

# Human Resources Overview

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May 2, 2023

## Agenda

- Introductions
  - Elizabeth Toal, Deputy Director - Talent
  - Craig Morris, Deputy Director – Enterprise
  - Kristen Schultz, Manager – Benefits
  - Jean Gramling, Manager – Operations
  - Tracy Sherbert. Manager – Business Partner Services
  - Alison Kelly – Manager – Labor Relations
  - Ollie Muhammad – Manager - DIOD
- Overview of Human Resources Department
- Role of the Ramsey County Board and Connection to Human Resources
- Discussion - All

## Purpose of Human Resources

Human Resources supports county departments by offering Human Resources consultation and direction that ensures compliance, transparency, efficiency and mitigates risk.

Human Resources provides the framework that will link people management and development practices to long-term business goals and outcomes.

## Human Resources Divisions

### Talent Division

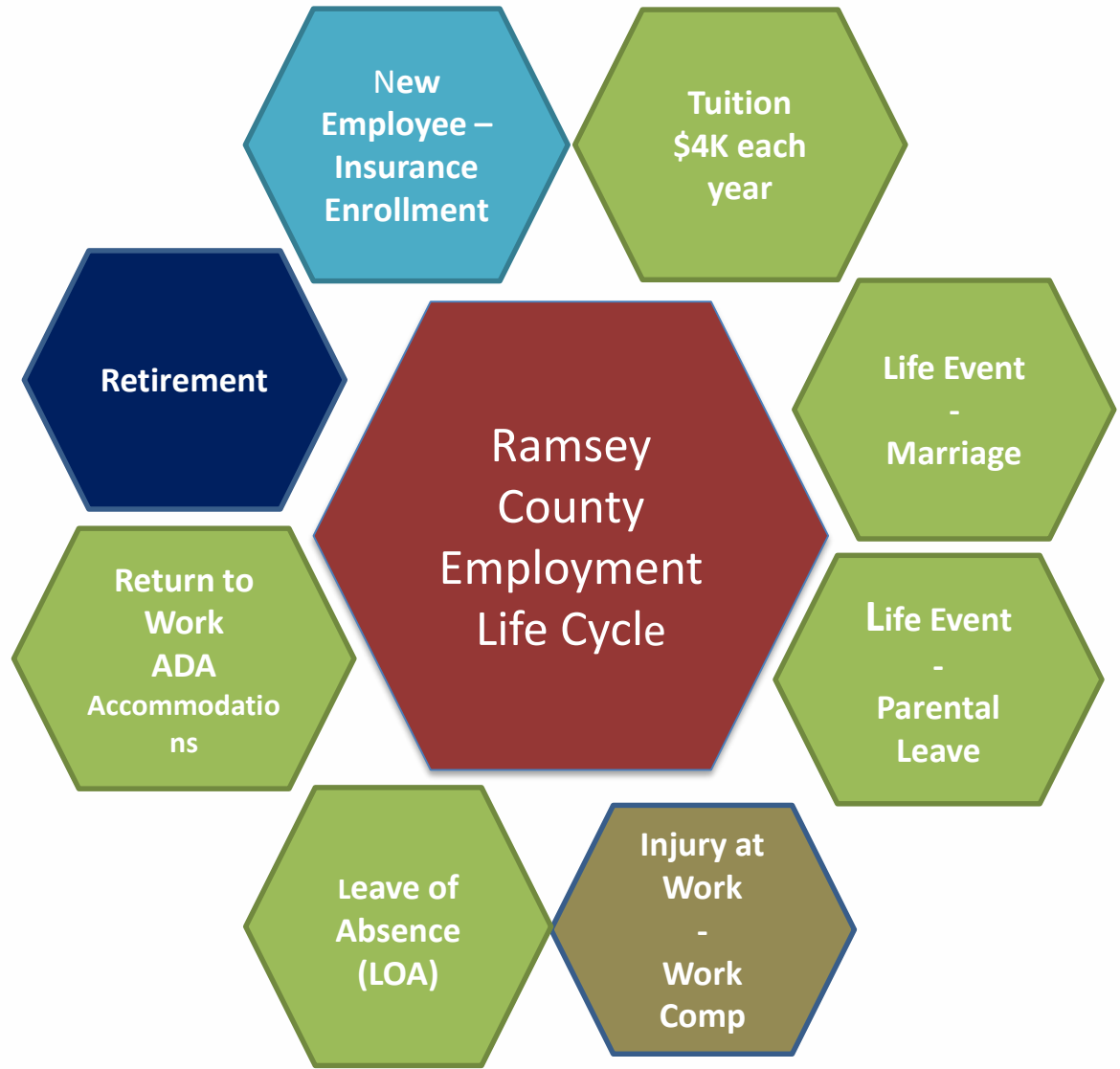
- Talent Acquisition
- Business Partner Services
- Diversity/Inclusion/Organizational Development
- Operations (Payroll)

