



BUREAU OF HUMAN RESOURCES

FY2018 Budget Presentation

November 1, 2017

1032- Department of Human Resources

1019- Employee Appeals Board

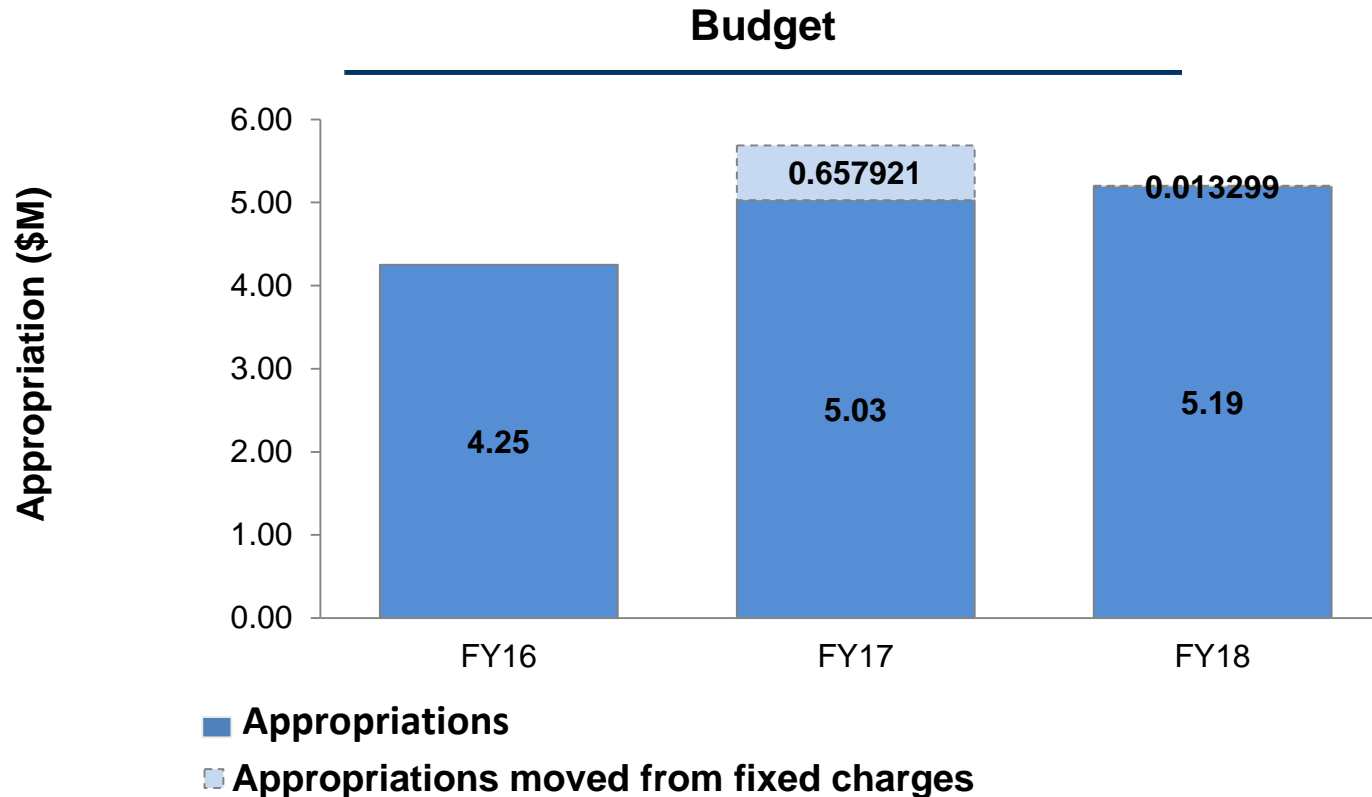
Bureau of Human Resources

FY2018 Budget Presentation



Mission

The Bureau of Human Resources' (BHR) mission is to support the operation of the Cook County government by collaborating with each department to attract, train, motivate, and retain well qualified employees. BHR is also responsible for classification and compensation, collective bargaining, labor-management relations, maintaining the County's applicant tracking system, training, and employee development.

