



COMMISSIONERS' COURT AGENDA ITEM

Meeting Date: 02/22/2010

Prepared by: Betsy Keller, HR Director

Description: Quarterly Report – Human Resources Department

Background:

Included for review are the activities and statistics generated by the Human Resources Department for the reporting period October 1, 2009 to December 31, 2009.

MISSION STATEMENT

To act in partnership with county departments in recruiting and retaining a competent, qualified, motivated, and diverse workforce while providing a safe and positive working environment.

EXECUTIVE SUMMARY

Civil Service Commission

Regular meeting of October 6, 2009

APPROVED - Vacation donations requested by (1) Justice Peace #2 employee.

APPROVED - Vacation donations requested by (1) Domestic Relations Office employee.

APPROVED – Accept David Nemir as an additional nominee to **the Ethics Commission.**

APPROVED – Newly created job description of **Project Manager** for Road & Bridge Dept.

APPROVED – Revised Rule of 7.23 of the Civil Service Rules & Regulations book as follows:

ADDED:

The copy of each document, record, or exhibit provided by the department must be picked up by the grievant or designated party once he/she is notified that the documents are ready for pick up by the Human Resources Department. If a grievant has an e-mail address, the grievant has the option of having the documents e-mailed to them at the e-mail address they provide to the Human Resources Department. If the Human Resources Department is unable to e-mail the documents due to the electronic file size or if the grievant is unable to receive the documents via e-mail, the Human Resources Department shall notify the grievant and the grievant or their designated party must pick up the documents from the Human Resources Department.

APPROVED – Newly created job description of **Parking Garage Manager** for the Facilities Management Department.

APPROVED – Newly created job description of **Project Construction Manager** for the Road & Bridge Department.

GRIEVANCE- DENIED SUSPENSION & RECOMMEND BACK PAY – One (1) grievance filed by a County Clerk employee pertaining to **Suspension and Disciplinary Report**.

GRIEVANCE POSTPONED – One (1) grievance filed by a County Clerk employee pertaining to **Termination and Rule 7.09**. Item has been re-scheduled for Nov. mtg.

UPHOLD THE (5) DAYS SUSPENSION AND DENY THE GRIEVANCE– One (1) grievance filed by a Planning & Development dept. employee pertaining to **Suspension and Rule 7.09 (A-D)**.

GRIEVANCE POSTPONED – One (1) grievance filed by a District Clerk employee pertaining to **Termination – Section II 2.51, 2.52, Section IV 4.29, 4.30, 4.31, 4.37, & 4.32**. Item has been re-scheduled for special meeting on Oct. 26th.

GRIEVANCE POSTPONED – One (1) grievance filed by a Constable Pct. #1 employee pertaining to **Demotion & Hostile Environment**. Item has been re-scheduled for the Nov. 3rd mtg.

DENY SUSPENSION AND RECOMMEND (5) DAYS BACK PAY – One (1) grievance filed by a County Clerk employee pertaining to **Suspension (5 days) and Disciplinary Report**.

Special meeting of October 26, 2009

UPHOLD GRIEVANCE & DENY TERMINATION – One (1) grievance filed by a District Clerk employee pertaining to **Termination – Section II 2.51, 2.52, Section IV 4.29, 4.30, 4.31, 4.37, & 4.32**.

Regular meeting of November 3, 2009

APPROVED - Vacation donations requested by (1) Domestic Relations Office employee.

APPROVED - Vacation donations requested by (1) County Attorney employee.

APPROVED – Newly created job description of **Cashiers** for multiple depts.

NO ACTION TAKEN – to revise Rule of 4.37 pertaining to Worker Comp.

GRIEVANCE DELETED – One (1) grievance filed by County Clerk employee pertaining to **Termination and Rules 7.09 (A-D)**. Employee was not present at the meeting.

GRIEVANCE POSTPONED – One (1) grievance filed by a Constable Pct. #1 employee pertaining to **Demotion & Hostile Environment**. Item has been re-scheduled for the Dec. 1st mtg.

