Fiscal Year 2007/2008 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 Employee Benefits – 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 Human Resources			
Administration – Develop personnel policies, legal compliance, disciplinary issues, EEO compliance, Human Resource planning, and maintain personnel and payroll records.	Departments, County Board, and employees.	FMLA, ADA, and FLSA.	General Fund
Position Control/Budget Support – Develop and maintain Departmental Rosters; 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.	County Board, County Departments, Administration	Non-mandated	General Fund
Recruitment and Placement – Advertising, job posting, scheduling physical examinations, and new employee orientation.	Departments and applicants.	Non-mandated	General Fund
Compensation/Classification – Perform wage and salary analysis and administration, classification determination, job analysis, job descriptions, and job evaluations.	Departments, County Board, and employees.	Non-mandated	General Fund
Training and Development – Provide career planning and development; training selection, skills training, supervisory training, and assessment, development and design.	Departments and all employees.		General Fund
Labor and Employee Relations – Provide recognition programs, employee communications, collective bargaining, grievance processing (union and non-union) non-union employee relations. Negotiate and administer five different collective bargaining agreements in three separate departments	All employees.	National Labor Relations Act/IL State Law	General Fund