

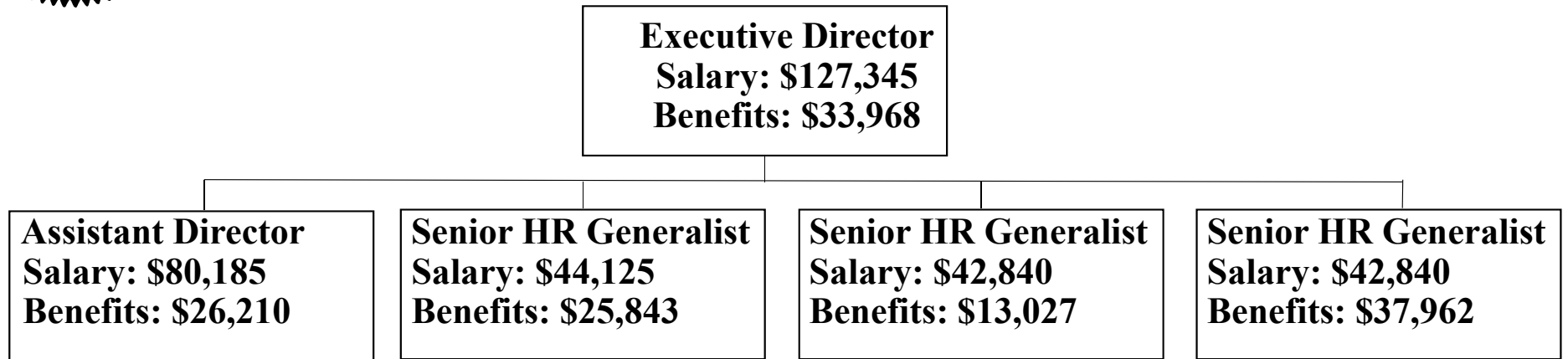


# Kane County Human Resource Management

Through partnerships and collective endeavors, the Human Resource Department strives to build upon people, policies, processes, programs and practices in seeking to provide an exceptional HR for all employees.



# Human Resource Management FY2021 Organizational Chart



Serving over 1300 employees, 8 offices and 20 departments.

## 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
- EEOP

## Office or Department Name: Human Resource Management Department

Fund/Dept./Sub-Dept.: 001.120.120

	2020	2021	Change	%Change	Explanation
Total Revenue Budget	-	-	-	0.00%	No revenue
Personnel Expense					
Headcount	5	5	-	0.00%	No change
40000-Non-Union Salary & Wages	\$193,199.00	\$197,542.00	\$4,343.00	2.25%	
45000-45010 - Benefits	\$56,838.00	\$64,857.00	\$8,019.00	14.11%	
Total Payroll Expense	\$250,037.00	\$262,399.00	\$12,362.00	4.94%	
Non-Payroll Expense					
50000-Project Administration	\$1,000.00	\$1,000.00	-	0.00%	
52130-Repairs Computers	\$1,500.00	\$1,500.00	-	0.00%	
52140-Repairs Copier	\$1,500.00	\$1,500.00	-	0.00%	
53050-Employment Advertising	\$500.00	\$500.00	-	0.00%	
53100-Conferences	\$4,500.00	\$4,500.00	-	0.00%	
53120-Mileage	\$150.00	\$150.00	-	0.00%	
53130-Association Dues	\$1,200.00	\$1,200.00	-	0.00%	
55000-Contractual Expense(Miscellaneous Contractual Services)	\$32,000.00	\$32,000.00	-	0.00%	Temporary Services, Criminal Background/Fingerprinting for the County, ID machine service contract
60000/60010-Commodities	\$5,800.00	\$5,800.00	-	0.00%	Office supplies/operating supplies
60050-Subscriptions	-	-	-	-	
60080-Employee Recognition Supplies	\$500.00	\$500.00	-	0.00%	
Capital Expense	-	-	-	-	
Total Non-Payroll Expense	\$48,650.00	\$48,650.00		0.00%	
Total Expense Budget	\$298,687.00	\$311,049.00	\$12,362.00	4.14%	