Regular meeting of December 1, 2009

No meeting held due to inclement weather

El Paso County Board of Ethics

At the October 7, 2009 meeting the Board:

- Agreed to issue an order dismissing the complaint filed against Commissioner Willie Gandara by Jack Alayyan; the Board found that it could not find that anything in the complaint applied specifically to the Code of Ethics.
- Agreed to issue an order dismissing the complaint against Civil Service Commissioner Trinidad Munoz; the Board found that the Code of Ethics does not apply to Mr. Trini Munoz because he is neither a department head nor elected official. The Board further found that they could not establish a family relationship as alleged in the complaint and that they do not have jurisdiction over the complaint.
- Tabled the item to review the conflict of interest form that had been previously filed by County Judge Anthony Cobos
- Tabled the item to review the campaign contribution report provided by Commissioner Veronica Escobar
- Tabled the item to continue reviewing section XIII, A, #6 of the Code of Ethics.

At the November 4, 2009 meeting the Board:

- Took no action on the conflict of interest form that had been previously filed by County Judge Anthony Cobos
- Ordered that Campaign Contribution Report Forms remain posted on the El Paso County Code of Ethics Website till the end of the reporting party's term, plus an additional 12-months.
- Continued reviewing the Code and agreed that in Section XII. Campaign Contributions of the El Paso County Code of Ethics, immediately after in-kind contributions are mentioned that a reference should be made to "as defined in the Texas Election Code."

At the December 2, 2009 meeting the Board:

- Issued an order dismissing the complaint alleging nepotism against all county officials; the Board found that: Judges are not subject to the El Paso County Code of Ethics as they are governed by the State Commission on Judicial Conduct; no date, time, or place of specific instances of alleged nepotism by County officials was provided in the complaint; the address provided by the Complainant does not exist, and the phone number provided is to the El Paso Police Department, where the complainant is unknown; and the Complaint did not allege a minimum factual basis to constitute a violation of the Code.
- Agreed to delete the standing agenda item to review the Code.

El Paso County Ethics Commission

Meeting of November 2, 2009

- The following people were sworn in by Judge Alex Gonzalez from County Court at Law #4: Stuart Leeds, David Nemir, Gina Palafox, James Clair, David C. Chavez, Terry Pasqualone, Luis Garcia, Marcos Lizarraga and Susan Barlow.
- Chairperson Leeds gave training on the legislation that created the Ethics Commission.

- No action was taken at this meeting since each member had not yet completed statutory training.

Meeting of November 18, 2009

- Judge Alex Gonzalez from County Court at Law #4 swore in newly appointed Commissioner Roberto Oaxaca.
- Chairperson Leeds gave training over Laws Relating to Public Officials, including Conflict of Interest Laws.
- The Commission moved to use Roberts Rules of Order as a guide.
- The Commission moved that any Commissioner may place an item on the agenda, as well as Human Resources staff.
- The Commission moved to allow members of the public 5 minutes to speak in public comment or 3 minutes as it appears on the agenda.
- The Commission moved that any member is allowed to speak but must clearly state that they speak as an individual and not on behalf of the Commission. The Commission is to speak through there minutes as a body.
- The Commission moved that the Chairperson or two Commissioners can call a special meeting.
- The Commission moved that the person who is to be the next Chairperson will be designated the Chair Tempore.
- The Commission moved that each item will be voted upon with a roll call vote.
- The Commission moved to have every meeting streamed live.
- The Commission moved to ratify the budget designated to them by the El Paso County Commissioners Court.
- The Commission moved to draft a letter to the Ethics Board informing them that the Commission will work diligently, but ask that they stay in place while they draft and adopt a code.
- The Commission moved to use the red lined version of the Ethics Code as a draft.
- The Commission moved to ask the Attorney General for an opinion as to the role of the County Attorney with respect to the Ethics Commission.
- The Commission moved to recognize the County Attorney as the legal adviser of the Ethics Commission until they have the opinion from the Attorney General.
- The Commission moved to have the Ethics meeting on the 2nd and 4th Thursday of the month.

