



## **Department of Human Resources Annual Report**

### **MESSAGE FROM THE DIRECTOR:**

2021 continued to be a year that our department will never forget. The County was met with the pandemic early in 2020. With the pandemic came an increase in responsibility to the Human Resources Department among many other departments.

Most all employee events were cancelled for the year, in-person training had to cease, and we had to regroup and rise to the occasion. Regardless of the obstacles that we had facing us, we knew that our employees deserved to be served with the same level of customer service that they have come to know and expect from us.

At the end of 2021, we are facing another variant referred to as “Omicron” and in addition to the vaccinations, there is a booster available for employees to receive.

In calendar year 2021, there was a total of 85 reported positive COVID-19 cases among employees.

Here is a look at the accomplishments of the department throughout calendar year 2021:

### **TRAINING OPPORTUNITIES:**

Human Resources provided various training opportunities throughout the year. Although the pandemic slowed us down on the in-person trainings, we were able to resume some in person trainings mid-year for our employees. Our trainings included:

- Components For Great Communication
- Art of Listening & Giving Feedback
- Collaborative Customer Service
- Dealing with Stress During COVID-19
- Diversity in the Workplace
- Fresh Start
- Stop the Bleed
- Workman’s Comp

### **CHARITABLE GIVING & COMMUNITY OUTREACH:**

On April 28<sup>th</sup>, County staff participated in Demin Day sponsored by the James House. The James House offers cost-free, confidential help for people affected by sexual violence, domestic violence, and stalking in the Greater Tri-Cities Region of Virginia. County employees gave a minimum of a \$5.00 donation in order to wear jeans that day.

### **COUNTY NEWSLETTER:**

The County-wide newsletter for all residents that is published in April and October is prepared in Human Resources. Corrie Hurt, Human Resources Director, prepares this paper for distribution to the citizens. Mrs. Hurt relies on input and information provided to her by County staff to compose the newsletter. This is a time consuming and detail-oriented process.

### **HUMAN RESOURCES DEMOGRAPHICS, RECRUITMENT & RETENTION:**

Prince George County Government had a total of 414 employees. The 414 employees consisted of 295 full-time and part-time regular employees, and 119 part-time temporary and/or on-call

employees. The demographics of the employee population base reflected 196 females and 218 male employees; with 316 Caucasians, 83 African Americans, and 15 employees of other races. The median hourly wage for Prince George County is \$24.99 per hour and the median annual salary for Prince George is \$41,759.62.

A total of sixty (60) vacancies were advertised externally and nine (9) vacancies advertised and recruited for internally. Human Resources received 1,751 applications. Of those, seventy-eight (76) employees were hired for various part-time, on-call and full-time positions. The demographics of the candidates who applied for positions with Prince George are as follows:

<b>Applicants By Gender</b>		
Male	Female	Unknown
315	1,122	14

<b>Applicants By Ethnicity</b>			
Caucasion	African American	Other	Unknown
932	699	176	14

Sixty-eight (68) employees left employment with Prince George County. The 68 employees consisted of sixty (60) resignations and eight (8) retirements.

**POSITION CONTROL CHART CHANGES:**

Several changes were approved by the Board of Supervisors on the position control chart. Those include the following:

- Reclassified a Utility Supervisor position to Utility Project Engineer
- Created a new Drug Court Administrator position
- Reclassified one Senior Grounds Maintenance Worker to Coordinator I, Grounds Maintenance and Tourism Reclassified the Coordinator V, Athletics to Manager V, Sports and Tourism
- Reclassified the Administrative Support Specialist II to Administrative Support Specialist III in Parks & Recreation
- Reclassified the Information Systems Engineer to Information Systems Technician
- Reclassified the Information Systems Specialist, Applications to Information Systems Technician
- Reclassified the Director of Fire & EMS to Fire & EMS Chief
- Added three new full-time Fire Medic positions
- Reduced the number of funded full-time Police Officers from 44 to 43 and created a new Police Accreditation Manager position
- Added one full-time Administrative Support Specialist III position to the County Garage

**POLICIES:**

Staff reviewed and made recommendations to change or add various Personnel and Administrative Policies throughout the year. Policies that were taken to the Board of Supervisors are as follows:

- Equal Employment Opportunity/ADA Statement
- Definitions

- Recruitment
- Hiring
- Medical Examinations
- Intoxicants and Drugs
- Promotion
- Temporary Acting Positions
- Overtime
- Leave
- Employee Grievance Procedures
- Wireless Devices
- Electronic Information, Internet and Network Resources
- Expense Reports and Purchase Cards/Accounts
- County Procurement Policy



**EMPLOYEE EVENTS:**

The Coronavirus pandemic continued to slow our normal events down. In October, there was a door decorating contest held. In December, the annual Holiday/Service Awards were held in a more non-traditional manner. County employees being recognized for their years of service were honored in the Board Meeting Room in three phases so that social distancing could be maintained. They were welcome to bring a guest of their choice and they received their service pin and a \$25 gift card from the County Administrator and Board of Supervisors.

In December, employees participated in an ugly sweater contest. The winner received a \$25 gift card that was purchased by Mr. Hunter, a member of the Board of Supervisors. Magen Moreno in the Police Department was the winner for the second year straight. There was also a first annual door decorating contest for Christmas where Community Corrections was named the winner.

