



LUMPKIN COUNTY COMMUNITY AND EMPLOYEE SERVICES

2016 Annual Report – Community and Employee Services (Human Resources) Department

- Hired and began training process for new HR Technician after retirement of previous employee.
- Facilitated an employee-wide compensation study and implementation of compensation recommendations.
- Continued working with other departments and MTC, our ADA consultants, to successfully mitigate Project Civic Access findings (ongoing project).
- Facilitated total county-owned facilities review by MTC for compliance with Project Access.
- Facilitated total county-wide ADA training as required by our Project Civic Access settlement agreement.
- Worked with benefits broker to find a new health insurance plan because cost of continuing with BCBSGA was too high.
- Facilitated required Defensive Driving classes.
- Responded to Open Records Requests as needed.
- Provided special “Safety Third” training class to Roads and Bridges department.
- Revised Orientation Program to include mandatory Ethics and Avoiding Sexual Harassment training.
- Presented Wellness Fair providing health and wellness testing, flu shots, and access to wellness vendors.
- 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 certifications up-to-date.
- Ongoing efforts to monitor and manage both Worker’s Compensation claims as well as other Risk Management claims, including participating in ACCG’s new risk management plan.
- 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.
- Upon resignation of Park & Rec Manager, worked with P&R Advisory Board to recruit, screen, and complete initial interviews for new P&R Manager.
- Completed the hiring process for 87 new hires. Processed 77 terminations.