

Department Name	Human Resources
Account(s)	1432

<p>Department Function</p> <p>The mission of the Department of Human Resources is to serve Albany County government through the progressive and enlightened management of its most important asset—its employees. The Department is committed to delivering high-quality service with integrity and confidentiality, while respecting individuals, promoting internal partnership, and driving innovation and continuous improvement. We affirm our commitment to making all employment-related decisions based on the principles of equal employment opportunity.</p> <p>The Department of Human Resources supports all County departments and employees through three key divisions. The Division of Personnel Services is responsible for administering the Albany County Rules and Regulations, employee onboarding, payroll, benefits, staff development, and health and wellness initiatives. The Division of Employee Relations works in collaboration with the Albany County Law Department to support labor relations, resolve grievances, and assist with contract negotiations. Lastly, the Division of Affirmative Action ensures compliance with federal, state, and local laws related to anti-discrimination and equal employment opportunity across all County departments</p>

<p>Current Year Highlights</p> <ul style="list-style-type: none"> • Offering Employees with 15 years of full-time equivalent service with Albany County or 20 years of full-time equivalent service with municipalities participating in the New York State and Local Retirement system provided, however that at least 10 of those years be full time equivalent service with Albany County be vested in health insurance benefits in retirement with Albany County • Partnered with Health Insurance Solutions Incorporated (HISI) to serve as the Administrator for the Albany County Prescription Drug Plan. HISI has negotiated drug prices and developed formularies on behalf of Albany County to ensure our employees have access to necessary medications • Albany County Child Care Subsidy Roll Out: This County sponsored benefit has been offered to employees to cover the costs of on-site childcare during working hours. With the current enrollment of 39 children, this benefit continues to assist in attracting and retaining talent for Albany County as a whole. In today's competitive market, offering child care helps the County stand out particularly for working parents creating a more productive and loyal workforce. • County Wide Payroll Liaison Training has ensured accuracy, consistency, and compliance in payroll processing amongst 75 designated payroll liaisons across all County departments. Designated department liaisons who serve as key contacts between their departments and Human Resources, the training provides the tools and knowledge needed to improve payroll efficiency • Provided Supervisory Training to Leadership within all levels of management equipping individuals with the skills and knowledge necessary to effectively lead and manage teams.
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<p>Next Year Projects</p> <ul style="list-style-type: none"> • Employee Self-Service (ESS) Portal - The ESS portal is a centralized access point that simplifies how employees interact with Human Resources for direct access to their personal and employment information. Through this portal, employees will be able to view pay history, benefit selections, performance evaluations, company announcements, and more—empowering them to manage their employment data easily and efficiently. This new system will ensure that all employees have equitable, real-time access to the resources and personal information. • Digitizing Human Resources Tools - Onboarding and offboarding through Human Resources Information System (HRIS) and introducing standardized probationary and annual evaluations, along with an Exit Interview. These enhancements will streamline processes, improve compliance, and enhance the employee experience. Standardizing these tools will also support fair evaluations, better data tracking, and more informed workforce planning. • Leadership Resource Center (LRC) - To support professional development and succession planning, the LRC provides County employees with access to leadership training, management tools, and growth resources. This initiative is designed to strengthen leadership capacity across departments and prepare the next generation of County leaders. • Albany County Leadership Training Series - This multi- week leadership academy will cover essential leadership skills like critical thinking and decision making, emotional intelligence, conflict resolution, team build and leading change. This will allow emerging leaders build confidence in their abilities to lead others.
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Link to Website	www.albanycounty.com/HR
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Albany County Department of Human Resources
ESI vs HSI Contract Savings for 2022-2025

