

Department of Human Resources

2020 Executive Proposed Budget

Core Programs & Functions

Consistent with the principles of merit and fitness, and a workplace free of harassment and discrimination, it is the mission of the Department of Human Resources to recruit, train, support and retain the most capable workforce for Westchester County Departments and over 120 local government agencies to ensure that the public benefits from a talented, diverse workforce able to meet the needs of a dynamic County.

Administrative Services

- Oversees pre-employment background and criminal records checks, eligible list restrictions, fit-for-duty evaluations, required drug testing, and federal/state mandated medical services.
- Oversees Office of Equal Employment Opportunity/Affirmative Action for County Employees.
- Commissioner serves as a member of the Deferred Compensation Board.

County Department Services

- Administer New York State Civil Service Law and Westchester County Civil Service Rules for all County departments, Westchester Community College and the Westchester Medical Center.
- Meet and work closely with County departments, including Westchester Community College and the Westchester Medical Center to review various classification, compensation and organizational proposals in order to provide advice and facilitate requests.
- Conduct comprehensive salary surveys as needed.
- Prepare, modify and review job descriptions for all titles in County departments and Westchester Community College and the Westchester Medical Center.
- Meet and work closely with departmental representatives to review proposals, provide advice and facilitate staffing changes and discuss opportunities for budgetary savings.
- Administer various provisions of negotiated labor agreements for all County departments.
- Conduct layoff analyses for all County departments including Westchester Community College and the Westchester Medical Center.

Employee Records and Data Management

- Audit and maintain required detailed employment and position records for all County and local employees and perform payroll certification for civil service compliance.
- Ongoing support and oversight of various applications used in Human Resources for services throughout the County such as the HR/Payroll system, the Building Access Control system, background check applications, and OnBase Document Management system.
- Oversee Countywide compliance with the Family Medical Leave Act by centralized administration of the provisions of this law. Provide training to departmental representatives as needed to ensure on-going compliance.

Core Programs & Functions

Local Government Services

- Administer New York State Civil Service Law and Westchester County Civil Service Rules for 122 local government agencies (Towns, Villages, Cities of Rye and Peekskill, school and special districts) under the County's civil service jurisdiction.
- Meet and work closely with local governments and school districts to study positions, review proposals for new positions, train contacts in basic civil service reporting requirements, provide advisement on both routine and complex civil service issues and facilitate requests.
- Conduct layoff analyses for local municipal governments, school and special districts due to reductions in the work force.
- Maintain the classification plan and prepare, modify and review all job specifications for titles used in local jurisdictions.

Talent Management and Exam Administration

- Arrange and administer required written, performance, agility and medical examinations which conform to all civil service and civil rights laws. Approximately 12,000 applications are reviewed annually.
- Prepare, certify and audit all civil service eligible lists and audit all eligible list appointments for compliance with civil service law for all County departments and local municipal agencies.
- Develop recruitment campaigns for difficult to recruit positions and expand the candidate pool with targeted populations. In addition, recruitment efforts have been developed for the digital age and moved into social media arenas such as LinkedIn in order to increase the pool of qualified candidates who apply for the County's civil service exams and respond to job postings.
- Lead Countywide staff development and planning initiative to enhance employee professional development, meet State mandates for workplace violence and harassment prevention training, develop supervisors, enhance customer service, orient new employees, improve employees' job skills, and to develop employees' career growth with the government through tuition reimbursement and reduction programs.

Budget Summary

ITEM	2019	2020
Operating Positions	43	46
Trust Positions	0	0
TOTAL POSITIONS	43	46
Personal Service	3,701,275	4,089,705
Equipment	0	0
Materials & Supplies	28,100	39,600
Contractual Expenses	901,240	1,078,816
Inter-Departmental Charges	612,546	682,311
TOTAL EXPENDITURES	5,243,161	5,890,432

Budget Summary

ITEM	2019	2020
Inter-Departmental Revenue	883,354	770,890
Departmental Revenue	561,600	761,600
State & Federal Aid	0	0
TOTAL REVENUE	1,444,954	1,532,490
DEPARTMENT TAX LEVY	3,798,207	4,357,942

New Initiatives & Highlights

- Coordination and implementation of new provisions of sexual harassment prevention training and expansion of other programs in accordance with New York State mandates.
- Participate in development and implementation of Safe Leave Act and Earned Sick Leave legislation.
- Enhance the exam system to electronically send admission notices to candidates, reducing expenses and increasing accuracy and efficiencies within the unit.
- Seek ways to make the website more intuitive and user friendly by encouraging candidates to apply on line and allow candidates to view exam history and eligible lists on line.
- Continue to work with the Drug Free Workplace work group to review the County's Drug Free Workplace Policy including Reasonable Suspicion procedures, Pre-Employment Testing policy and clarifying/updating testing protocols and policy in response to any new legislation.
- Collaborate with DoIT to expand the jobs in demand section of the HR website to develop and maintain a comprehensive listing of all active job opportunities.