



# WASHOE COUNTY

HUMAN RESOURCES  
PLANNING FOR THE FUTURE  
Presented: November 2015





# Agenda

- **Provide overview of Washoe County's Department of Human Resources responsibilities and services**
- **Plans for the future**

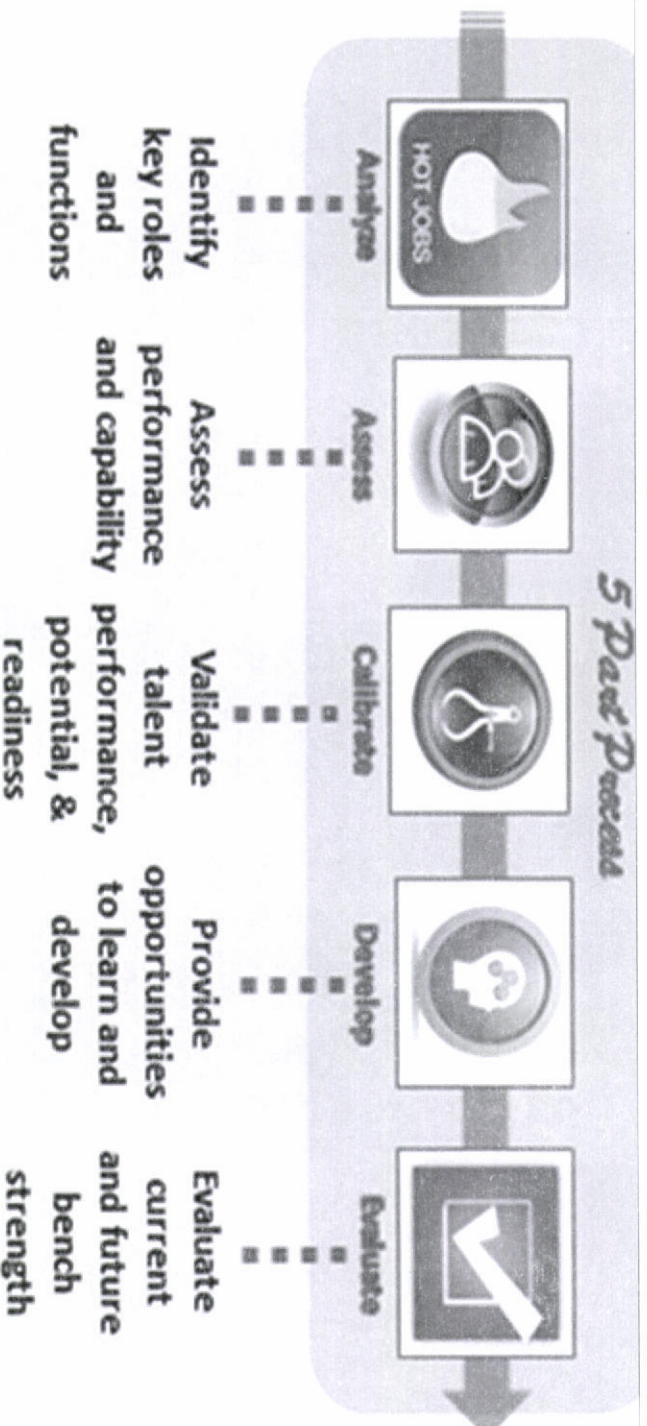


# HR Lines of Business



# Workforce Development

## Succession Management



### Build a Talent Pipeline

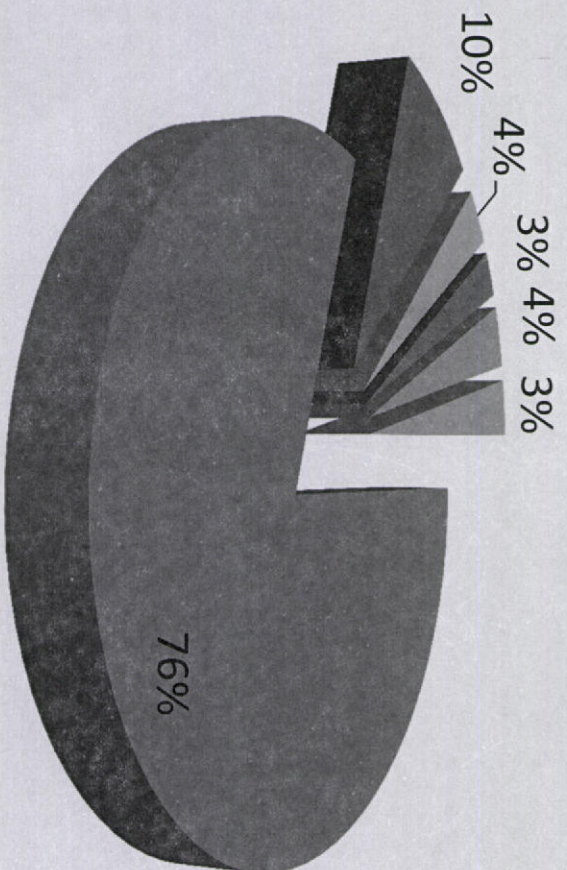
An on-going business process that fills talent pools with people capable of stepping into critical roles in the future.





