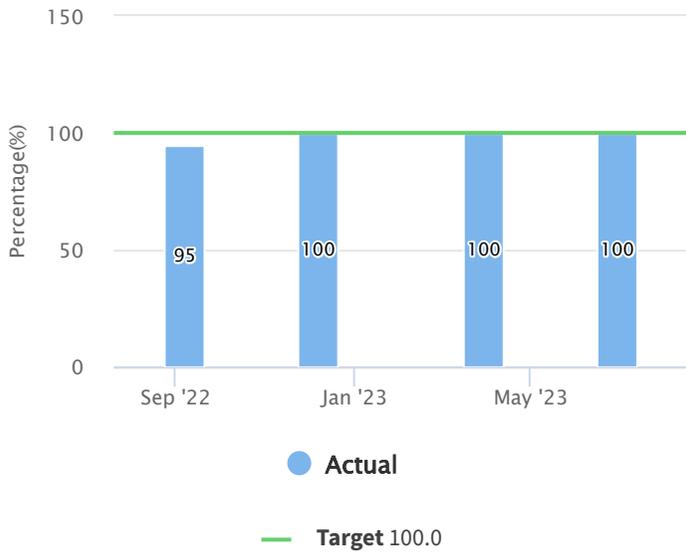
Update this period: HR staff continue to keep the County's information up-to-date in order to recruit top talent.

Update benefits list annually

Update benefits list annually (Goal: 100% complete by April 30, 2023)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 16:33:11



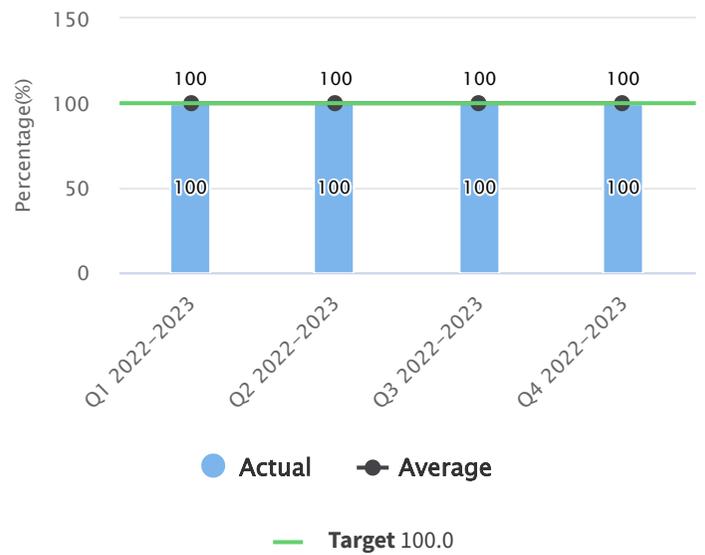
Comment
Changes are made as necessary and at a minimum reviewed annually.

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 13, 2023 16:34:27



Comment
Recruitment is updated per Department Hiring Manager's direction.

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 13, 2023 16:35:18

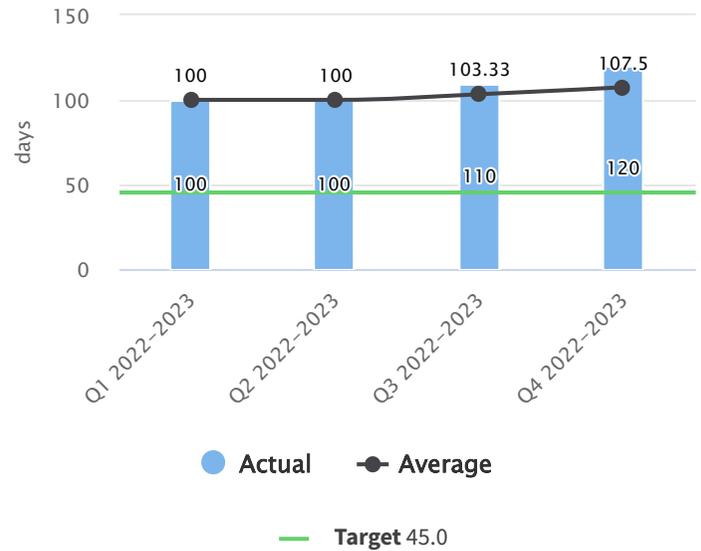


Average number of days that positions are vacant

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 13, 2023 16:42:24



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

Unfortunately the length of time positions remain open has continued to be lengthy. (1/12/2023)

