

# Westchester County Department of Human Resources

2024 Executive Proposed Budget

# Core Programs & Functions

- Support the daily operations of government Human Resources and Civil Service administration, including overseeing pre-employment background checks, and required drug testing.
- Administer New York State Civil Service Law and Westchester County Civil Service Rules for all County departments, Westchester Community College, Westchester Medical Center, and more than 120 local jurisdictions, which includes reviewing classifications, compensation and organizational proposals.
- Audit and maintain all employment records and perform payroll certifications.
- Review applications for roughly 12,000 exam candidates per year and administer written, performance and agility exams, including regularly scheduled Continuous Recruitment exams.
- Prepare certify and audit all civil service eligible lists and list appointments.
- Oversee the Office of Equal Employment Opportunity as well as reviewing Workplace Violence Forms.
- Develop and conduct various trainings throughout the year, including compliance with state mandated trainings.
- Prepare, review and modify all job descriptions and conduct public hearings for jobs recommended to be included in jurisdictional classifications outside the competitive class.
- Oversee Countywide compliance with Family Medical Leave Act.

# Budget Summary

ITEM	2023	2024
Operating Positions	52	52
Trust Positions	0	0
<b>TOTAL POSITIONS</b>	<b>52</b>	<b>52</b>
Personal Service	4,873,222	4,908,373
Equipment	0	0
Materials & Supplies	39,956	29,100
Contractual Expenses	1,148,390	1,190,385
Inter-Departmental Charges	685,776	805,123
<b>TOTAL EXPENDITURES</b>	<b>6,747,344</b>	<b>6,932,981</b>

# Budget Summary

ITEM	2023	2024
Inter-Departmental Revenue	467,921	777,932
Departmental Revenue	561,600	261,600
State & Federal Aid	0	0
<b>TOTAL REVENUE</b>	<b>1,029,521</b>	<b>1,039,532</b>
<b>DEPARTMENT TAX LEVY</b>	<b>5,717,823</b>	<b>5,893,449</b>

# New Initiatives & Highlights

- Continued to play a central role in the review, testing, and configuration of the significant update to our HR/Payroll system.
- Managed the annual Financial Disclosure Statements for all officers and employees required to file; collaborating with IT on automating this process.
- Created new Ethics Training in accordance with the new Ethics Code.
- Revised the County's lactation policy in accordance with new State laws.
- Expanded our recruitment efforts involving social media; hired a new Recruitment Specialist to focus on this and other outreach initiatives.
- Moved Tuition Reimbursement application online.
- Relaunched the secure website for Local municipalities that allows them to access forms, procedure manuals and other information.
- Instituted quarterly meetings with representatives from the local municipalities to discuss issues and create better communication.