



*Andrew J. Spano, Westchester County Executive
County Board of Legislators*

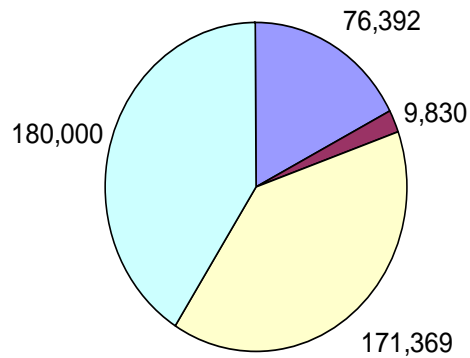
Budget Presentation
2009

*Department of Human Resources
Paula Redd Zeman, Commissioner*

SAFETY & SECURITY SERVICES

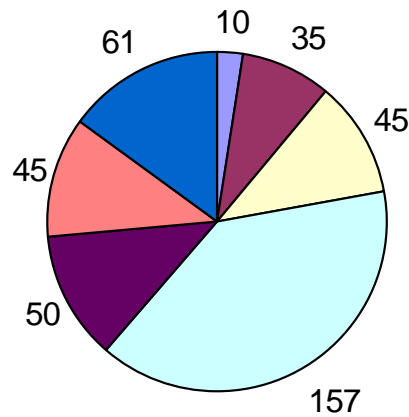
This area continues to expand in its third full year of operation as departmental efforts are centrally coordinated by Human Resources and its third-party administrator. Growth has centered on medical examinations for safety sensitive and CDL operator positions. Random drug testing, which began in 2006 for police officer and ride operators, will continue. Criminal record checks of prospective employees for the past twelve months were 1,657.

PROGRAM EXPENSE



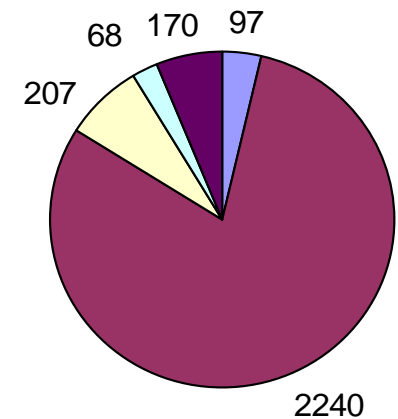
- Salaries = 76,392
- Specialized Supplies = 9,830
- Fingerprint Fees = 171,369
- Medical/Drug Testing = 180,000

MEDICAL EXAMS



- Police = 10
- ES = 35
- CDL = 45
- PRC = 157
- DPW = 50
- DEF = 45
- LEAD = 61

DRUG SCREENING



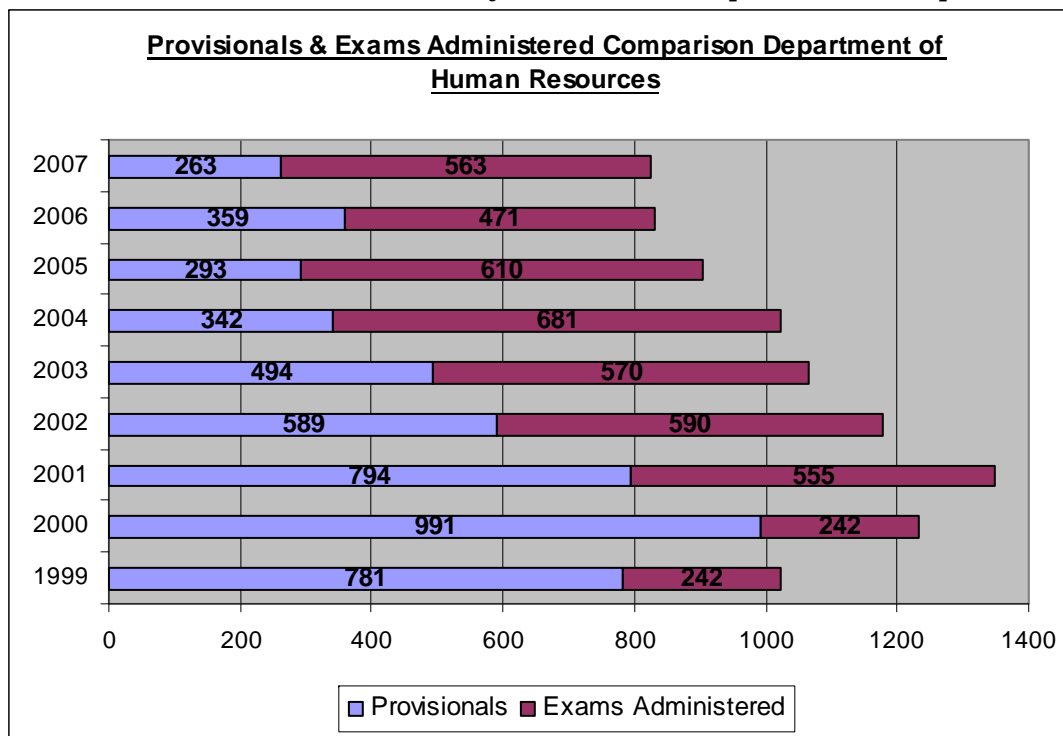
- CDL = 97
- TLC = 2,240
- Pre Employment = 207
- Police = 68
- Playland = 170