The goal for posting vacant positions is an impossible one to obtain. The length of posting time continues to be lengthy with no end in sight as the COVID crisis in addition to the great resignation has increased unemployment percentages. Therefore, making the recruiting process far more lengthier than it was prior to these "issues". (6/30/2023)

Goal 3.1.10 Jul 01, 2021 - Jun 30, 2023 Completed Progress 100%

Facilitate Human Resources business operations through secure and current automation

Owner: Stacy Moyer

Update provided by Cindy Chapman on Jul 31, 2023 20:42:15

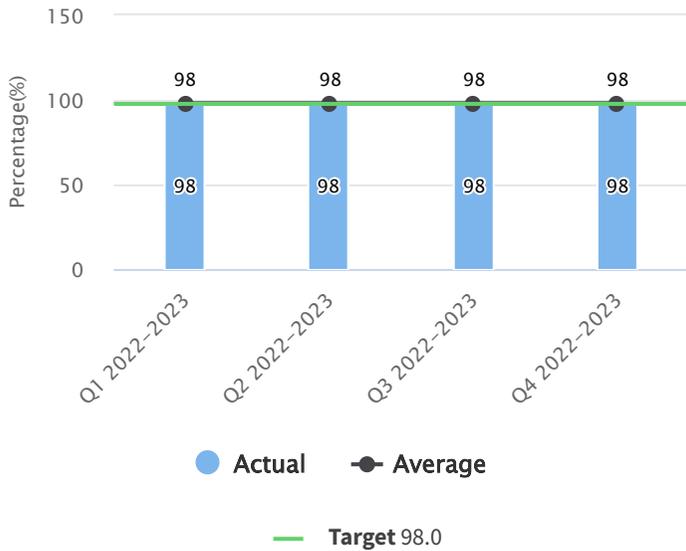
Update this period: HR staff continue to be vigilant in keeping data secure and up-to-date as well as automating as many processes as possible.

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 13, 2023 15:52:46

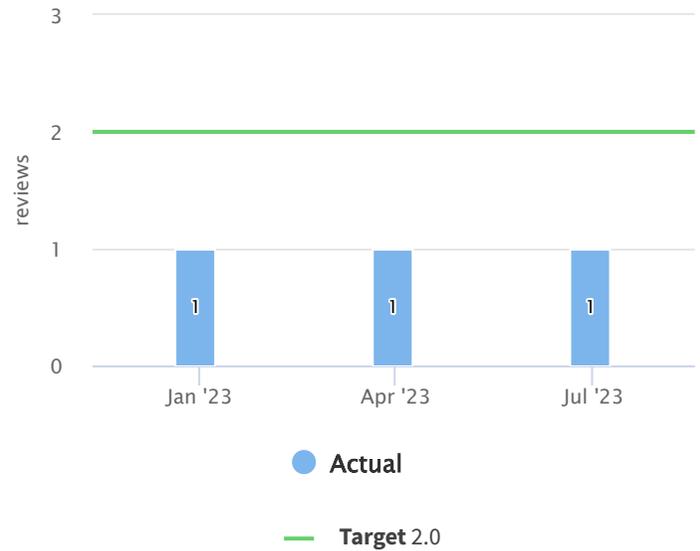


Human Resources website updates

Keep Human Resources website update/fresh (review and refresh bi-annually) (Goal: 2 reviews by June 30, 2023)

Owner: Stacy Moyer

Last Update: Jul 13, 2023 15:53:48



Comment

Website is reviewed at least once per quarter and updated as necessary.

