



Bureau of Human Resources

FY2014 Budget Presentation

October 18, 2013

032-Department of Human Resources

019-Employee Appeals Board



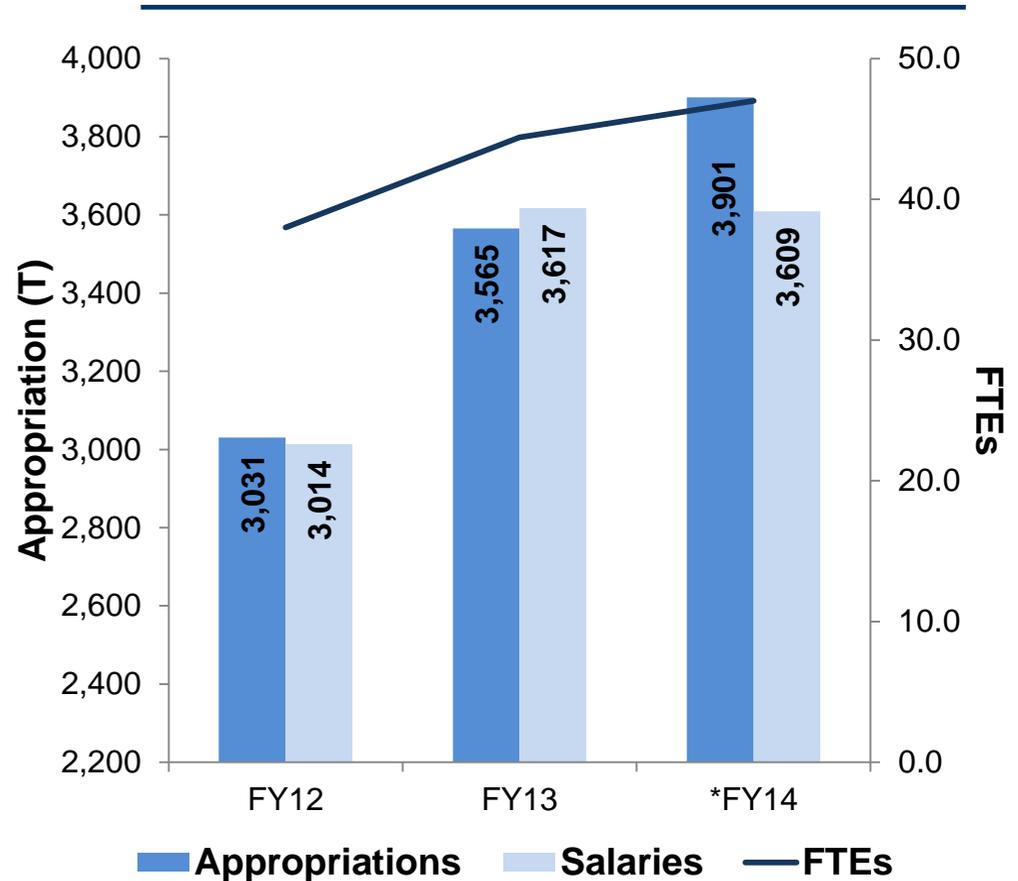
Department of Human Resources

FY2014 Budget Presentation

Mission

To ensure that the Offices Under the President attract and retain motivated, well qualified County employees. To provide management with the personnel tools needed to manage the workforce effectively. To enforce fair hiring and promotion practices, free of discrimination in all of its forms.

Budget and staffing



* Shift \$323,640 from Capital into Operating budget for county wide maintenance of Taleo on-line application system



Human Resources – FY2013 Accomplishments

FY2014 Budget Presentation

Recruit and Retain the Best Qualified Employees

- Reduced the year to date average time to fill from 98 days to 85 days
- Facilitated hiring of over 250 positions in Offices Under the President
- Supported Cook County Health and Hospital Systems hiring efforts of nearly 300 employees to facilitate 1115 Medicaid Waiver implementation