CIVIL SERVICE COMPLIANCE

The 2009 Budget Request for the Department of Human Resources maintains an adequate funding level to insure the primary objective of the department - to insure compliance with the New York State Civil Service Law is achieved.

Key indicators to insuring the requirements of the New York State Civil Service Law are being properly administered are the level of provisional appointments – employees appointed other than through competitive examination, and the outcome of bi-annual payroll certification verification.

The New York State Department of Civil Service requires all local, municipal commissions to submit annual reports. Central to this report is the number of provisional appointments existing as of December 31st of each year. Controlling the level of provisional appointments requires holding civil service examinations, establishing eligible lists and certifying those lists against the provisional appointments to maintain the integrity of the system of appointment based on merit and fitness. The following depicts graphically the number of examinations held annually, as well as the provisionals reported to the State.

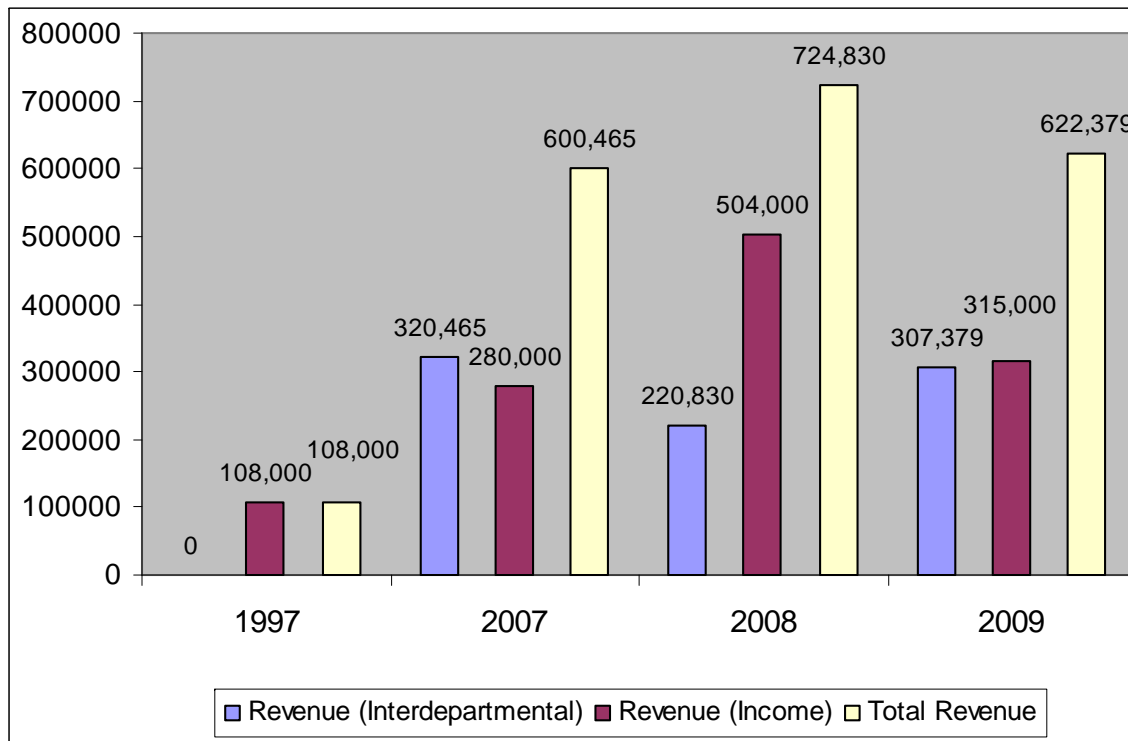


The payroll certification audit process is administered twice annually for all Towns, Villages, School Districts, Special Districts, the Cities of Rye and Peekskill and the Westchester Health Care Corporation. Westchester Community College has been added as an agency for this process since they now produce their own payroll. The purpose of this audit is to insure those individuals who appear on the payroll have been appointed in accordance with the provisions of the New York State Civil Service Law. Any exceptions must be corrected by the local jurisdiction or be subject to further action through referral to the State Comptroller or County Attorney.

DEPARTMENT REVENUES

Although the Department of Human Resources, as a service agency, is not generally viewed as a source of revenue, over the years we have attempted to mitigate the cost of services provided. As other counties in the State, we do charge application fees to apply for civil service examinations and recently instituted criminal record check fees for prospective full-time annual employees. In addition, we receive departmental reimbursement for limited services. The revenue difference between 2008 and 2009 projected is the Police Officer examination held November 15, 2008.

Departmental Revenues



NEW INITIATIVES:**HUMAN RESOURCES WEBSITE**