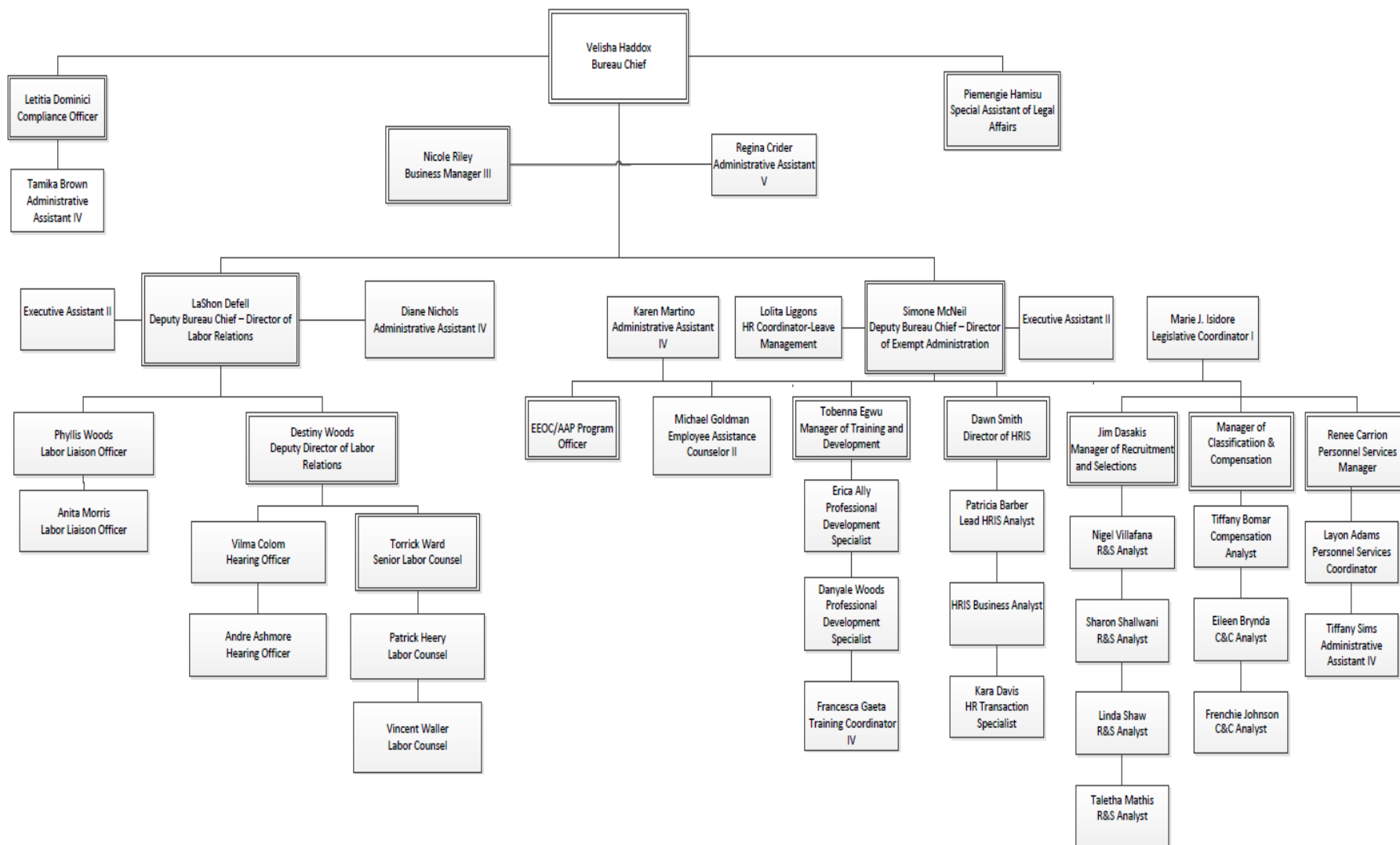


Bureau of Human Resources– Organization Chart

FY2018 Budget Presentation



TOTAL FTE: 44



Bureau of Human Resources– Program Inventory

FY2018 Budget Presentation



Administration (10.2 FTE)

Supervises departmental programs and manages administrative functions including financial and procurement activities.