# Workforce Analysis

**24% of the current workforce will be eligible to retire between 2015 and 2019**



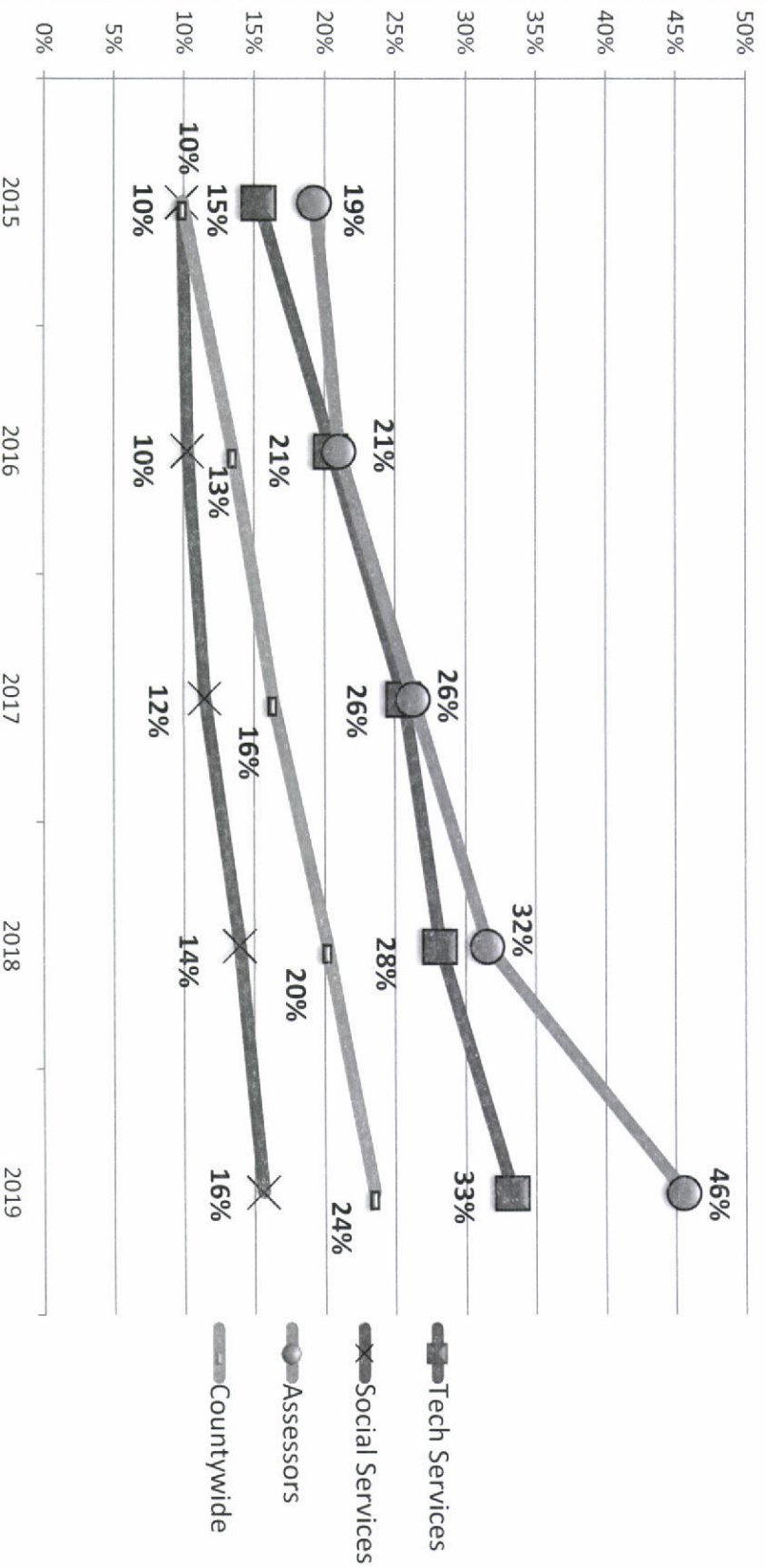
- Employees 2015
- Eligible to Retire 12/31/15
- Eligible to Retire 12/31/16
- Eligible to Retire 12/31/17
- Eligible to Retire 12/31/18
- Eligible to Retire 12/31/19