Ensure Shakman / Employment Plan Compliance for Offices Under the President

- Implemented on-line Employment Plan Training; on target to fulfill obligation to train all OUP employees by end of FY13
- Implemented supplemental policies effective 08/01/2013
- Taleo rollout to Recorder of Deeds complete

Improve Collective Bargaining and Grievance Processes

- Started negotiations for our 95 collective bargaining agreements for the 2012-2016 cycle, including comprehensive analysis of health benefits
- Resolved 168 grievances
- 95% of third step decisions rendered within 30 days of the hearing date

Absence Management

- Developed absence management reporting to track employee absenteeism and identify potential abuse
- Facilitated 16 Absence Management Training Courses and trained 188 supervisors
- Hired Leave Coordinator to administer all leaves of absence for OUP departments and to act as the liaison between the BHR, Third-Party administrator, Pension Board, Risk Management and Unions

Bureau of Human Resources – FY2014 Budget Highlights

FY2014 Budget Presentation



Strengthen Labor Management and Employee Relations

- Total headcount increase from 44.4 to 47 to implement a reorganization of the Labor & Employee Relations Division and other departments in order to successfully implement key initiatives
 - Augment professional staff to resolve cases more efficiently and improve the collective bargaining and grievance processes
 - Adequately staff the Time & Attendance and ERP projects
 - Hire a Director of Policy to develop and implement key policy decisions related to HR
- Target FY2014 to complete collective bargaining for the 2012-2016 agreements

Ensure continued focus on Absence Management

- Outsource FMLA Management to Third-Party administrator
- Continue to train Supervisors on reporting tool and appropriate management practices

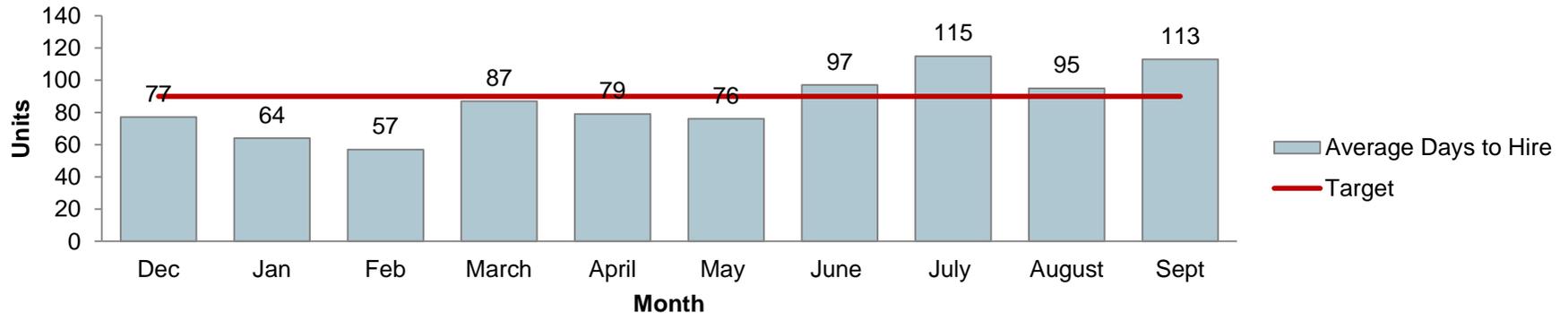


Human Resources – 2014 STAR Goals

FY2014 Budget Presentation

Performance Metric	FY2012 Actual	FY2013 Projected YE	FY2014 Target
Recruit & retain the best qualified employees <ul style="list-style-type: none"> Average number of days to fill vacancies from request to hire to effective start date of hire. 	98	85	90
Ensure Employment Plan Compliance for Offices Under the President <ul style="list-style-type: none"> # of Employees in OUP Employment Plan Trained. 	100%	100%	100%
Improve collective bargaining & grievance processes <ul style="list-style-type: none"> % of 3rd step decisions ≤ 30 days from hearing to decision. 	81%	95%	100%

Average Days to Hire



Employee Appeals Board

FY2014 Budget Presentation



Mission

The Employee Appeals Board is charged with hearing employment-related appeals from career service employees.

Budget and staffing