Personnel Services (14 FTE)

Creates strategies to attract and hire qualified candidates. Creates and maintains pay plans for employees county-wide. Implements Cost of Living Adjustments for union employees and creates new job descriptions as required. Provides employee assistance services. Administers on-boarding process for County employees, generates employee identification badges and oversees medical related processes. Administers the County's leave management process for employees in Offices under the President.

Compliance and EEO (3 FTE)

Ensures compliance with legal obligations to prevent workplace discrimination and harassment. Ensures compliance with County hiring plan and federal requirements.

Bureau of Human Resources– Program Inventory (cont.)

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HRIS (4 FTE)

Oversees and provides support of the automated applicant tracking system and processes pertaining to new hire data and HR transactions into the Oracle EBS.

Labor Relations (9 FTE)

Conducts impartial third -step hearings, represents the County in labor arbitrations, represents the County in external EEO charges, and administers, interprets, and negotiates collective bargaining agreements.

Training and Development (4 FTE)

Provides new employee orientations and training workshops and seminars.

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SERVICES COORDINATED AND/OR PROVIDED BY BHR

PERSONNEL SERVICES	
Occupational Health Services	Assessor, Board of Review, Office of the Chief Judge, Clerk of the Circuit Court, County Clerk, Forest Preserve District, Sheriff Merit Board, Recorder of Deeds, State's Attorney, Treasurer, CCHHS
Background Checks	Assessor, Board of Review, Office of the Chief Judge, Forest Preserve District, Recorder of Deeds, Treasurer, CCHHS
ID Services	Assessor, Board of Review, Office of the Chief Judge, Clerk of the Circuit Court, County Clerk, Forest Preserve District, Recorder of Deeds, State's Attorney, Treasurer, CCHHS
TALEO Maintenance	Office of the Chief Judge, Forest Preserve District, Sheriff's Office, Recorder of Deeds, Treasurer, CCHHS
Maintaining E1 Job Codes and Salary Schedules	All Elected Offices
Employee Assistance Program	All Elected Offices

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SERVICES COORDINATED AND/OR PROVIDED BY BHR

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

Entry of Personnel Transactions	Assessor, Board of Review, Office of the Chief Judge, Clerk of the Circuit Court, County Clerk, Forest Preserve District, Recorder of Deeds, State's Attorney, Treasurer, CCHHS
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LABOR RELATIONS

Bargaining	All Elected Offices
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2017 Major Accomplishments

- Medical Division Elimination
- 64% of candidates score 3.0 or higher on a scale of 5.0 or higher when interviewed
- BHR reduced its outstanding grievance arbitrations by 63%
- BHR closed 62% of external EEO charges before the EEOC or IDHR with no finding of wrongdoing by the County.



2018 Strategic Initiatives

Job Classification and Description Alignment Initiative

- Ensure the appropriate alignment of job classifications currently assigned to Grade 24 and to ensure appropriate duties and salaries are aligned with county job titles.

Well Qualified Candidates Initiative

- Provide additional training to supervisors/managers involved in candidate selection to ensure the selection panel identifies candidates most qualified for the position.

Bureau of Human Resources– 2018 STAR Goals and Targets

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Performance Metric	FY2016 Actual	FY2017 Projected YE	FY2018 Target
Personnel Services Output Metric			
Number of candidates interviewed that scored 3.0 or higher	-	400	408
Personnel Services Efficiency Metric			
Average # of days from RTH to until actual hire date	95	90	90
Personnel Services Outcome Metric			
% of candidates interviewed scoring 3.0 or higher	-	60%	70%
Zero Based Budget Metric			
Average Cost per drug test	\$114	\$34	\$45

