

Rock County Human Resources Department

May 2020

Rock County Human Resources Department

Core Functions

- 1) Hiring
- 2) Personnel Administration
- 3) Salary Administration/Classification Reviews
- 4) Affirmative Action, Inclusion and Diversity
- 5) Collective Bargaining, Contract Administration and Department Work Rules
- 6) Employee Relations
- 7) Insurance and Benefits
- 8) Training
- 9) Safety



HR DEPARTMENT CORE FUNCTIONS

1. **Hiring.** Administer the hiring process for all County departments.
 - Staffing
 - Recruitment
 - Interview
 - Selection
 - Reference and Background Checks
 - Hiring
 - Orientation
 - Onboarding



- In 2019 we had 314 requisitions, posted 279 positions internally and 231 externally (some cover more than one position).
- We have about a **18% turnover rate** for the county. (235 people left County employment in 2019 through retirement, voluntary or involuntary termination, disability or death.)
- The County has many long term employees. **The average years of service of all County employees in 2019 was 10.32 years.**

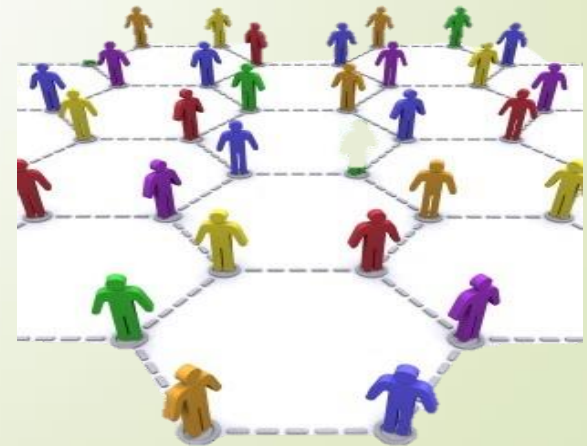
Rock County uses an on-line Applicant Tracking System, **NEO-GOV**, for our recruitment process. From the County website, applicants can directly link into **www.governmentjobs.com** and see a list of all current jobs.

- Job hotline to call and get a list of all current job openings: **608-741-5200**. The message is changed weekly and is in both English and Spanish.
- Rock County Facebook page updated weekly with current postings.
- In 2019 we received 7,816 applications, 7,442 external and 374 internal.

HR DEPARTMENT CORE FUNCTIONS

2. Personnel Administration.

Maintain accurate records of employee status, earnings, promotions, evaluations and disciplinary actions.



Rock County Departments FTE (2020 Budget)

7

Administrator	5
Airport	6
Child Support	32.2
Communications (911)	45.75
Medical Examiner	5.4
Corporation Counsel	11
Council on Aging	8.8
County Clerk	3
Courts	59.4
District Attorney	28.8
Financial Services	12.1
Facilities Management	21
Human Resources	7

Human Services 416.8*

Information Technology	25
Land Conservation	5.75
Planning & Development	7.4
Public Health	33.20

Public Works 80.9*

Real Property Lister	4
Register of Deeds	6.8

Rock Haven 178.6*

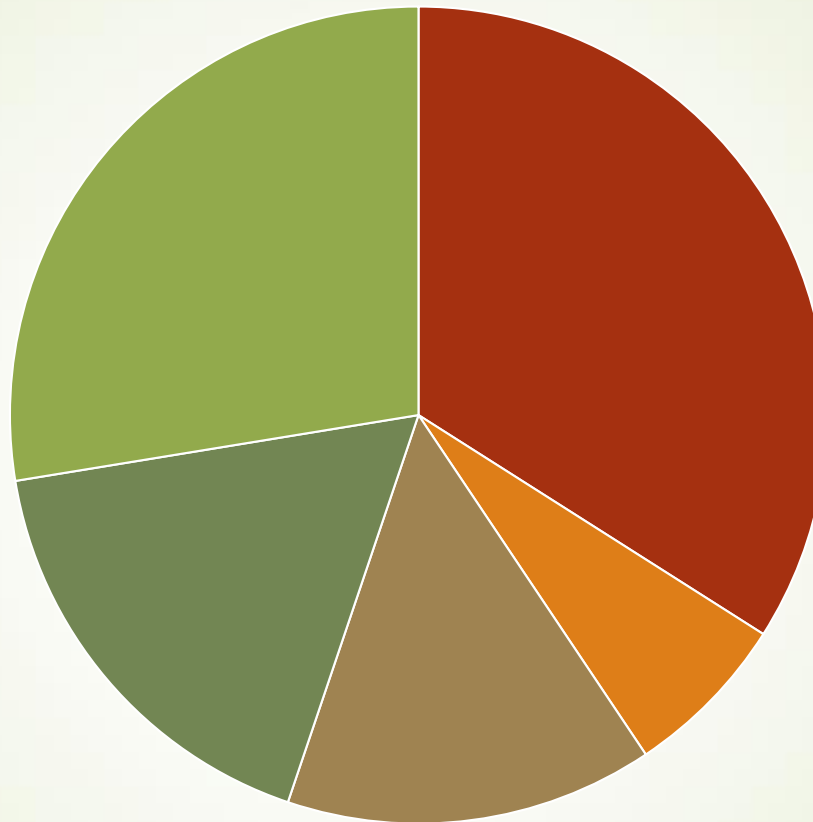
Sheriff's Office 211.35*

Treasurer	5
UW Extension	1.4
Veterans Services	4

*** over 72% of the County's work force
is in four Departments**

TOTAL 1,225.65 FTE

Four Departments Represent 72.4% of Workforce



■ Human Services ■ Public Works ■ Rock Haven ■ Sheriff's Office ■ Other

- There are 1,254 employees working for the county.
 - 1,066 are full time
 - 137 are part time
 - 234 Different Job Classes
 - 51 are irregular part time (seasonal, temporary, limited term, pool or relief)
 - 1106 are hourly
 - 143 are salary
 - 5 are Elected Officials
- Approximately 66.75% are female.
- The average employee is approximately 45 years old.