Digital employee files

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

Last Update: Jul 13, 2023 16:18:40



Goal 3.1.23

Ongoing - Ongoing

Completed

Enhance Employee Wellness - Human Resources

Owner: Stacy Moyer

Update provided by Stacy Moyer on Jun 30, 2023 04:00:01

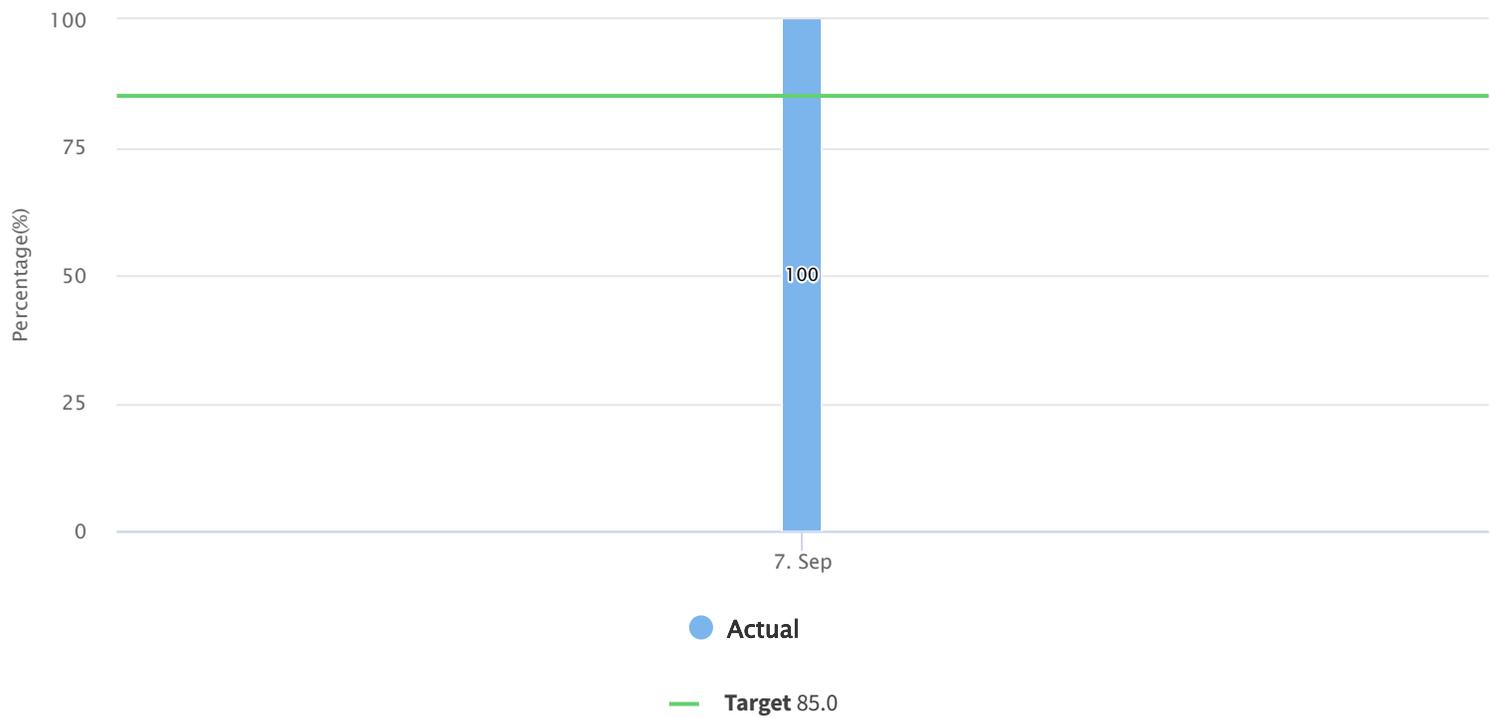
Update this period: This goal will be evaluated at the end of the fiscal year.

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, 2023. (Goal: 85% of Commissioners or greater)

Owner: Stacy Moyer

Last Update: Jan 12, 2023 18:04:23



Comment

Both HR staff birthdays took place in 1st quarter of this fiscal year and both staff members had HRA's completed.