

Human Resources

HUMAN RESOURCES ACCOMPLISHMENTS

- Offered new Guardian Dental Voluntary Plan with 53% employee enrollment.
- Administered Awards of Excellence, Education Incentive and Tuition Reimbursement Programs.
- Wellness Works! Team members developed action plan and operating budget for FY 09/10. Wellness Works! Team initiated Projects such as Health Assessment Surveys, AngioScreens, Metadata Screenings, Logo Contest and the new Courthouse Stairwell Beautification Project to encourage fitness.
- Administered the EEO Management Intern Program that introduced college students to possible careers in County government.
- Negotiated new Long Term Disability Product with Standard Insurance with average cost reduction from 30% to 40%.
- Maintained hiring freeze of positions and only filled critically needed positions, resulting in the elimination of more than 60 vacant positions over the past two years with no employee layoffs.
- Managed transition of Tallahassee Area Convention and Visitors Bureau employees to Leon County employment, including a management review of job descriptions, salaries and benefits.
- Conducted Minimum Wage Review and Analysis based on changes in State and Federal Minimum Wage Requirements and implemented necessary Pay Plan Revisions and employee impacts.
- Conducted 2009 E-Appraisal and E-Assessment Training for County employees and managers. County Administration and County Attorney staff were evaluated through the Electronic Appraisal System.
- Revised County policy on Declared State of Emergency to assist Emergency Operations Center and VolunteerLEON with adequate staffing during an emergency and updated employee pay provisions.
- Provided oversight and guidance over the 2009 Summer Youth Training Program.



Did You Know

The Summer Youth Training Program trained more than 50 Leon County students, ages 14 to 21, at 41 different work sites throughout Leon County.



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Leon County Human Resources recruits qualified candidates for employment and provides an array of services to County employees to enable Leon County residents to continue receiving excellent services and products from their government.

