

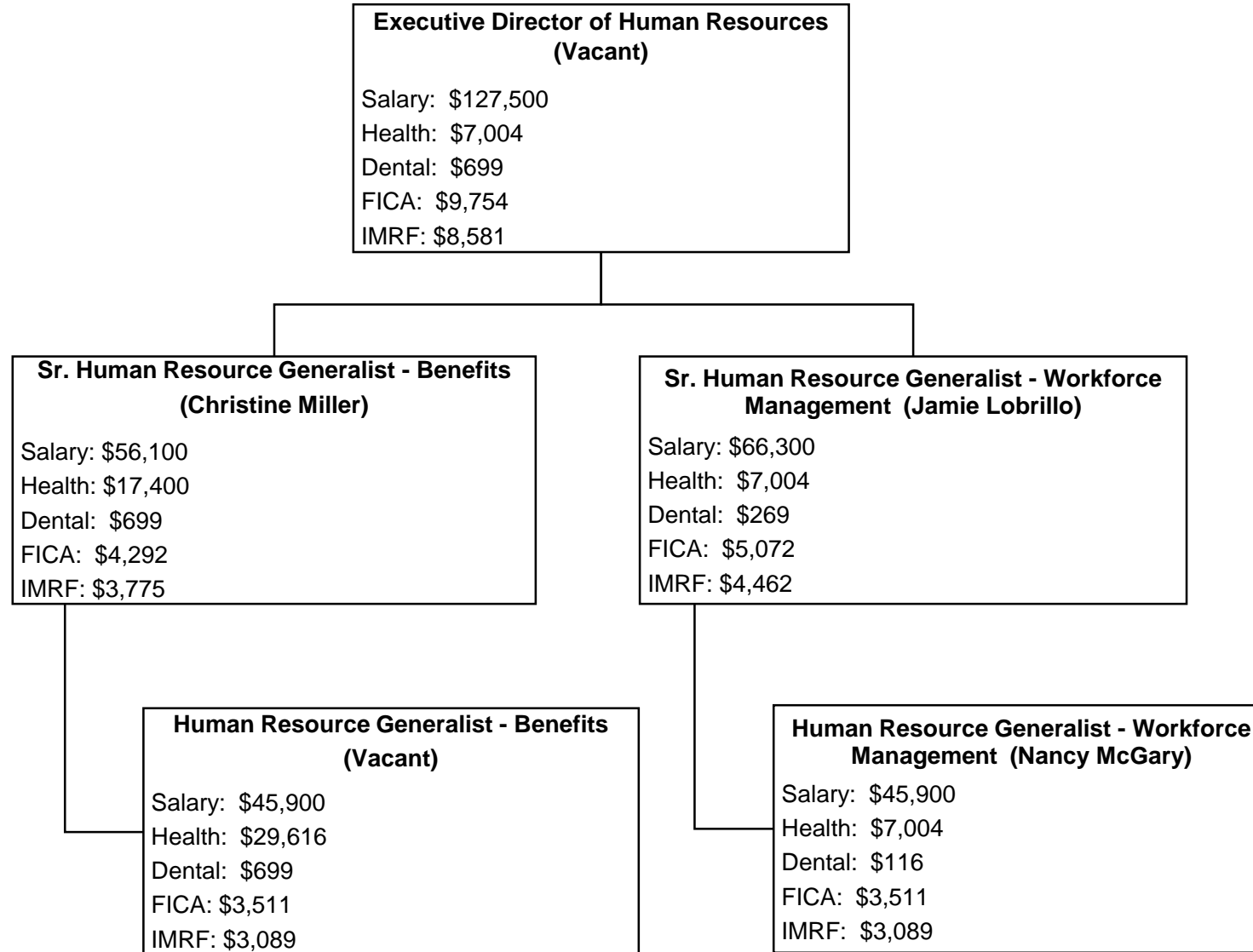


Kane County Human Resource Management

Through strategic partnerships and collaboration, the Department of Human Resource Management strives to recruit and retain a high-performing and diverse workforce while fostering a healthy, safe, and productive work environment for employees, their families, departments, and the public in order to maximize individual and organizational potential.



