

# Pinal County Performance Management

## Annual Report

### FY 2012-2013

#### HUMAN RESOURCES

##### Employment & Employee Relations

**R**  
**SBP** 85% of New Hire Orientation participants will state they were well informed of basic County policies & procedures, employee benefits, and Risk Management services through the New Hire Orientation offered through HR department.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
85.00%	100.00%	100.00%					100.00%	100.00%

During fiscal year 2013 384 employees were put through new hire orientation. At the end of the new hire orientation each employee was surveyed to determine their satisfaction with new hire orientation. The returned surveys indicated that all of the new employees stated that they were well informed of basic County policies and procedures, benefits, and risk management. Human Resources achieved 100% success rate.

**R**  
**SBP** Recruitment services will maintain an average time to fill not to exceed 60 days.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
95.00%							100.00%	100.00%

For fiscal year 2013 County Management removed restrictions requiring budget approval to recruit for positions. With the lifting of the restriction HR was able to move quickly to get recruitment for positions completed. The overall average rate for recruitment was 50 days from start of recruitment to hire

**S**  
**SBP** Pinal County turnover % will be maintained in the lower 25th percentile of all Arizona counties who report annual turnover in the Arizona local governments' salary and benefits survey.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
	OT						OT	OT

The overall turnover rate for Pinal County fiscal year 2013 was 12%. As compared to the Counties reporting turnover Pinal County was in the lower 25th percentile.

# HUMAN RESOURCES

## Occupational Safety & Health

R  
SBP 95 percent of employees recommended to receive HEP B Vaccine will either complete or decline the vaccine series.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
95.00%	98.13%		94.79%		95.04%		98.42%	96.47%

R  
SBP 95 percent of employees who are identified in the Exposure Control Plan will receive mandated tuberculosis testing or evaluation.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
95.00%	34.54%		91.97%		97.11%		98.67%	80.48%

R  
SBP 95% of EEs identified as "at risk for exposure" per the Bloodborne Pathogen Exposure Control Plan will receive the mandated Bloodborne Pathogen training.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
95.00%	77.80%		70.34%		96.28%		98.96%	88.54%

R  
SBP 95% of employees who are identified by their supervisor or director per the Respirator Protection Program shall be evaluated and fit-tested as deemed necessary by specific hazards or needs.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
95.00%	0.00%		0.00%		5.56%	100.00%	70.00%	24.77%

We are in the final phase of the SWAT team getting their PFTs and physicals for respirators. With the exception of the director of air quality, they have all had their training, as well as facilities, next will be the N95 training for the county.

# HUMAN RESOURCES

## Total Compensation

R  
SBP 75% of all County classifications (excluding employees of the Courts) will be reviewed and updated to include essential functions, corrected EEO codes, Workers Compensation Codes and FLSA codes by 2013

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
75.00%								

R  
SBP 75% of Departments will have centralized all Health Insurance Portability and Accountability Act ("HIPAA") related and other sensitive personal information in Human Resources

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
75.00%								

R  
SBP 80% of all FMLA requests will be reviewed and a final determination rendered as promptly as possible after a review of medical necessity and the reasons for the need for leave.

	Q1		Q2		Q3		Q4	FY13 YTD
FY13 Target	Actual	YE Estimate	Actual	YE Estimate	Actual	YE Estimate	Actual	Actual
80.00%								