

2016 CSC/HR Metrics

Job Audits/Job Description Revisions: 112 (9.33 per month)

Job Postings: 215 (17.9 per month)

Job Applications Processed: 14,957 (1,246.4 per month)

New Hires: 252 (21 per month)

Formal Complaint Investigations: 13 (1.1 per month)

Civil Service Hearings: 14 (1.2 per month)

NEOC/EEOC Charges Processed: 11 (.9 per month)

Total Training Sessions Completed: 895 (74.6 per month)

- Classroom Attendees: 154
- New Employee Orientation Attendees: 263
- eLearning Session Participants: 478

FMLA Processed [Per Employee since July 2016]: 450 (75 per month)

Separations Processed: ~187 (15.5 per month)

These statistics do not include the number of Oracle support:

- Address changes, benefit election changes, demotions, disciplinary actions, job title changes, location changes, negotiated union increases (e.g. annual adjustment) organization name or # changes, phone number changes, promotions, step increases, supervisor changes, and/or transfers.
- Pay scale structure tables, job classification tables, benefit programs setups, etc.

HR also administers and proctors written exams for the following departments:

- Communications/911
- Corrections

Other items include:

- Benefit and pension administration
- Compensation administration
- Employee relations
- Legal compliance (e.g. ACA, ADA, ADEA, COBRA, FLSA, GINA, IRCA (E-Verify), OFCCP, Title VII, USERRA, and VEVRAA)
- Performance evaluation administration
- Subpeona processing
- Wellness program

Additionally, HR maintains record-keeping responsibilities for all civil service employees and their files as well as the Correction's departmental files.