Human Resource Management FY2022 Organizational Chart



The Department of Human Resource Management provides benefit and workforce management and services for over 1350 employees

Benefits Administration

- Manage the Health Dental and Vision Insurance for over 2300 people including employees, retirees, COBRA participants, and covered family members.
- Provide monthly reconciliation and reporting of benefit charges.
- Conduct new employee orientations and benefit meetings.
- Collect, track, invoice, and deposit benefit payments for retirees, disabled employees, and COBRA participants.
- Manage the supplemental benefits available for employees: Life Insurance, Flexible Spending Accounts, Deferred Compensation (457(b) plan), Employee Assistance Program (ComPsych)
- Provide materials and updates to staff regarding benefit programs and incentives.
- Coordinate tuition reimbursement program.
- Provide annual open enrollment event and ensure correct benefit elections.
- Organize Annual Wellness and Biometric Screening Program.
- Ensure compliance with COBRA and HIPAA regulations.
- Conduct IMRF benefit management including retirement and disability benefits.
- Plan and conduct all employee events and county-wide recognition efforts.
- Provide, conduct, and track employee training compliance.

Workforce Management

- Manage recruitment and new hire onboarding process, ensuring compliance with policy acknowledgement and required training.
- Assist with applications and job descriptions.
- Perform background checks and driver's license checks for new employees, interns, and volunteers.
- Create, maintain, and manage compliant personnel files.
- Handle Worker's Compensation Claims entry and management; serve as liaison to Third Party Administrator.
- Ensure OSHA reporting and compliance for the County.
- Enter and track all Liability Insurance Claims, paying deductibles and ensuring proper documentation and follow up to maximize subrogation recovery.
- Coordinate insurance and acquire coverage certificates as needed for all county departments.
- Acquire and renew notary bonds for employee notaries; secure required bonds for public officials.
- Pay invoices for insurance damages and settlements.
- Fulfill all personnel related FOIA requests.
- Update employee handbook and policies as well as practices to ensure compliance with ever changing labor and employment regulations.
- Prepare and file County's Equal Employment Opportunity Plan and ensure compliance.
- Manage Unemployment Claims, pay unemployment invoices, file protests and participate in hearings.
- Serve as liaison for the Human Services Committee, prepare agendas and provide reports to the Board.
- Manage employee relations, address grievances, and investigation employee reports.
- Assist departments with disciplinary procedures and application of policy.
- Coordinate communications and updates that affect all staff.

2022 Budget Summary – Human Resources

Office or Department Name: Department of Human Resource Management								
Fund/Dept/Sub-Dept: 001.120.120								
2022 Proposed Budget								
	2021 Amended Budget	Change in Existing Revenue & Expenses		New Revenues & Expenses	COVID Related Expenses	Eliminated Revenues & Expenses	Total	Comment
Total Revenue Budget	308,907	1468	0.48%				310,375	
Personnel Expense								
Headcount	5.5	-0.5	-0.1				5.0	.5 employee reduction, raises and reorganization of existing full-time positions, decreased benefit cost due to correct distribution among funds
Union Wages	-	-	0.00%				-	
Non-Union Salary & Wages	204,467	1,148	0.56%				205,615	
Benefits	62,542	(8,318)	-13.30%				54,224	
Total Payroll Expense	267,009	(7,170)	-2.69%		-	-	259,839	
Non-Payroll Expense								
Contractual Expense	35,598	(1,998)	-5.61%				33,600	Reduction due to lower temp service needs,
Commodities Expense	6,300	600	9.52%				6,900	Increased cost for compliance posters, more sites
Capital Expense		-	0.00%				-	No Capital expenses
Total Non-Payroll Expense	41,898	(1,398)	-3.34%	-	-		40,500	
Total Expense Budget	308,907	(8,568)	-2.77%	-	-		300,339	

2022 Budget Summary – Employee Events Fund

Office or Department Name: Human Resources Management								
Fund/Dept/Sub-Dept: 246.120.135 - Employee Events Fund								
2022 Proposed Budget								
	2021 Amended Budget	Change in Existing Revenue & Expenses		New Revenues & Expenses	COVID Related Expenses	Eliminated Revenues & Expenses	Total	Comment
Total Revenue Budget	984		0.00%				984	
Personnel Expense								
Headcount			0.0				0.0	Keeping same budget as prior year. Can increase once plans are solidified for any FY22 events.
Union Wages	-	-	0.00%				-	
Non-Union Salary & Wages			0.00%				-	
Benefits			0.00%				-	
Total Payroll Expense	-	-	0.00%	-	-	-	-	
Non-Payroll Expense								
Contractual Expense			0.00%				-	
Commodities Expense	984	-	0.00%				984	
Capital Expense		-	0.00%				-	
Total Non-Payroll Expense	984	-	0.00%	-	-	-	984	
Total Expense Budget	984	-	0.00%	-	-	-	984	