

2014 ANNUAL REPORT
DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

The Allegany County Department of Human Resources & Civil Service is responsible for carrying out a wide range of human resource duties for our county government. Additionally, we are tasked with administering civil service for all of our public municipalities within the county.

In our role as a human resources office, we execute human resource functions for full and part time employees employed by Allegany County Government. Listed below are some of the activities this office conducted in the past year:

- Maintained personnel and health records for all current and former employees
- Administered employee leave time in accordance to county policy, state, and federal regulations
- Oversaw the county's self-insurance health plan. We worked very closely with our third-party administrators and our health benefit consultants to effectively and quickly deal with issues. As of December 31, 2014, our self-insurance health plans had 1285 members and dependents enrolled. Our two Medicare Advantage Plans had 89 retirees and dependents enrolled.
- Worked with NOVA and Trustmark to provide voluntary cafeteria health benefits to employees
- Oversaw the Retiree Drug Subsidy (RDS) program which reimbursed the county for qualified prescription drug costs for retirees. In 2014, we recovered \$49,480. This program requires an annual application, quarterly reimbursement requests, and an annual reconciliation.
- Involved in union contract negotiations
- Investigated sexual harassment, workplace violence, and other misconduct issues
- Provided interpretations of provisions found in the collective bargaining agreements, Department Head/Non-Unit Handbook, and county policies.
- Worked with county departments in addressing union grievances, arbitrations, and PERB hearings

As the Civil Service Agency for Allegany County, we are responsible for the administration of civil service law to our county government, 29 towns, 10 villages, 12 school districts, and the Water & Soil district. In total, we have civil service oversight of 2056 employees. A summary of the services provided are:

- Examination planning administration
 - We worked with hiring authorities to order and administer appropriate examinations in a timely manner.
 - Prepared and released examination announcements
 - Reviewed civil service applications for every classified position being filled and every examination given within Allegany County. This included competitive (requires written examination), and non-competitive (needs to meet minimum qualifications but no written examination) class positions. This process often required seeking additional information from candidates.

- Administered centralized examinations (those scheduled and graded by the State) for 26 different titles. Administered decentralized examinations (those scheduled and graded by us) for 7 different titles.
- Reviewed 478 applications for examinations of which 373 were tested. This does not include application reviews for non-competitive positions. Total examination fees collected was \$6175.
- Conducted performance examinations when required. These are additional requirements to the written examination. These included typing performance and dispatcher performance evaluations.
- Established eligible lists from which hiring authorities may select candidates
- Maintained roster cards for all current and former classified employees throughout the county
- Civil service law requires that all employee transactions be documented and approved (if appropriate) by our office. This included hiring, termination, promotion, demotion, pay change, etc.
- Conducted payroll certifications. Our county payroll along with the towns and villages were certified twice in the year. Our school districts were certified four times this past year.
- Created and updated job specifications
- Involved in civil service law section 75 termination proceedings
- Regularly consulted with various municipalities on civil service matters

ORGANIZATIONAL CHART
DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

Personnel Officer

Human Resources Specialist

Human Resource Assistant (2)

2014 ANNUAL REPORT SUMMARY
DEPARTMENT OF HUMAN RESOURCES & CIVIL SERVICE

The Allegany County Department of Human Resources & Civil Service is responsible for carrying out a wide range of human resource duties for our county government. Additionally, we are tasked with administering civil service for all of our public municipalities within the county.

In our role as a human resources office, we executed human resource functions for full and part time employees employed by Allegany County Government. This included maintaining various employee records, enforcement of county policies as well as state and federal regulations, overseeing county health benefits, and a wide range of employee relation duties.

As the Civil Service Agency for Allegany County, we were responsible for the administration of civil service law to our county government, 29 towns, 10 villages, 12 school districts, and the Water & Soil district. In total, we had civil service oversight of 2056 employees.

Responsibilities included ensuring all personnel actions were in accordance to civil service law. We administered examinations, created positions, classified positions, conducted payroll certifications, and many other related actions.