

## HUMAN RESOURCES

### *OPERATION AND MISSION*

The Department of Human Resources' (HR) mission is to explore, develop, and provide innovative resources to foster the workforce of today and tomorrow.

HR fosters a high quality, progressive, innovative work environment in Johnson County Government by providing strategic leadership for organizational and employee needs. HR serves as a strategic business partner for County government by developing, implementing, and administering a centralized human resource management program, and serving as a liaison with decentralized HR management, for all Johnson County Government employees and affiliates in the following service areas:

- Classification and Compensation
- Employee Recognition
- Employee Relations
- Employment
- Human Resource Information Systems and Record Keeping
- Organizational Learning and Development
- Performance Management
- Workforce Planning

### *INTERACTION AND ADJACENCIES*

- Board of County Commissioners
- Budget and Financial Planning
- County Manager
- Legal Services
- Office of Financial Management
- Public Contact
  - Important and substantial public contact to include:
    - ♦ Average of 753 telephone calls per week
    - ♦ Average of 723 applications per week (all sources)

### *FACTORS INFLUENCING CHANGE*

The Department of Human Resources is directly linked to and in support of all of the components of County government, and therefore will tend to reflect growth patterns similar to the overall County government trends. Generally, an accepted ratio of 1:100<sup>1</sup> exists between employees served and HR staff; at present, the Department has a HR staff/employee ratio of 1:251 which is substantially less than the industry benchmark.

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<sup>1</sup> Society of Human Resource Management



Other factors include:

- Provides advisory information and special projects to the BOCC, often requiring significant allocation of staff and resources, including Performance Management and Employee Engagement
- Provides New Hire Orientation, Supervisor Training Institute, STEP, and other training programs that require significant allocation of staff and resources
- In spite of active file management programs, requirements for on-site storage of personnel files will tend to cause growth in storage requirements

### *SPECIAL NEEDS*

- Document imaging to manage ever-growing number of paper files
- Public contact, including walk-in traffic, requires
  - ◆ Safer receptionist area for walk-in traffic
  - ◆ Confidential conference room for discussions and Employee Relations issues
  - ◆ Secure doors and counter for employee protection and confidentiality
  - ◆ Entry doors that are handicap accessible
- Location is important to HR to serve both internal and external customers efficiently. The second floor of the Administration Building serves this purpose well if additional space was available.
- Staff/training functions
  - ◆ Need several training rooms with dedicated media equipment/resources to conduct classes and orientation. Training rooms also need secure storage for equipment & supplies.
  - ◆ Need a library area to encourage employee learning.
  - ◆ Need conference room large enough to accommodate all staff for meetings and training in which confidential topics may be addressed.

### *CURRENT CONDITIONS*

The Department of Human Resources is currently located in the Administration Building in Olathe, where availability of space for additional growth is limited.

Future plans may include a better location within the Administration Building for walk-in traffic for applicants and employees with confidential issues.

Increased space for files due to the increase in hiring of employees needed to provide service to a growing County and expansion of files for long-term employees.



