



HUMAN RESOURCES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

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

- Implemented a value based employee health program, which encourages employees to adopt healthy lifestyles by building incentives into the health insurance premium contribution structure, which combines sound financial management and a healthier workplace.
- Developed Customer Engagement training for all County employees' participation, which will further instill Leon County government's Core Practices, which serve as the basis of our people focused, performance driven culture. The Customer Engagement training will promote values such as transparency, accountability, accessibility, and delivering the "WOW" in customer service.
- Revised the employee performance evaluation system, the new employee orientation, and the on-boarding process to incorporate the Core Practices and the Leon LEADS concepts.
- Expanded electronic business processes to increase efficiencies, including applicant tracking, timesheets, e-learning, and employee self-service.

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(850) 606-2400
www.leoncountyfl.gov/hr

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

ATTRACTING, TRAINING AND RETAINING A QUALITY WORKFORCE

- Leon County works tirelessly in exercising responsible stewardship of the community's resources.
 - » Expanded electronic business processes, including the development and implementation of the Electronic Time Sheet System, which automates the time entry process for staff, thereby increasing efficiencies and accuracy.
 - » Changed the plan design and increased the employee contribution rate for health insurance in Plan Year 2013, reducing costs to the County.
 - » Implemented the Banner Self-Service Module to efficiently provide employees with online access to their personnel information.
- County employees worked together and with community partners to produce bigger and better ideas, a Core Practice of Leon County government.
 - » The Human Resources Policy Review Team conducted employee focus groups to provide input into future revisions of the Personnel Policies and Procedures Manual.



Did You Know

Leon County government is the first local organization in our region to design and implement a value based employee health program.

- » The Human Resources Division served on the Consolidated Dispatch Agency Staffing Review Team, performing compensation and benefits reviews, and making recommendations for merging dispatch positions from Leon County Emergency Medical Services, City of Tallahassee, and the Leon County Sheriff's Office. Consolidated dispatch will provide a single point of contact for 9-1-1 answering and dispatch services.
- » The Wellness Works! Team supported several community partnerships such as the Working Well Organization and 95210: Health by the Numbers Committee, in an effort to encourage life-long healthy habits throughout Leon County.
- Encouraged employees to engage in healthy behaviors, which promotes a healthier workplace and reduces costs.
 - » The Wellness Team held the 2012 Annual Wellness Fair in partnership with over 50 participating community and business vendors.
 - » The Human Resources Division held monthly Lunch-n-Learns for employees with professional guest speakers from the Health and Wellness Industry.
- Conducted focus group meetings and surveys with community partners, business partners, and employees regarding process improvements for Human Resources' programs and services, thereby engaging citizens as stakeholders in Leon County's success.

Demonstrating Highest Standards of Public Service



The Wellness Works! Team was nationally recognized by Wellness Council of America

(WELCOA) for quality and excellence in promoting an effective workplace Wellness Program, and recognizes Leon County government as one of America's Healthiest places to work.