Employee Appeals Board

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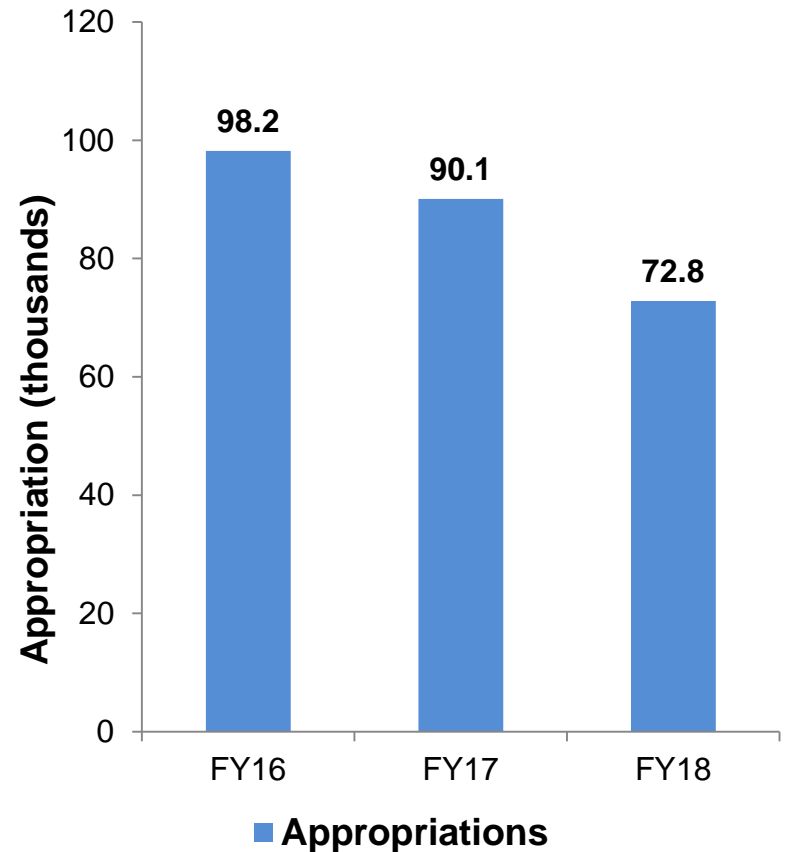


Mission

The Employee Appeals Board is charged with hearing all appeals of any career service employee, not represented by a union, for disciplinary action relating to discharge, demotion or suspension for a period of more than ten days, upon the request of the employee, to assure fair and equitable treatment.

- The Employee Appeals Board (EAB) consists of five members appointed by the President of the County Board for a term of six-years.
- The EAB currently handles matters county-wide for an employee population of fewer than 3000 career service employees.
- For FY 2017, there have been a total of four EAB cases.

Budget



Offices Under the President – 10% Reduction



A 10% reduction from the FY2018 Executive Budget Recommendation for the Offices Under the President totals \$14,588,732 and covers the following Bureaus/Departments/Offices:

- Office of the President/Justice Advisory Council
- Bureau of Administration
- Bureau of Economic Development
- Bureau of Finance
- Bureau of Human Resources
- Bureau of Technology
- Bureau of Asset Management
- County Auditor
- Administrative Hearing
- Department of Human Rights and Ethics
- Secretary to the Board of Commissioners

- **Additional Reduction needed: \$ 14,588,732**
- **Personnel:**
 - 34 Layoffs and 14 vacancies to be eliminated @ \$6.7 million
- **Non Personnel:**
 - \$2.7 million in various non personnel reductions
 - \$0.4 non-personnel public safety related grants
 - \$4.7 million in revenue increases from additional enforcement efforts, investment income and sale of salvage medical equipment

Offices Under the President – 10% Reduction



Justice Advisory Council:

- Reduces critical resources needed to address unmet public safety needs and jeopardize the progress made on justice reform efforts

Bureau of Administration:

- Medical Examiner accreditation at high risk due to potential Phase II deficiencies stemming from cuts and delays in hiring
- Risks effort to right size Asbestos/Demo (greatest health impacts), as Environmental Control will be unable to complete full federally regulated project workload with existing staff
- Reduction of outreach and support services providing educational, health and other benefits for veterans

Bureau of Asset Management:

- Reduction of maintenance services to the DOC and JTDC could result in an increase in grievances and litigation costs

Bureau of Finance:

- Procurement cycle times will be impacted along with reduced outreach to vendors to provide county business opportunities
- Increased risks of audit findings associated with accurate financial reporting

Bureau of Technology:

- Reduction of countywide contracts for maintenance and support for critical technology infrastructure resulting in risk to operations from system breakdowns and cyber threats

Bureau of Economic Development

- Special Program Fund reduction will limit regional economic development efforts.

Bureau of Human Resources

- Increased hiring cycle times and reductions in training services jeopardizing workforce development efforts