

Human Resources

	Jan – June '00	July – Dec '00	Jan – June '01	July – Dec '01	Jan – June '02
Goals	15	19	19	18	25
Completed	8	10	11	9	14
In Progress	3	6	7	7	8
Not Started	4	3	1	2	3
Completed	53.3%	52.6%	57.9%	50.0%	56.0%
Completed – In Progress	73.3%	84.2%	95.0%	88.8%	88.0%
Not Started	26.6%	15.7%	5.0%	11.1%	12.0%

	July – Dec '02	Jan – June '03	July – Dec '03	Jan – June '04	July – Dec '04
Goals	23	22	28	14	15
Completed	17	11	19	9	4
In Progress	5	9	6	3	9
Not Started	1	2	3	2	2
Completed	73.9%	50.0%	67.9%	64.2%	26.7%
Completed – In Progress	95.6%	91.0%	89.3%	85.7%	86.7%
Not Started	4.3%	9.0%	10.7%	14.2%	13.3%

	Jan – June '05	July – Dec '05	Jan – June '06	July – Dec '06	Jan-June '07
Goals	19	16	17	19	19
Completed	12	6	8	10	11
In Progress	5	7	8	4	4
Not Started	2	3	1	5	4
Completed	63.2	37.5%	47.1%	52.6%	57.9%
Completed – In Progress	89.4%	81.2%	94.1%	73.7%	78.9%
Not Started	10.5%	18.7%	5.9%	26.3%	21.1%

	July – Dec '07	Jan – June '08
Goals	13	17
Completed	9	9
In Progress	3	7
Not Started	1	1
Completed	69.2%	53.0%
Completed – In Programs	92.3%	94.1%
Not Started	7.6%	5.9%

1. Finalize new personnel policy to Board of Supervisors.

■ Completed

2. Disseminate and explain new personnel policies and procedures manual to employees.

■ In Progress

3. Complete health insurance renewal process.

- Completed
- 4. Provide in-house training programs for County employees.
 - Completed
- 5. Continue to improve new hire program and new employee orientation.
 - Completed
- 6. Investigate possibility of obtaining computer software tracking system for key HR related statistics.
 - In Progress
- 7. Publish two editions of County newsletter.
 - Completed
- 8. Review possible use of NEO GOV Program.
 - In Progress
- 9. Study best practices in small HR departments and make recommendations for implementation.
 - In Progress
- 10. Organize employee United Way campaign.
 - In Progress
- 11. Pursue system of employee personality profiles.
 - Completed
- 12. Visit another county to compare Human Resource operations.
 - In Progress

Animal Control

- 1. Complete transition into new office space.
 - Completed

2. **Hold Adopt-a-Pet-Athon.**
 - **Completed**
3. **Produce informational brochure insert for County newsletter.**
 - **Not Started**
4. **Visit another county to review Animal Control operations.**
 - **Completed**
5. **Financial audit of division programs.**
 - **In Progress**

July - December 2008

Six Month Goals

1. **Assist with Completion of Finance Director and Utility Director Hiring Processes.**
2. **Update Forms Referenced in New Personnel Policies and Procedures Manual.**
3. **Provide In-House Training Programs for County Employees, Including Myers Briggs.**
4. **Continue to Improve New Hire Program and New Employee Orientation.**
5. **Investigate possibility of obtaining computer software tracking system for key HR related statistics.**
6. **Publish Two Editions of County Newsletter.**
7. **Review Possible Use of NEO GOV Program.**

- 8. Study Best Practices in Small HR Departments and Make Recommendations for Implementation.**
- 9. Organize Employee United Way Campaign.**
- 10. Conduct Employee Opinion Survey.**
- 11. Continue Transfer of Finance Related Job Duties Over to the Finance Department.**
- 12. Conduct Employee Demographic Profile.**
- 13. Begin Compiling Information On New Salary Equity Program.**
- 14. Compile Annual Report.**