

Fiscal Year 2009/2010 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; 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. Benefit Administration – Administers Employee Benefit Programs including Group Health Insurance Programs (PPO and HMO), COBRA, IMRF, 457 Plan, Employee Assistance Program, etc. Answer any employee questions, provide information and resolve any problems. Coordinate wellness program including annual Health Risk Assessment and educational programs. 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 – Employee communications, collective bargaining, grievance processing/dispute resolution (union and non-union), open door policy fostering employee relations. Negotiate and administer seven different collective bargaining agreements in five separate departments	Departments, County Board, and employees. County Board, County Departments, Administration All employees. Departments and applicants. Departments, County Board, and employees. Departments and all employees. All employees.	FMLA, ADA, and FLSA. Non-mandated COBRA, HIPPA, IL Pension Code Non-mandated Non-mandated Non-mandated National Labor Relations Act/IL State Law	General Fund General Fund General Fund/IMRF General Fund General Fund General Fund