# Workforce Analysis

## Complete Workforce Analysis for all Departments by January 2016

### Percentage of Eligible Retirees from Sample Departments

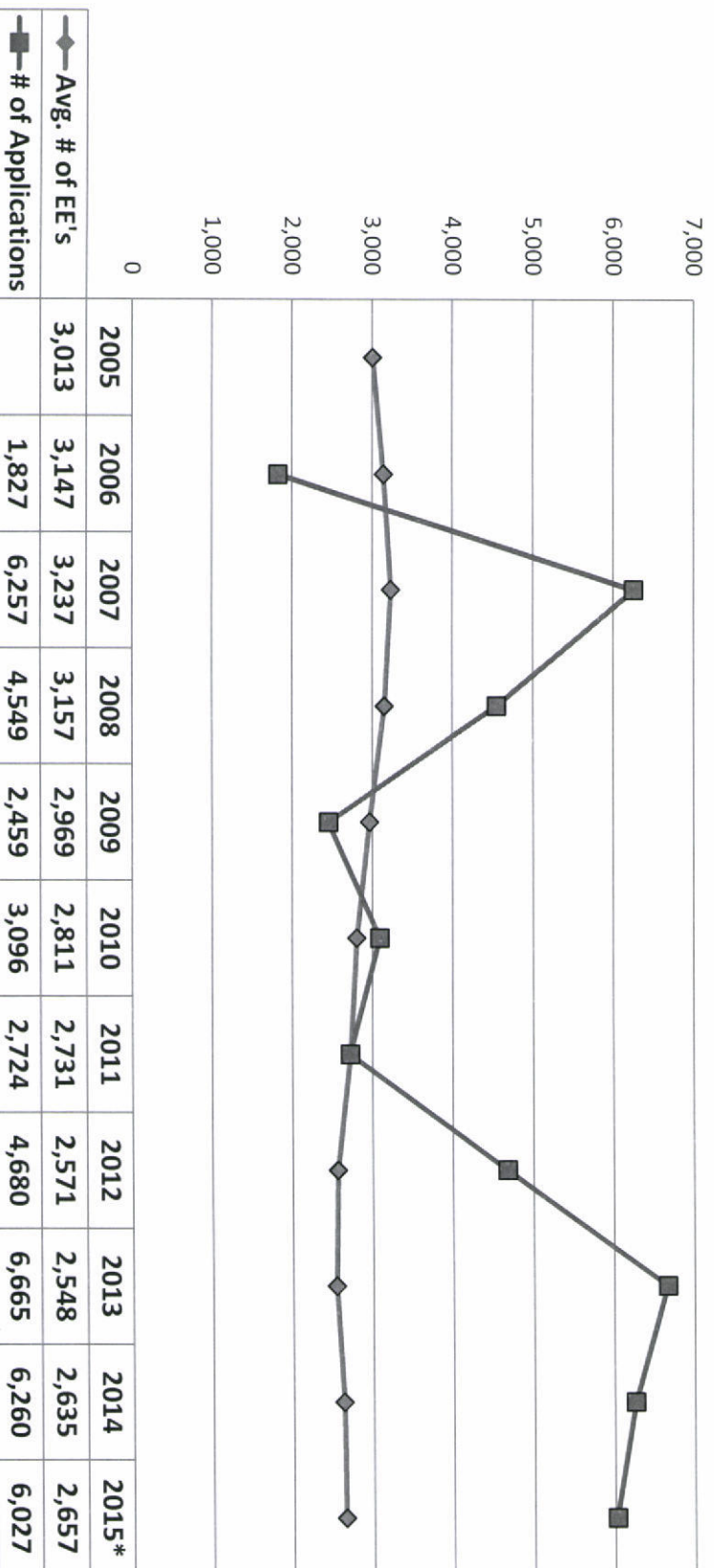




# Recruitment and Selection

Washoe County follows the Merit Personnel System which means competitive examinations are used in the selection process and the most qualified individuals are selected for hire or promotion. A merit system utilizes fair and unbiased recruitment and selection procedures.

