

COUNTY MANAGER'S ANNUAL REPORT



DEPARTMENT ACCOMPLISHMENTS

2015

HUMAN RESOURCE SERVICES DEPT

CHRISTINA BRANDOLINI, MANAGER



The Office of Human Resource Management provides support to the organization by administering the County's Personnel and Benefits systems and programs. The Office of Human Resource Management is committed to providing efficient, effective, and customer-oriented services, while ensuring that legal compliance is met and maintained. This Office focuses on the needs of the organization, some of the functions include: recruitment; employee and labor relations; development and interpretation of employment policies and procedures; maintenance of the County's Human Resources Information Systems; development and maintenance of job descriptions; training; support of a performance evaluation program; Family Medical Leave Act (FMLA) administration; wellness programs; and benefits management. As a primarily internal service, the Office of Human Resource Management is designed to not only offer guidance and support to the organization, but to build relationships, employee connections, and add value to the organization.

2015 ACCOMPLISHMENTS

In 2015, the Office of Human Resource Management facilitated the continuance of the County's wellness program. The County's wellness program aims to attract and retain employees, optimize health and productivity, promote a healthy work environment, and minimize the risk to the County's self-funded insurance plans. Nearly 200 employees participated in the biometric screenings offered by Florida Blue in 2015. In addition to the wellness program, the County successfully introduced four (4) health insurance options through Florida Blue, and implemented an online open enrollment system. Human Resources provided guidance and education for the new plans, and the new online system, by offering ten (10) open enrollment meetings. During the open enrollment process, Human Resources processed benefit elections for nearly 1,200 employees and 120 retirees. In addition to administering benefits, the Office assisted in successfully recruiting for over 175 positions in 2015, including new hire candidates, internal transfers, and a merger with the Casselberry Fire Department. Training functions moved to the Office of Human Resource Management in late 2015, and continued to provide training in the areas of new employee orientation, customer service, and harassment prevention. Over 200 Service Awards were processed in 2015, 58 of which recognized employees with twenty (20) or more years of continuous service with Seminole County.

LOOKING FORWARD

In 2016, the Human Resource Services Department will:

In 2016, the Office of Human Resource Management intends to focus on updating the County's Performance Evaluation process, to include updated job descriptions that clearly define position expectations, new performance criteria, scoring protocols, and education for supervisors and managers regarding the process. The Office will also make recommendations for updating the County Administrative Code and the personnel section of County Manager's Policies, as well as create Standard Operating Procedures that coincide with County policies. Additionally, training will be rolled out to supervisors and managers on the topics of discipline, interviewing, FMLA, and policies and procedures.