

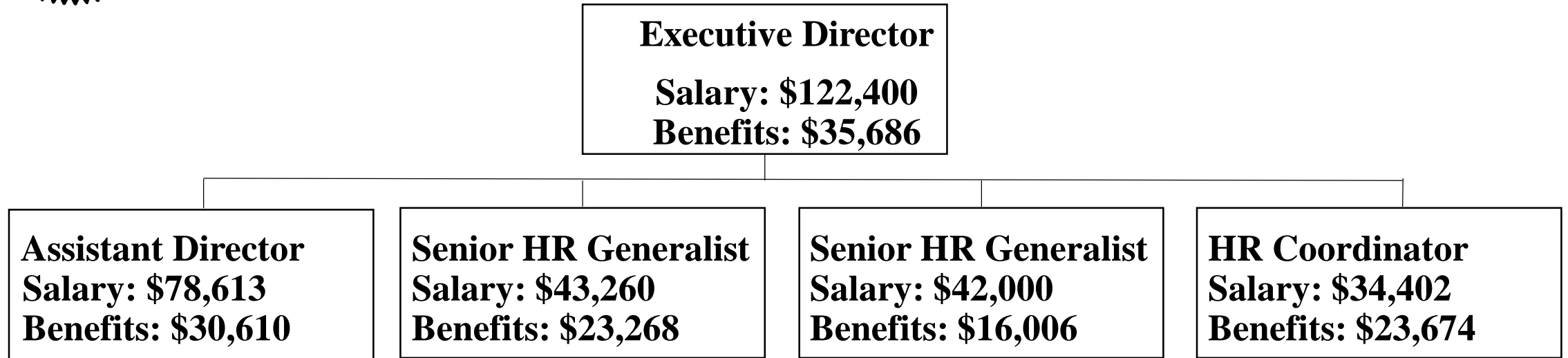


# Kane County Human Resource Management

Through strategic partnerships and collaboration, the Human Resource Department recruits, develops and retains a high performing and diverse workforce. Creating and maintaining a culture of exemplary public service.



# Human Resource Management FY2020 Organizational Chart



Serving over 1300 employees, 8 offices and 20 department.

# HR Services for over 1300 County Employees

## Benefits Administration

- Health/Dental/Vision Insurance for Active/Retired/COBRA participants
- Supplemental Health and Life Insurance/Flexible Spending Accounts
- Leave of Absences/FMLA/Disability
- Workers Compensation/Liability
- Tuition Reimbursement
- Monthly Reconciliations Benefit Providers
- IMRF Disability and Retirement
- Annual Benefit Open Enrollment
- Benefit Open Enrollment and Wellness – Biometrics
- COBRA
- HRIS

## Additional HR Services

- Employment and Recruitment
- Background Checks
- Drivers License Checks
- All Employee ID's
- Onboarding New Hires
- Applications/Job Descriptions
- Unemployment Compensation/Appeals
- Employee Relations
- Discipline/Grievance/Investigations
- Invoices/AP
- Union Negotiations
- Personnel HR Records
- Survey's
- FOIA
- HR filing
- HR Policies
- Training
- Board Meetings and Committees
- Employee Recognition/ Events
- EEOB

## Office or Department Name: Human Resource Management Department

Fund/Dept./Sub-Dept.: 001.120.120

	2019	2020	Change	% Change	Explanation
Total Revenue Budget	-	-	-	0.00%	No revenue.
Personnel Expense					
Headcount	4	5	1	25.00%	
40000-Non-Union Salary & Wages	179,607	193,199	13,592	7.57%	Includes filled position, Sr. Hr. Generalist \$42,000
45000/45010 - Benefits	71,578	56,838	(14,740)	-20.59%	Includes filled position health rate at the PPO single rate
Total Payroll Expense	251,185	250,037	(1,148)	-0.46%	
Non-Payroll Expense					
50000-Project Administration	3,000.00	1,000.00	(2,000)	-66.67%	
52130-Repairs Computers	3,000.00	1,500.00	(1,500)	-50.00%	
52140-Repairs Copier	1,839.00	1,500.00	(339)	-18.43%	
53050-Employment Advertising	0.00	500.00	500	0.00%	
53100-Conferences	5,200.00	4,500.00	(700)	-13.46%	
53120-Mileage	150.00	150.00	-	0.00%	
53130-Association Dues	1,262.00	1,200.00	(62)	-4.91%	
55000-Contractual Expense (Miscellaneous Contractual Services)	18,000	32,000	14,000	77.78%	
60000/60010 Commodities Expense	5,800	5,800	-	0.00%	
60050-Subscriptions	500	-	(500)	-100.00%	
60080-Employee Recognition Supplies	500	500	-	0.00%	
Capital Expense	-	-	-	0.00%	
Total Non-Payroll Expense	39,251	48,650	9,399	23.95%	
Total Expense Budget	290,436	298,687	8,251	2.84%	