**Average # of Employees vs. # of Applications Received**





# Training

- Preventing Workplace Harassment Online Policy Training Implemented 1/1/15
- Promote Yourself! Mini Certificate Program Implemented 1/1/15
- 2016 New Certificate programs
  - Essentials of SAP for HR Rep
  - Essentials of SAP for Financial Staff
  - Leadership Program

	Total Classes	Total Hours	Participants	Participants Hours	New Classes	EPS Certificates
Actual Total FY 12/13	99	308	2685	6696	10 New Classes	15
Actual Total FY 13/14	104	279.5	2755	6461.5	13 New Classes	25
Actual Total FY 14/15	74	259	2763	5516.5	3 New Classes	10
Year to Date FY 15/16	26	88	1016	2407	0 New Classes	12

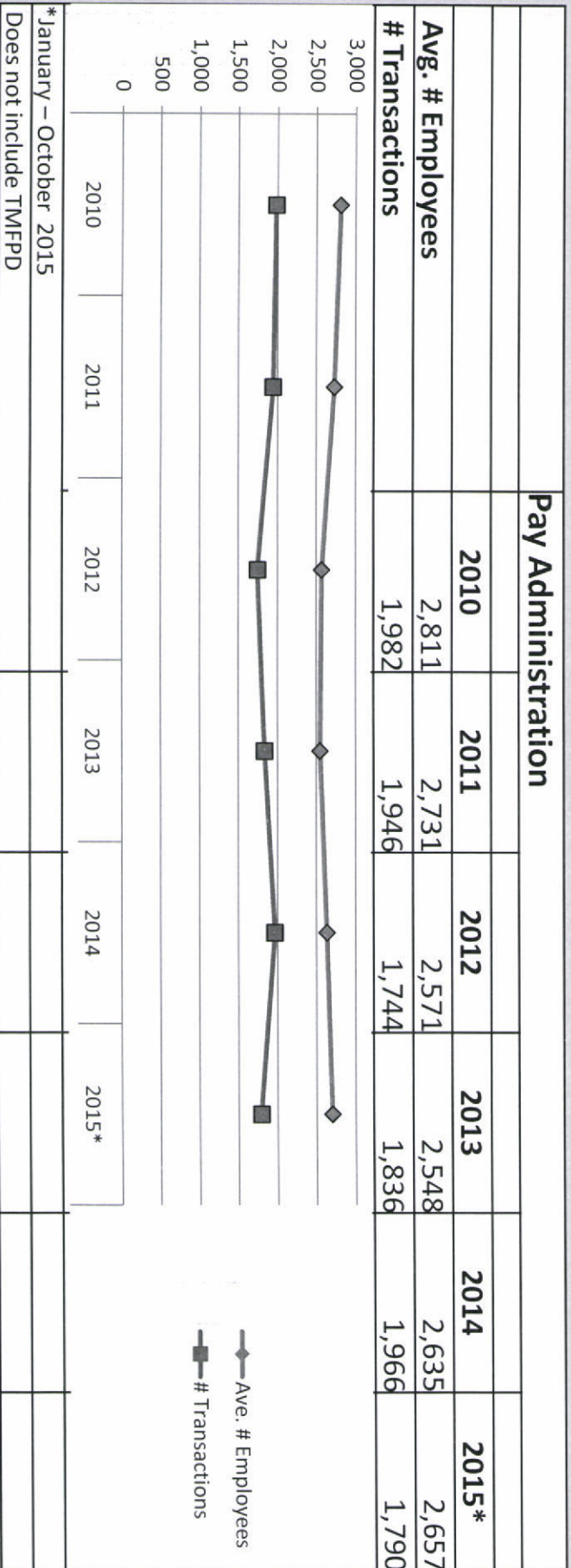




# Technical Processing

Approx. 2,000 transactions per year:

