HUMAN RESOURCES

MISSION

The mission of Durham County Government's Human Resources Department is to advance organizational goals by recruiting, developing, and retaining excellent employees.

PROGRAM DESCRIPTION

The Human Resources Department's purpose is to maximize the County's human resources investment by removing barriers to productivity. The Human Resources Department achieves this goal through the following programs:

(a) Recruitment and Selection-attracting and hiring the best available candidates;
(b) Classification and compensation-maintaining internal equity and external competitiveness;
(c) Employee Relations-maintaining an organizational climate conducive to positive and effective communication;
(d) Policy Development- providing clear guidelines for day to day work issues;
(e) Training and Development-improving and expanding human resources capability and productivity;
(f) Benefits Management- ensuring comprehensive, competitive, and cost effective coverage;
(g) Records Management - maintaining an efficient and legal record system; and
(h) Performance Review-providing specific feedback to improve performance and rewarding results achieved.

2002-03 ACCOMPLISHMENTS

- Completed the bid for new benefit providers with additional enhancements for employees.
- Added Long Term Care and Legal Insurance and reduced cost for Life Insurance, long-term and short-term Disability.
- Eliminated steps for pay ranges.
- Conducted job fairs at local educational institutions.
- Conducted Annual Benchmark study to maintain a competitive pay plan.
- Developed Position Establishment and Review Procedure.
- Developed Compensation Procedure and conducted roundtables and meetings.
- Archived applicant tracking historical data on CD-ROM.
- Implemented five percent (5%) pay-for-performance increase for eligible county employees.
- Designed and developed "Staying Connected" HR Newsletter for Department Heads.
- Developed RFP for new EAP provider and awarded contract.
- Revised Funeral Leave policy, Compensation, RIF, Training and Development and Tuition Assistance procedures, and published those policies via the Internet.
- Produced the Sexual Harassment Statement, Performance Management Process Manual and Instructions booklet on the Intranet.
- Developed, implemented and evaluated first module of the Department Head School curriculum.
- Offered mandated sexual harassment prevention training for all employees.
- Piloted computer based sexual harassment prevention training and evaluated effectiveness.

2003-04 OBJECTIVES

- Develop alternatives for health insurance that are more affordable to families.
- Revise supervisory manual and make available via the Intranet.
- Develop new classification series to incorporate County and DHHS positions.
- Conduct a Climate Assessment Survey for all employees.
- Develop and implement new Department Head orientation.
- Collaborate with educational institutions to promote non-paid internships.