### Enterprise Division

- Benefits (Worker's Compensation/Leaves)
- Labor Relations (Compensation)
- Enterprise Resource Planning

## Benefits

- Administer County procured employee & retiree benefit plans
  - Dental, Medical, Life Insurance, Short and Long Term Disability
- Leaves of absence – Family Medical Leave Act (FMLA), parental, sick and safe
- Return to work
- Americans with Disabilities Act (ADA) accommodations
- Tuition reimbursement
- Workers compensation claims
- Employee safety
- Employee wellness
- Employee assistance program



## Payroll and Transactions

- Process **lifecycle transactions** for all full-time, part-time, temporary, seasonal hires.
- Serve as a **point of contact** for employees for payroll, benefits, and related questions, issues, etc.
- **Run and audit** reports against information and Summit entries to **ensure** work rules are applied correctly to timesheets and transactions entered.
- **Process timesheets for 26 pay periods per year** and work with Finance to **get every employee paid.**
- Maintain **personnel files** for **all county employees.**
- Audit the lifecycle transactions, timesheets, etc.
- Meet with all new hires in the County and explain new hire documents.

## Payroll and Transactions

Names	Phone	Emails	Units
Sarah Burkhalter	651-266-2712	<a href="mailto:Sarah.Burkhalter@co.ramsey.mn.us">Sarah.Burkhalter@co.ramsey.mn.us</a>	Administration
Nou Chang	651-266-2719	<a href="mailto:Nou.Chang@co.ramsey.mn.us">Nou.Chang@co.ramsey.mn.us</a>	Operations Administration
Jean Gramling	651-266-2716	<a href="mailto:Jean.Gramling@co.ramsey.mn.us">Jean.Gramling@co.ramsey.mn.us</a>	Operations Administration
Jennifer Chang	651-266-2700	<a href="mailto:Jennifer.Chang@co.ramsey.mn.us">Jennifer.Chang@co.ramsey.mn.us</a>	Operations Administration
Darla Phillips	651-266-2932	<a href="mailto:Darla.Phillips@co.ramsey.mn.us">Darla.Phillips@co.ramsey.mn.us</a>	Transactions

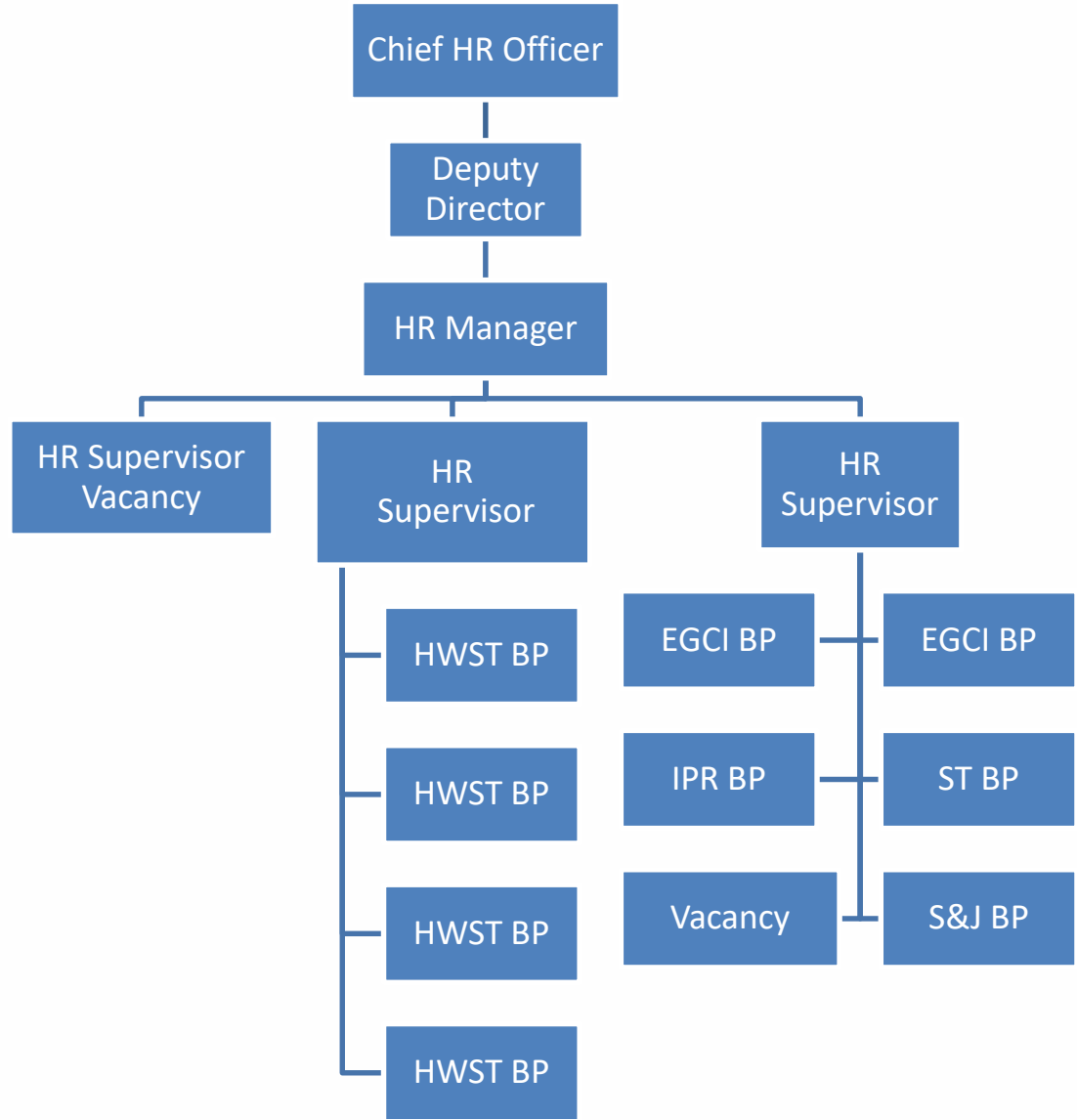
**List of PBTAs and contact information at: <https://ramseynet.us/job-information-training-benefits/employee-resources/payroll/departement-personnel-benefits-and-transactions-assistan>**