The Department of Human Resources website continues to be the most popular County site receiving over 200,000 visitors a year. This is for two main reasons: people need jobs and Westchester County is an attractive employer. Since 1998 we have posted examination announcements and position openings. Secondly, our website has comprehensive information that people need relating to civil service, job specifications and a wealth of human resources data. Last year we began a project to completely redesign the website making it even more helpful to those who access it by organizing the site in three targeted categories – Job Seekers, County Employees and Local Governments. It minimizes the need to weed through information that doesn't pertain to the individual accessing the site and allow people to concentrate on searching their particular areas of interest. This redesign is more attractive and much more user friendly.

EXAMINATION ADMINISTRATION

We continue to reap the benefits and receive accolades on our comprehensive automated examination administration system. This state-of-the-art system has the flexibility to help us achieve efficiencies while maintaining accuracy. This year we have begun a system enhancement that would incorporate the development of an online, web-based examination applications and fee payment process. This automated application process will significantly increase public access, effectively expanding office hours for submission of application to 24 hours per day, while at the same time reducing data entry and achieving additional administrative efficiencies. We hope to have this complete by summer of 2009.

TIME AND LEAVE ADMINISTRATION

The decision to centralize Westchester County Family Medical Leave Act (FMLA) function within the Department of Human Resources is a key factor in the County's ability to accurately track and comply with mandated federal regulations. Establishing one point person to advise and counsel administrative staff and employees on the FMLA regulations and applications will ensure a consistent approach overall. With a consistent approach across all departments, the exposure to litigation involving time taken as protected leave will be significantly reduced. A centralized function will also enable timely and accurate reporting, training for new staff on FMLA mandated regulations and statistical reporting countywide.

TRAINING AND REDEVELOPMENT PROGRAM

The Westchester County Employee Training and Redevelopment Program will coordinate and enhance staff development county-wide, focusing on programs designed to orient new employees, improve job skills and develop career growth to improve succession planning. The program aims to make employees more efficient, effective service providers; to help develop and retain employees; and to limit the county's liability through ensuring an adequately-trained workforce. The initial strategies of the program include researching and establishing mandatory supervisory training, expanding on new hire orientation, and coordinating "refresher" training sessions concerning new policies and procedures. A Training Coordinator in Human Resources will spear-head implementation of the program, working with Training Liaisons assigned from each department.