



HUMAN RESOURCES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

To provide professional, reliable and innovative programs and consultative services to attract, train and retain a high-performing and diverse workforce, within a healthy and supportive work-life balanced environment, while insuring compliance with federal, state and local employment regulations.

Strategic Initiatives/Support Highlights

Governance

- Expanded electronic Human Resources business processes including applicant tracking, electronic timesheets and employee self-service.
- Automated the Open Enrollment Process, which increased the efficiency of the process by allowing employees to manage their respective benefits through an electronic process.
- Negotiated a reduction in cost for the Dental Insurance Program provider while maintaining the integrity of the level of service.
- Continued to operate the Value-Based Design Program that offers incentives in the form of reduced health insurance costs for employees participating in County Wellness Programs.
- Conducted the Wellness program, Live Well Leon, which promotes healthy employee lifestyles and a healthier workplace. Through these efforts, more than 2982 participants partook in the Leon County sponsored activities.
- Continued to train all county employees through the Customer Experience Training program, which provides them with the necessary tools to perform to their top ability and contribute the WOW! in customer service.

Contact Us

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ATTRACTING, TRAINING & RETAINING A QUALITY WORKFORCE



Employee Recognition Ceremony

- Leon County's proposed living wage establishes a minimum wage of \$12 per hour. The living wage will increase the hourly salary of 99 County employees and no new County employee will be hired for less than \$12 per hour.
- Leon County voted to provide paid parental leave to County employees. Both men and women County employees will be eligible to receive six weeks of paid leave to care for and bond with a newborn or newly-adopted child as an employee benefit.
- Encouraged employees to engage in healthy behaviors, which promotes a healthier workplace and reduces employer costs. Human Resources held the combined 2016 Benefit/Well-Being Fair in partnership with over 68 participating community and business vendors. Over 600 Leon County Government employees attended.
- Throughout the year, Live Well Leon also:
 - » Sponsored numerous and varied activities throughout the year, with 2982 unique participants taking advantage of the activities.
 - » Continued to partner with Tallahassee Memorial Hospital's Diabetes Center and Weight Watchers for onsite programs.

- » Partnered with My 4 Rules to offer a pilot program consisting of six one-on-one diabetes/pre-diabetes and nutrition sessions.
- » Offered over 100 group fitness exercise classes to its employees in FY 16/17, with new participants engaging every month.
- » Continued to create and participate in activities that not only enhance their employees Physical Well-Being, but their Community and Social Well-Being as well, such as the Heartwalk, Corporate Cup Challenge, Kickball League and Souper Bowl.
- » Helped 1,013 employees receive the Leon County incentive for participating in the Well-Being program.
- Reflecting Leon County's focus on workplace safety, Leon County developed its Domestic Violence, Sexual Violence, and Stalking in the Workplace policy and employee handbook.
- Provided Human Trafficking Awareness training to front line staff to recognize and report signs of human trafficking within our community
- Implemented the Banner financial system's Self-Service Module to efficiently provide employees with online access to their personnel information.
- Continued to expand electronic business processes, including the electronic timesheet system which automates the time entry for staff, thereby increasing efficiencies and accuracy.
- Continued the County's Employee Recognition Program, to better reinforce the commitment to innovation, efficiencies, and core practices. Recognized nearly \$1 million in recurring savings from employee recommendations at the inaugural Employee Awards and Recognition event.
- Expanded recruitment efforts to include social media platforms to attract more qualified applicants.