



Dubuque County Human Resources

Human Resources Roles and Responsibilities

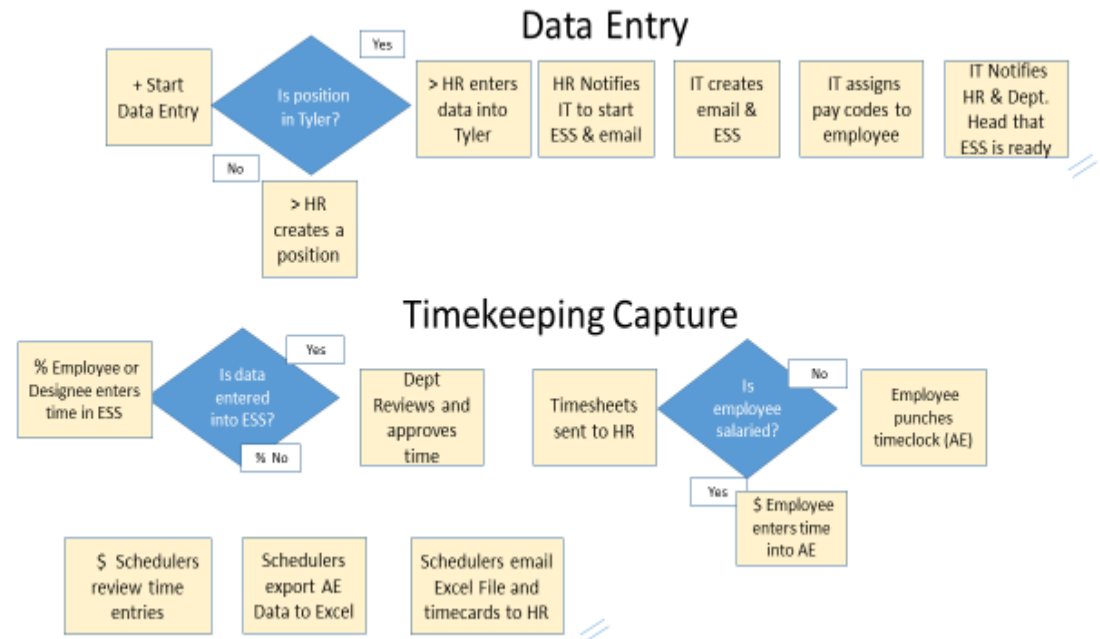
- ▶ Union contract and administrative policy compliance
- ▶ Administrative policy management
- ▶ Employee relations
- ▶ Employee compensation and benefits
- ▶ Drug and alcohol testing administration
- ▶ Union contract negotiations
- ▶ Recruitment
- ▶ Inclusion and Equity
- ▶ Job description and position development
- ▶ Supervisor and employee training
- ▶ Direct disciplinary procedures
- ▶ Timekeeping

LEAN Payroll Process

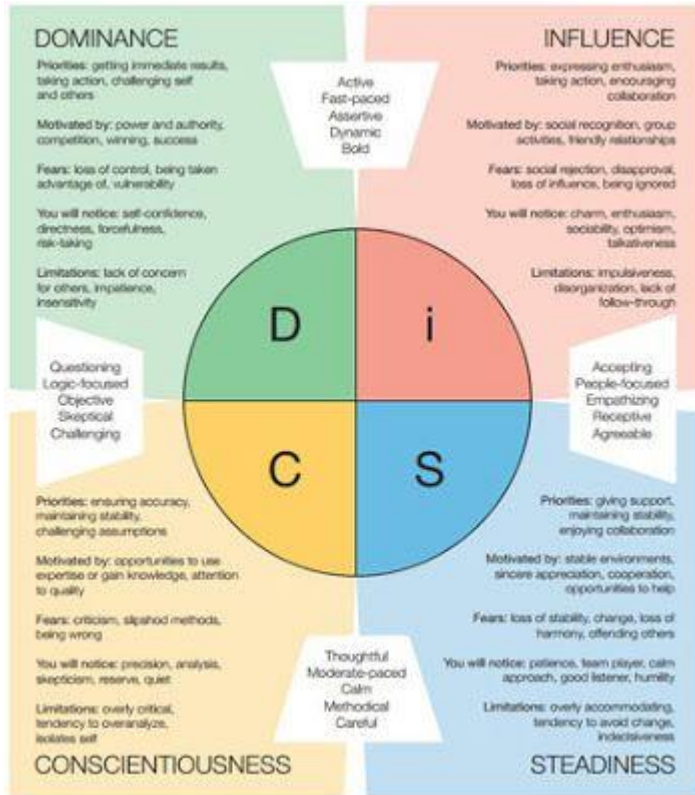
Human Resources, Auditor and IT staff completed a LEAN course for our County payroll process.

RESULTS:

1. Automated Sunnycrest timekeeping into Tyler Payroll system. No hand entry of time which reduces chance of input errors. Sheriff's department is converting over.
2. Developed new HR forms to capture all required data electronically.



Supervisor Training



We teamed with NICC to provide training for supervisory staff.

- ▶ Harassment training - Your Role as a Supervisor
- ▶ Developing your Management Style
- ▶ Team Development
- ▶ Effective Communication
- ▶ Tough Talks: Handling Difficult Conversations
- ▶ Emotional Intelligence
- ▶ Attitude & Accountability

2020 Activities

- ▶ 5 union contract negotiations
(Courthouse, Roads, County Attorney, Sunnycrest, Admin Deputies)
- ▶ Position budgeting implementation
- ▶ Inclusion and Equity training
- ▶ Website and social media development

