

**Lane County, Oregon**

**FY 08-09 Service Options Sheet**

Service: **Personnel Services**  
 Dept: Human Resources  
 Program Contact: Jan Wilbur  
 Contact Phone: 682-2367

BCC Service Priorities:  
 Fund: 124 Dept. Org ID: 56200  
 Dept. Priority: \_\_\_\_\_ of \_\_\_\_\_  
 Fund Priority: \_\_\_\_\_ of \_\_\_\_\_

**Executive Summary**

To recruit and select a diversified qualified workforce in a legally compliant manner. To develop and maintain flexible and equitable compensation and classification systems and practices in order to classify and compensate, recruit, retain, reward and encourage high performance, and to enhance employee career development opportunities. To develop and maintain highly accessible and secure human resource information. To provide up-to-date and accurate personnel information. To decrease administrative processes and increase utilization of technology by employees and managers in order to quickly access needed information.

**State/Federal Mandate**

41CFR 60-3; Title VII Section 2000-e; ADA 12112; ADEA 623; FCRA 604; OAR Div20; ORS652, 653;29I; CFR 541; EPA 206; ORS192.001; ORS 652.750; OAR166-150-0160; 29 CFR Chapter 5; OAR 839-020-0080; ORS653.050; 29CFR 1602.14; INA Title1,PartA,Section101; 29 CFR ChapterXIV,1602.29,1602.31; SB583; ORS653.050,65310,653.317: All "shall" mandates.

**Outcome Measure/s**

Increase diversity of workforce, timely response to filling vacancies, broaden classifications to provide greater organizational staffing flexibility, and compensation that is market competitive in order to attract and retain a qualified workforce. Increased utilization of human resource information technology systems for employees, and so that decision-makers can quickly access and analyze information.

**Service Level Descriptions. Level 1 (very bottom) = Threshold Level Below Which Service Cannot Be Provided**

X=Funded	Proposed Service Funding >>	Other Funds	Expense	Total General Fund	FTE
		822,885	849,653	26,768	7.50
X	<b>Level 3:</b>		99,830	99,830	1.00
	Respond personally to requests for information and advice to client departments, external applicants and organizations (e.g., surveys). Provide advice to departments and participate in selection processes for new employees. Maintain classification specifications and job classification analyses. Provide online form templates for client departments.				
X	<b>Level 2:</b>		99,830	99,830	1.00
	Screen majority of applications for County recruitment and postings for minimum requirements to ensure applicants meet the minimum requirements for position descriptions and screen for consistency of all classifications county-wide.				
X	<b>Level 1:</b>	822,885	649,993	(172,892)	5.50
	Recruit for vacant positions, screen applications for minimum requirements, counsel departments on employment laws and regulations, respond to ADA/BOLI/EEOC complaints, review, adjust, maintain classification and compensation system and plans for all County positions, maintain official County employee personnel records and information system, and provide online information to internal and external clients.				

Ver: 12/18/07d-ji

- "Shall" Mandate
- Related Mandate
- No Clear Mandate
- Highly Leveraged to County provided service (100% return or greater)
- Leverages Funds to County
- Leverages Funding for Citizens and/or Community Organizations

**Leverage Details**

At the FY 07-08 level of service, the	\$0	back to the General Fund
GF portion of this program leverages:	\$0	into other County Funds
	\$0	directly or via subcontract to community orgs
	\$0	directly to citizens via services provided
0.00%		County Funds Leverage Ratio

For the purpose of this comparison, only include leveraged funds that are dependent on General Fund revenue. Do not include funds that would still be leveraged if the General Fund portion of the service were decreased or eliminated.

**Please use this space to explain the Proposed Service Level Funding impact on leverage of the varying levels of service described above.**