Meeting of December 10, 2009

- The Commission moved to have, discuss and take appropriate action regarding training for persons covered by the ethics code as a standing agenda item.
- The Commission moved to change title of Section I. from “Preamble” to “Purpose” and keep the first paragraph but delete the entire second paragraph in the draft code.
- The Commission moved to make “Definitions” Section II and “Application of Code” Section III of the draft code.

- The Commission moved to ask the County Attorney's office to provide information regarding Section II-Definitions and also provide information as to whether or not the District Attorney is subject to the Code of Ethics.

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Employment

Statistical information regarding the Employment Activities conducted by Human Resources can be found in the Attachments.

Risk Management

Statistical information regarding the Risk Management Activities conducted by Human Resources can be found in the Attachments.

Benefits

HeathSCOPE Benefits Customer Service Representative. A HealthSCOPE Benefits service representative is on-site in the Human Resources Department, Monday through Friday, from 8:00 a.m. to 5 p.m. This reporting period, the Access Customer Service Representative assisted 410 employees.

<u>Month</u>	<u>Walk-In</u>	<u>Telephone Calls</u>
October 2009	152	56
November 2009	92	25
December 2009	46	39

Risk Pool Board

Statistical information regarding the Risk Pool Board can be found in the Attachments.

Training and Development

Statistical information regarding the Training and Development Activities can be found in the Attachments.

Other Human Resources Highlights

Other highlights can be found in the Attachments.

ATTACHMENTS

Human Resources Department

Quarterly Report

October –December 2009

No. of background checks administered*	14	
Training Presentations:		
No. of new employee orientations held	2	
Total number of new employees in County for quarter	43	
No. of new employees that attended orientation	14	This number reflects the number of new hires that were hired within this quarter that attended orientation.
No. of sexual harassment or age discrimination training sessions held	27	
No. of sexual harassment or age discrimination training session participants	298	
No. of supervisory/management trainings held	19	
No. of supervisory/management training session participants	142	
No. of supervisors/managers in County	461	This is an estimate.
% of supervisors/managers trained	30.80%	
% of supervisors/managers who attended at least one training session	0.22%	
% of new employees that attended orientation	32.56%	
Employment		
Number of position openings	33	
Number of applications received	3,513	
Percent of applications screened	100%	
Number of typing/job related skills test administered	105	104 typing test and 1 skills test
Civil Service		
# of Grievances Filed	5	
Ethics (new category in FY09)		
# of Ethics Complaints Filed	3	

JOB APPLICATION PROCESS

TOTAL NUMBER OF APPLICATIONS: 3,513

Applications Received by Department 4th Quarter Calendar Year 2009

DEPARTMENT	NUMBER OF APPLICANTS
383rd DISTRICT COURT	404
388 district court	51
County clerk	465
County tax office	228
District clerks	274
Domestic relations	164
Facilities management	249
Family & community services	1
General assistance	89
Juvenile probation	886
Nutrition	14
Road & bridge	51
Sheriffs	637
Total Number of Applicants	3513

Positions Opened by Job Title 4th Quarter 2009

POSITIONS ADVERTISED	Number of Positions
Animal control officer	1
Bailiff	1
Case worker	1
Cashier	2
Collection specialist	1
Construction project manager	1
Cook iii	1
Crime scene technician	2
Director of detention	1
Fiscal administrator	1
Intensive supervisor juvenile probation	1
Juvenile corrections officer jpd	1
Maintenance technician	2
Office specialist	2
Office specialist intermediate	3
Parking garage manager	1
Probation officer	3
Program administrator	1
Program coordinator	3
Program director	1
Secretary	2
Truck driver	1

Total

33

This includes the Juvenile Probation & Sheriff's Postings.