H&W	IPR	Safety & Justice	EGCI	Strategic
<ul style="list-style-type: none"> <li>• Anne Yang</li> <li>• Angel Lang</li> <li>• Jill McKenzie</li> <li>• Kristen Boyne</li> <li>• Maureen Bibro</li> <li>• Yvonne Overson</li> </ul>	<ul style="list-style-type: none"> <li>• Alexandra Ritschel</li> </ul>	<ul style="list-style-type: none"> <li>• Tania Mulvaney</li> <li>• Heidi BraBec</li> <li>• Debora Midence</li> </ul>	<ul style="list-style-type: none"> <li>• Rhonda Swanson</li> <li>• Jean Chisholm</li> <li>• Tim Koran</li> </ul>	<ul style="list-style-type: none"> <li>• Tim Koran</li> </ul>



## HR Business Partner Services

- Each of the eight Business Partners has an assigned service team.
- Each service team is made up of several departments.
- All of the Ramsey County employees in those departments will be supported by their Business Partners during their employment.
- Business Partners are meant to be considered resources for recruiting, hiring, onboarding, employee relations issues and strategic planning.
- Business Partners and PBTA's work in partnership to provide support and to answer questions:
  - Strategic Team Business Partner-Tracy Sherbert
  - Strategic Team PBTA-Tim Koran



## Administrative Staff-Principal Assistants

- Administrative staff
  - Classified
  - Hired through an open competitive process
  - Can be reassigned within the department

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- Principal Assistants
  - Unclassified
  - At will employment
  - Can be appointed at the discretion of each Commissioner

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## Labor Relations & Compensation

Engage labor partners and county leadership in a collaborative, responsive and proactive manner that supports Ramsey County as a premier employer; by problem solving in creative, strategic and innovative ways that uphold the values, mission and goals of Ramsey County.

## Labor Relations & Compensation

- Negotiate, interpret, advise and administer Ramsey County's 21 Labor Agreements
- Conflict resolution & grievances
- Training
- Wage studies & analysis
- Maintain compensation structure
- Labor communications

**Build and grow strong, effective relationships with labor and county leadership to support employees servicing Ramsey County residents.**

# Diversity, Inclusion and Organizational Development Learning Management System

- A function of the Diversity, Inclusion and Organizational Development (DIOD) unit in the Human Resources Department by giving employees access to countywide and department-specific trainings and events.
- Visit YOUR learning and development center via RamseyNet – main page under popular links.
- Ability to assign learning opportunities.
- Attendance is open to all including the Commissioners (and please participate).

## **DIOD is also focused on:**

- Partnership
- Organizational racial equity, diversity, and inclusion alignment
- Employee Engagement
- Data

