

CLASSIFICATION, RECRUIT., & EMPLOYEE SVS. - 02

This Division oversees the recruitment of prospective employees for the County workforce and provides career development, training, and counseling for employees already in the workforce.

The Recruitment and Classification Section administers the merit-based employment program for hiring new applicants into the County workforce and has the responsibility for assigning appropriate classes of work for specific duties.

The Employee Services section oversees training, new employee orientation, incentive awards, grievance and complaint resolution, and development of policies and procedures. This Division maintains employee records in order to ensure accuracy and employee privacy.

The Employee Services Division will receive an additional full time position, a Citizens Services Specialist, who will assist with the recruitment of public safety applicants and target minority communities.

	FY2003 ACTUAL	FY2004 BUDGET	FY2004 ESTIMATED	FY2005 APPROVED	CHANGE FY04-FY05
EXPENDITURE SUMMARY					
Compensation	\$ 1,345,036	\$ 1,376,700	\$ 1,361,300	\$ 1,409,800	2.4%
Fringe Benefits	321,203	307,500	287,600	349,200	13.6%
Operating Expenses	62,055	48,800	48,800	48,800	0%
Capital Outlay	0	0	0	0	0%
Sub-Total	\$ 1,728,294	\$ 1,733,000	\$ 1,697,700	\$ 1,807,800	4.3%
Recoveries	0	0	0	0	0%
TOTAL	\$ 1,728,294	\$ 1,733,000	\$ 1,697,700	\$ 1,807,800	4.3%
STAFF					
Full Time - Civilian	-	24	-	25	4.2%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	1	-	1	0%
Limited Term Grant	-	0	-	0	0%