EEO Statistics -Gender

Gender					
EEO Category	Sex	Total	Percentage	Group Total	Percentages
Admin. Support	Female	1,819	69.14%	2,631	79.15%
	Male	812	30.86%		
Corrections	None	0	0%	0	0%
Officials & Administrators	None	0	0%	0	0%
		0%	0%		
Others	Female	10	17.24%	58	1.74%
	Male	48	82.76%		
Paraprofessionals	Female	39	82.98%	47	1.41%
	Male	8	17.02%		
Professionals	none	0	0%	0	0%
Protective Service Workers	Female	45	10.77%	418	12.58%
	Male	373	89.23%		
Service Maintenance Workers	Female	1	9.09%	11	0.33%
	Male	10	90.91%		
Skilled Craft Worker	Male	71	100.00%	71	2.14%
		100.00%	100.00%		
Technicians	Female	54	61.36%	88	2.65%
	Male	34	38.64%		
				Female :	1,968
				Male:	1,356
				Total:	3,324

Risk Management

Yearly Inspection of County owned buildings:	1
Number of periodic safety inspections:	0
Number of risk training presentations:	1
Number of Workers' Compensation claims:	39
% reduction in # of Workers' Compensation claims from Oct/Nov/Dec 2008:	45%
Total Cost of Workers' Compensation claims:	\$21,411
% change in Workers' Compensation claims cost:	30% reduction
Number of insurance claims managed:	1
Number of insurance claims resolved:	1
Total cost of claims managed:	\$1,884

Business completed by Risk Pool Board:

The County of El Paso Risk Pool Board enhanced the benefits plan document to include Colonoscopies and Bone Density screenings as part of the annual physical subject only to an office co-pay. The Board also enhanced annual physicals to two physicals per year: an annual physical and a well-women's examination. One major accomplishment by the Board was revising the County's Health and Dental Benefits Plan Document to include all amendments added to the plan document in 2009.

Juvenile Probation Department-HR

Number of harassment complaints received?

1 (October 2009)

% of harassment complaints received that have been investigated & completed?

100%

% of recommendations from investigations that were implemented by the department?

N/A The complaint was found not to be harassment.

Sheriff's Department-HR

October:

- SHRM Conference in Ft. Worth, Texas
- Conducted the FCO Promotional Exam Process
- Hired first Polygrapher for the department
- HR Division Office took an internal FMLA exam to help broaden their knowledge

November:

- Detention Officer Academy of 19 Cadets
- FMLA Training in Kerrville, TX
- Hired 2 out of 3 Animal Control Officers

December:

- 9 of 12 Chapters were revised in the Civil Service Rules & Regulations
- Deputy Sergeant Promotional Exam
- HR Coordinated w/ the SO & ITD to integrate the Police Manager Software system
- HR was subject to their annual CALEA inspection and for the first time, passed 100%!!!
- HR updated Physical Fitness Standards to be consistent among NEW employees, LATERAL transfer employees and RESERVISTS. (In the past, none existed for Laterals & Reservists).

Statistics:

Sheriff's Office Civil Service Meetings	4
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# of Grievances files at the Sheriff's Office	7
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No. of Applications	647
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Avg. application processing time for those tested	7 weeks
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Avg. application processing time for those not-tested	2 days
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Percent of applications screened	100%
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Job listings posted on web	7
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No. of tests administered

<i>Detention Officers</i>	95
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(Physical Test, Written, Polygraph, Medical, Psychological)

No. of background checks administered	158
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No. of drug/alcohol screens administered

<i>Pre-Employment</i>	23
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<i>Random</i>	12
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No. of new employee orientations held

<i>Detention Officers</i>	1
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<i>Civilians (County)</i>	1
Total number of new employees in Sheriff's Office	
<i>Detention Officers</i>	19
<i>Civilians</i>	7
No. of new employees that attended Orientation	
<i>Detention Officers</i>	19
<i>Civilians</i>	4