HR DEPARTMENT CORE FUNCTIONS

3. Salary Administration/Classification Reviews.

Maintain and administer the salary compensation and classification plans (bargained and non-bargained).



- The average wage (salary/FTE) of all employees of Rock County is **\$52,325.28**.
- The State Department of Workforce Development reports the per capita income wage for **all** occupations in Rock County for 2018 was **\$44,204**.
- The cost of a 2020 fringe benefit package (family health, dental, life and retirement) for a full time employee is \$31,131.12. Based on the average wage, the total compensation package in 2020 is \$83,456 (family insurance).
- 15 different pay scales with varying number of steps ranging from 5 to 12 and longevity maximums between 5 and 20 years.



HR DEPARTMENT CORE FUNCTIONS

4. Affirmative Action, Inclusion and Diversity.

Insure fair and equitable treatment of all Rock County employees and applicants.

Diversified and targeted recruitment efforts (job fairs, etc.).

Work Groups and Committees focused on diversity and cultural competence



**Rock
County
Citizens**

160,444

**Rock
County
Employees**

1,254

EEO Category:

Black	3.5 %	4.0 %
Hispanic	6.0 %	4.3 %
Asian/Pacific Islander	1.0 %	0.8 %
American Indian	0.1 %	0.5 %
Total	10.6%	9.6 %



HR DEPARTMENT CORE FUNCTIONS

5. Collective Bargaining, Contract Administration, Work Rules.

Negotiate and administer the labor agreements covering the employees in collective bargaining units (Rock County Sheriff's Office)

Annual review and recommend updates to Personnel Ordinances and Administrative Policy and Procedures.



HR DEPARTMENT CORE FUNCTIONS

15

6. Employee Relations.

Build and maintain positive working relationships with employees

Focus on seeking employee input

Value workforce contributions

Recognize employee milestones and service to Rock County



HR coordinates the work of several Employee Committees:

➤ Employee Recognition Committee

- Years of Service Awards
- Employee Picnic
- Appreciation Tokens
- Community Events: ex. Rotary Gardens, Janesville Jets

➤ Rock N' Wellness Committee

- RECAP Basket Raffles, Recipes
- Healthy Challenges
- Annual Health Fair
- Healthy EE of the Month



Employee Communication

- **'PIECE OF THE ROCK'** – monthly newsletter which goes to all County Employees contains information on new hires, separations, upcoming events and trainings, and other important information for County employees
- Intranet – Employee Announcements and Events
- Employee Surveys and Feedback



HR DEPARTMENT CORE FUNCTIONS

7. **Insurance and benefits.**

Coordinate and maintain the County's insurance and benefit programs.



Health Insurance

- New for 2020, the county is **full-insured for health insurance**. We offer employees a dual choice Point-of-Service plan through Dean or Mercy.
- The county pays 90% of the cost of the Employees' health insurance premium.
- Employees can earn the other 10% of the premium by participating in our wellness program called HEIP - "**Healthy Employee Incentive Program.**"
- In order to qualify for the 10% premium incentive, an employee needs to complete an annual physical with their primary care physician and participate/accumulate points through various wellness activities.
- Rock County offers telemedicine at no cost to those employees enrolled in the Rock County Health Plan. Through our vendor My Ideal Doc, employees have 24/7 access to physicians by video or phone.

Additional benefits that HR administers:

- Dental and vision insurance
- Deferred compensation programs
- Flexible spending account
- Employee Assistance Program
- A retirement plan through the Wisconsin State Retirement System (WRS)
- Life insurance through the Wisconsin State Retirement System
- Voluntary Benefits
 - Short Term Disability
 - Long Term Disability
 - Accident
 - Critical Illness
- Employee Assistance Program



HR DEPARTMENT CORE FUNCTIONS

8. Training.

Provide effective countywide and specialized department training programs for employees.



We provide:

- Professional development opportunities
 - In-house, External, Conference Attendance, User Groups
 - Lunch & learns (coordinated with the insurance wellness program)
 - On-line/Web Access
 - Supervisory Training
 - Workforce Development



HR DEPARTMENT CORE FUNCTIONS

9. Safety.

Insure a safe and secure workplace for
County employees



- Rock County is self-insured for workers' compensation. We work with WMMIC and the County Risk Manager to administer the WC program.
- HR works with Departments for random (CDL users) and for cause drug testing.
- HR Coordinates pre-Employment screening



Rock County Safety Program

- Asbestos abatement
- Blood borne pathogens
- Confined space entry
- Hazard communications
- Hearing conservation
- Lead paint
- Lock/Out Tag/Out
- Protective equipment
- Respiratory protection



Safety Focus Includes:

- CPR/First Aid kits
- Audiograms
- Slips, trips, falls
- Ergonomics
- Lifting
- Breast feeding/pumping rooms
- First responders
- AEDs
- Specialized courses
- Fire extinguishers
- Extension cords
- Training records
- Refresher courses
- Space heaters
- Pre-employment physicals
- Workplace accommodations



Meet the Rock County Human Resources Department





Rock County



Human Resources

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