



HUMAN RESOURCES

DEPARTMENT EDUCATION

WHAT IS HUMAN RESOURCES?

A function of an organization responsible for planning, directing, and managing programs and services that effect employees at every stage of employment. Human Resources has the unique responsibility of empowering employees and also protecting companies.



GREENE COUNTY HUMAN RESOURCES

Six team members supporting 1150+ employees:

- Director: Mailyn Jeffries
- Asst. Director: Amanda Corcoran
- Sr. HR Specialist (2): Kami Johnson & Taylor Smalley
- Recruitment Coordinator: Janice Cardwell
- HR Assistant: Donna Prince

MISSION STATEMENT

To support Greene County employees by providing dedicated service, quality programs, and a commitment to progress.

WHAT DOES HR DO?

Recruitment

- Manage ATS countywide
- Facilitate recruitment, selection, and pre-employment process for all Commission Depts. & select offices
- Attend job fairs

Onboarding

- Conduct Greene Greetings orientation almost weekly
- Process certain paperwork for all new hires

* Group Benefits

Complete administration of all group insurance benefits including medical, dental, vision, life insurance, and long term disability. I

Wellness Program (Venture)

- Lunch & Learns
- Wellness Challenges
- Annual Wellness Expo

Workers' Compensation

Complete administration of county's workers compensation program. Includes claims management and education for safety/injury prevention.

FMLA & ADA

Complete administration of all medical leave cases for employees countywide.

Can be involved in ADA accommodation proces

WHAT DOES HR DO?

Policy Management

- Maintain countywide personnel policy manual
- Steer policy review group
- Make recommendations to county commission

Grievances

- Accept employee grievances
- Conduct investigations when warranted
- Work with managers, department heads, and elected officials for resolutions

Employee Programs

- **Tuition Reimbursement**
- **Referral Incentive**
- **Food Truck Thursday**

Compliance

- Must possess knowledge of **numerous** federal and state employment laws
- Ensure county remains compliant

Payroll

- **Complete all personnel action items: new hires, transfers, terms etc.**
- **Maintain countywide position information in Eden**
- **Maintain county grade & step table**

Administrative

- Verifications of Employment
- Address changes
- Unemployment
- Exit Interviews

2024 ✨

Workers' Compensation

Claims: 159

Family Medical Leave

Cases: 93

Recruitment

Interviews: 112

Career Events: 8

Payroll

- 894 personnel status forms processed
- 1084 group insurance changes
- 266 open enrollment changes

Administrative

Verifications of Employment: 175

Referral Incentives: 69 (43 hired)

REMINDER



COUNTY CLERK TEAM MEMBERS MANAGE:

- CERF & LAGERS
- TRADITIONAL PAYROLL PROCESSING
 - W-4 (TAX WITHHOLDINGS)
 - DIRECT DEPOSIT



**THANK
YOU VERY
MUCH!**

