



LUMPKIN COUNTY COMMUNITY AND EMPLOYEE SERVICES

2011 Annual Report – Community and Employee Services (Human Resources)

Department

- 2011 turned out to be an especially challenging year for this department due to the unexpected death of department director Fran Sullens in early September. After her death the other two department members, HR Specialist Pam Surgent and HR Technician Glenda Dzuba, under the direction of County Manager Stan Kelley, divided tasks and work loads to smoothly operate the department. New director was hired in November.
- Prepared for and provided Service Award recognition information and awards.
- Transitioned employees who took early retirement including preparing alternative options and assisting employees in decision making as well as implementing all paperwork.
- Transitioned Parks and Recreation from county to YMCA management.
- Transitioned Water Authority off County payroll and Workers Comp coverage.
- Transitioned Development Authority off County Workers Comp.
- Department staff attended various ACCG/LGRMS provided trainings to increase knowledge and ability to serve the county, manage Wellness Grant and meet requirements for safety discounts on Workers' Compensation and Property and Liability insurances.
- Human Resources assumed full responsibility from Finance for payroll processing.
- Participated in ongoing DOL and BLS surveys.

- The department again obtained a \$3,000 wellness grant sponsored by LGRMS/ACCG and Blue Cross/Blue Shield.
- Used part of the wellness grant to offer an Employee Health Fair with free health-related screenings as well as health information. This was in conjunction with Open Enrollment.
- Changed health insurance eligibility to a 90 day waiting period in order to save on cost of benefits.
- Added HMO option to reduce the cost of benefits.
- Began using new payroll processing software.
- Ongoing efforts to file claims and then monitor and manage Workers Compensation claims as well as other Risk Management claims.
- Participated in annual audits as required.
- Began work on EEO Plan as required for several grants.
- Researched, developed and provided for implementation of Voluntary Vacation Donation Policy.
- Attended training for HB 87 and prepared for the ongoing implementation of the SAVE affidavit.
- Planned and hosted annual Employee Christmas Luncheon. Received assistance in set-up and take down from Elections and Finance.
- Participated in defending the County at Georgia Department of Labor Unemployment Compensation hearings as necessary.
- Completed the hiring process for 54 new hires. Processed 69 terminations.