- Audit/Assist HR Reps
  - Hire/Rehire
  - Merit
  - Position Reassignment
  - Promotion/Demotion
  - Reclass/EE Group Change
  - Salary Adjustments
  - Separations
  - Transfers
- 30 Departments - 50 plus HR Reps**
- Train and Troubleshoot Problems
  - CDL Testing/Last Chance Agreements
  - Fingerprinting/Background Checks
  - Contract/Code Interpretations
  - PERS Liaison
  - Maintain HRMS





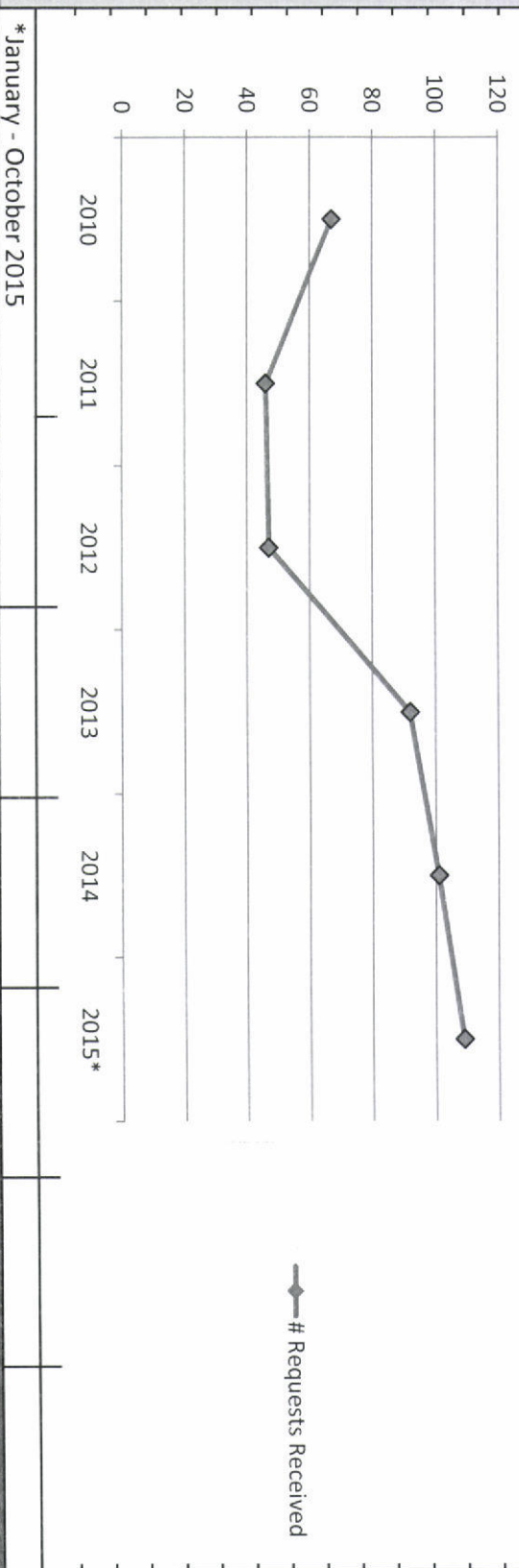
# Technical Processing

## Classification & Compensation Plan Refresh Project - 2015 Kick Off:

- Review Comparator Organizations
- Develop Occupational Groups; Begin Cyclical Reviews
- Review Benchmark Jobs and check job evaluations for consistency
- Review Wage/Salary Schedules (Policy) and Pay Administration Practice

	2010	2011	2012	2013	2014	2015*
# Requests Received	67	46	47	92	101	109

# Requests Received





# Benefits and Labor Relations

## Benefits Administration

- **Benefits Administration** coordinates, manages and supports:
  - 2,657 Active Employees (2,283 benefited employees)
  - 1,426 Retirees

## Labor Relations/Employee Relations

- Washoe County has 11 labor association representing employees in the workforce.
  - 10 labor contracts are up for negotiation in 2016
- Labor Relations handles all contract issues and/or employee relation concerns
  - Support departments to help resolve employee conflicts
  - Investigation of Title VII complaints
  - Represents the County in grievance and arbitration hearings



# Going Forward

**We are not replacing employees -  
we are hiring for the future**

- Workforce Analysis will be completed by January 2016
- Succession Management is ongoing
- Recruitment will be using outreach and targeted advertising
- Organizational Design will become a factor in future staffing decision
- Leadership Program will develop our future leaders



# Recap

