

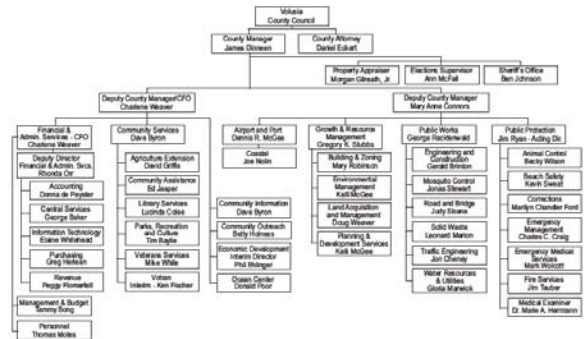
Welcome to



Personnel Division



Volusia County Organizational Chart



**Personnel Services**  
**Functional Areas**

- HR Administration
- Employment
- Classification & Compensation
- Payroll / Employee & Position Status Maintenance
- Benefits
- Wellness
- Training
- Safety
- Risk Management/Claims
- Records Management
- Pension
- Employee/Labor Relations



**Employment**

- Employment Section is vital to the county's mission of obtaining and retaining quality employees equipped with the knowledge, skills and abilities to perform duties efficiently and effectively
  - Advertise employment opportunities
  - Screen applicants to verify that they meet the job requirements
  - Develop, conduct and/or assist with testing, interviewing and hiring processes
  - Career counseling for employees and applicants
  - Job Fairs / Special needs/accommodations



## ***Employment***

October 2007 - September 2008 (Fiscal Year)

- New Hires  
Full Time = 286    Part Time & Seasonal = 230
- Applications Processed 29,394
- Test Development and Employment Tests  
– Administered In-House 56  
(Beach Services, Fire Services, Corrections, Sheriff's Office, Clerical)



## ***Classification & Compensation***

- Maintain position classification system
- Position tracking, audits and reclassifications
- Wage surveys
- Maintain three pay plans
  - Sheriff Deputies
  - Firefighters
  - Non-union employees – general compensation plan



## ***Employee/Position Status Data Management***

- Maintain database
  - Payroll deductions (taxes, garnishments, child support, etc.)
  - Employee information
  - New hires, pay changes, transfers, promotions, terminations, retirement, family medical leave or other leave of absence



## ***Benefits***

- Self-insured health plan
  - Maintain provider network
  - Liaison between employees and claims administrator
  - Insurance questions and assistance
- Employee Assistance Program
- Partial Tuition Reimbursement Program
- Computer Purchase Program
- Employee Recognition Program



### ***Wellness Program***

- Wellness Centers open 24/7
- Fitness Programs
  - Individualized or group; cardio, weights, stretching, custom
  - Lower blood pressure, help control diabetes, manage weight
  - Utilize college interns specializing in exercise science
- Nutrition Programs
- Award winning program
  - 2005 Gold Award from Wellness Councils of America
  - 2000 Silver Award; 1996 & 1993 Bronze Awards



### ***Training Program***

- Provide employees with additional knowledge, skills and abilities to better perform their jobs, remain current in employment related laws and/or prepare for promotional opportunities within the organization
- Address specific needs of departments for overall organizational mission and goals
- Training is developed and delivered in-house to afford employees the necessary training while saving money by not hiring outside training consultants
- Between October 2007 and September 2008, Personnel conducted 219 classes, comprising 2098 total attendees



### ***Types of Training***

- |  |                                    |
|--|------------------------------------|
| Sexual Harassment                      | Communication                      |
| Customer Appreciation Master's Program | Stress Management                  |
| Customer Service/Irate Customer        | Time Management                    |
| Performance Evaluation                 | Work Management Skills             |
| Workplace Safety, Health and Wellness  | Job-related Safety                 |
| Workplace Violence                     | Emergency/Disaster Preparation     |
| Diversity                              | Supervisory Training Series        |
| Computer Applications                  | Drug-Free Workplace Policy         |
| Executive Level Training               | Accounts Payable                   |
| Ergonomics                             | Requisition of Supplies/Purchasing |
| Citizen Information Center/EOC         | Budget Preparation                 |
| Payroll                                |                                    |



### ***Safety***

- Facility and Field Inspections
- Employee and Group Training
- Emergency Evacuation Drills
- Workplace Safety Plans



### ***Risk Management***

- **Loss Control**
  - Physical exams: post-offer employment, fitness for duty, return to work and annual physicals
  - Random, CDL and reasonable suspicion drug testing
  - County employee driver’s license checks
- **Claim Administration**
  - Worker’s compensation claims and follow up treatment
  - Liability, property and physical damage claims handling
  - Light Duty/Return to Work Program
- **Insurance Administration**
  - Purchase/renew insurance policies



### ***Records Management/Retention***

- Maintain Volusia County’s personnel files
- Public records requests
- Employment and/or income verification
- Confidentiality of employee or customer social security numbers or personal information per FS 119

### ***Community Service Worker Program***

Personnel coordinates with Court Administration to utilize persons court ordered to perform community service as part of their misdemeanor court sentencing

- 1207 Community Service Workers utilized countywide
- 50 County worksites utilized program
- 14,815 recorded hours (approx. \$138,226 or 7.12 Full Time Employees)



### ***Pension***

Fiscal Year Oct 2007 – Sept 2008

▪ Retirements	86
▪ Deferred Retirement Option Program	36
▪ Information Request	156
▪ Plan Changes	
▪ Defined Benefit to Investment Plan	98
▪ Investment to Defined Benefit	1



### ***Employee/Labor Relations***

- Administration of Federal and State Employment Laws, e.g.,
  - Fair Labor Standards Act
  - Americans with Disabilities Act
  - Family & Medical Leave Act
  - Worker’s Compensation / Drug-free Workplace
  - Veteran’s Preference
  - Equal Employment Opportunity
    - EEO Short Plan filed with Dept of Justice every 2 years (Rec’d 2 EEO Complaints in FY 07-08)
- Administration of Volusia County Merit System Rules and Regulations
  - Code of Ethics
  - Performance Improvement, Discipline, Grievance and Appeals
  - Personnel Board - 2 appeals before Board in FY 07-08
  - Pay and Benefits Outline
  - Policies and procedures
  - Change of policies – how it affects the unions
- Negotiation and Administration of Collective Bargaining Agreements
  - Collective Bargaining Units
    - Teamsters (Sheriff’s Office)
      - 384 Covered Positions
    - International Association of Firefighters (Fire Services)
      - 187 Covered Positions



*“Oh, My Lloyd”*

**Employee relations exercises**

ADA (ADAAA), 29 CFR 1601  
FMLA, 29 CFR 825  
Veteran’s Preference, F.S. 295.07



*Questions?*

