



LUMPKIN COUNTY COMMUNITY AND EMPLOYEE SERVICES

2015 Annual Report – Community and Employee Services (Human Resources) Department

- Worked with County Manager and Finance Department members to successfully launch county's Facebook page. Write FB posts and manage FB page.
- Worked with County Manager, other department heads, and BOC to negotiate Settlement Agreement for Project Civic Access.
- Led corroborative effort to select ADA mitigation contractor.
- Began process of responding to requirements of Settlement Agreement for DOJ Project Civic Access.
- Worked with ADA mitigation provider to manage completion of ADA access survey of all county buildings.
- Attended Public Information Officer training.
- Facilitated group online training classes for Roads and Bridges Department in chainsaw safety and work zone safety.
- Prepared and presented HR training class to Sheriff's Office commanders.
- Sought out and obtained no-cost online ethics training for all employees.
- Presented Wellness Fair providing health and wellness testing, flu shots, and access to wellness vendors.
- Successfully obtained annual wellness grant in the amount of \$3,500 sponsored by LGRMS/ACCG and Blue Cross/Blue Shield.
- Successfully obtained annual safety and risk management discount for property and casualty insurance.
- Completed annual Civil Service/Employee Handbook updates.
- Attended various professional meetings and ACCG workshops to keep professional knowledge and certification up-to-date.
- Worked with LGRMS to provide employees with several health and wellness classes.
- Ongoing efforts to monitor and manage both Worker's Compensation claims as well as other Risk Management claims.
- Participated in annual audits as required.
- Planned and hosted annual Employee Christmas Luncheon/Service Awards presentation.
- Prepared and distributed annual Medicare Part D notices.
- Won all unemployment hearings.
- Completed the hiring process for 56 new hires. Processed 75 terminations.