

Department of Human Services, Office of Human Resources  
Response to Ways and Means  
Human Services Subcommittee  
April 7, 2005

HR Administration

- Provide direction and oversight for the Office of Human Resources and provide general clerical support for the entire office.

Employee and Labor Relations

- Provide strategic and operational advice, technical assistance and consultation related to human resources management to assist in improving agency operational performance.
- Coordinate and maintain human resource management functions such as personnel policies, labor and/or employee relations, administration of agency collective bargaining agreements and compliance to state and federal laws and regulations related to employment and labor relations.

Classification, Leave Law Administration

- Responsible for department classification work related to position reviews and alignment to statewide classification specifications.
- Responsible for administration of state leave programs which include FMLA, OFLA, and Military leave.

Criminal Records Unit

- Responsible for performing background checks and screening for suitability for department employees, volunteers and service providers in childcare, child welfare, seniors and persons with disabilities and health services.
- The unit performs approximately 15,000 background checks a month. Of these, approximately 300 are Department employees and the rest are service providers. This function is an important part of the screening process that helps safeguard the department's vulnerable populations.

### Workforce Information Unit

- Perform data analysis for both internal and external customers of DHS. Provide trend analysis necessary to plan human resources strategic needs.

### Recruitment

- Provide hiring managers with a qualified, diverse applicant pool.
- Provide hiring managers with adequate recruitment- and selection-related training to assist during the recruitment and selection processes; ensure that applicants understand the application process and have the opportunity to become successful when applying for DHS jobs.

### Diversity Management and Coordination, Affirmative Action and Americans With Disabilities Act (ADA) Unit

- Responsible for development of department-wide diversity initiatives and strategic planning, engage all levels of leadership and collaborate with the recruitment and training staff to set and achieve diversity goals, provide cultural competency training, develop and monitor the DHS Affirmative Action plan, provide managers with data and tools related to Affirmative Action and provide ADA coordination related to employees of DHS.

### Safety & Health

- Provide loss analysis and development of strategies to prevent injuries and other worker safety-related losses.
- This unit also provides workers' compensation claims management and is a resource to managers and staff throughout the state, by providing consultation, training and tools to reduce injury and provide a safer workplace.

### Employee Training and Staff Development

- Provide enterprise-wide training and coordinate training services across DHS that support the development of employees and managers.

## Employee Records

- Responsible for providing oversight for personnel records by reviewing personnel actions to determine appropriateness per state policies and applicable collective bargaining agreements.
- Responsible for inputting approved personnel action information into the statewide employee records database; maintaining employment-related data tracking systems and employee personnel files.