**JOHNSON COUNTY STRATEGIC FACILITIES MASTER PLAN**

**SPACE NEEDS ASSESSMENT: Human Resources**

Current Space:		Sq. Ft.		2008 Needs			2013 Needs			2018 Needs			2023 Needs			
Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
	Room Std.	Description														
<b>Administration Building</b>																
<b>SPT SPACE</b>																
Training Room to accommodate up to 30 people (w	CLSRM-050	50 Pers Classroom 1750 SF	1750	1.35	1	1,750	2,363	1	1,750	2,363	1	1,750	2,363	1	1,750	2,363
Testing / Interview Rooms - 3 @ 100	CNF-004	4 Pers Conf Room 100 SF	100	1.35	3	300	405	3	300	405	3	300	405	44	4,400	5,940
Project / Resource Room - 1 @ 240 RESOURCE L	CNF-008	8 Pers Conf Room 225 SF	225	1.35	1	225	304	1	225	304	1	225	304	1	225	304
Conference Room - to accommodate min. of 18 (w	CNF-020	20 Pers Conf Room 500 SF	500	1.35	1	500	675	1	500	675	1	500	675	1	500	675
Lateral Files	FILVRT-001	Vertical File Unit w/circ	12	1.35	39	468	632	40	480	648	40	480	648	46	552	745
Resource Library/Business Center - space to be de	LIBRY00800	80 Unit Library 800 SF	800	1.35	1	800	1,080	1	800	1,080	1	800	1,080	1	800	1,080
Application Area - 6 @ 25 w/2 handicap accessibl	PAT-SIT	Pub Access Single Sitting	30	1.35	4	120	162	4	120	162	4	120	162	4	120	162
Break Area - @ 48 SHARED	BRK-001	Break -Coffee Bar 48 SF	48	1.35	0	0	0	0	0	0	0	0	0	0	0	0
Reception - 6 @ 15	REC-STND	Rcptn Area - 1 pers stand	15	1.35	6	90	122	6	90	122	6	90	122	6	90	122
Storage Room for Training Equipment/Supplies A	STOR00400	Storage Room 400 SF	400	1.35	1	400	540	1	400	540	1	400	540	1	400	540
Storage Room - 1 @ 800	STOR00800	Storage Room 800 SF	800	1.20	1	800	960	1	800	960	1	800	960	1	800	960
Copy/Fax/Printer - 2 @ 35	WKCP00040	Work/Copy/Eq Area 40 SF	40	1.35	2	80	108	2	80	108	2	80	108	2	80	108
Copy/Work/Storage - 1 @ 128	WKCP00120	Work/Copy/Eq Area 120 SF	120	1.35	1	120	162	1	120	162	1	120	162	1	120	162
		<b>TOTAL:</b>			<b>61</b>	<b>5,653</b>	<b>7,512</b>	<b>62</b>	<b>5,665</b>	<b>7,528</b>	<b>62</b>	<b>5,665</b>	<b>7,528</b>	<b>109</b>	<b>9,837</b>	<b>13,160</b>
<b>STAFF</b>																
Trainers Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	3	270	378	3	270	378	3	270	378
HRIS Specialist.Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
Consultant/Interns/Volunteers	WS01	WS Typ. 01 53 SF	53	1.40	2	105	147	2	105	147	3	158	221	3	158	221
		<b>TOTAL:</b>			<b>6</b>	<b>465</b>	<b>651</b>	<b>7</b>	<b>555</b>	<b>777</b>	<b>8</b>	<b>608</b>	<b>851</b>	<b>8</b>	<b>608</b>	<b>851</b>
<b>STAFF - Administration</b>																
1052.Director of Human Resources. Grade 23	POFC0180	Private Office 180 SF	180	1.35	1	180	243	1	180	243	1	180	243	1	180	243
Recruiter.Grade 14	WS02	WS Typ. 02 64 SF	64	1.40	4	255	357	4	255	357	4	255	357	4	255	357
Class/Comp Assistant.Grade 14	WS02	WS Typ. 02 64 SF	64	1.40	1	64	89	1	64	89	1	64	89	1	64	89
Employee Relations Coord.Grade 16	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Executive Asst.Grade 15	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
Performance Mgmt Spec.Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	0	0	0	2	180	252	2	180	252	2	180	252
		<b>TOTAL:</b>			<b>8</b>	<b>679</b>	<b>941</b>	<b>10</b>	<b>859</b>	<b>1,193</b>	<b>10</b>	<b>859</b>	<b>1,193</b>	<b>10</b>	<b>859</b>	<b>1,193</b>
<b>STAFF - Administration - Varianc</b>																
2107.Human Resources Manager. Grade 19	WS03	WS Typ. 03 90 SF	90	1.40	3	270	378	4	360	504	4	360	504	4	360	504
		<b>TOTAL:</b>			<b>3</b>	<b>270</b>	<b>378</b>	<b>4</b>	<b>360</b>	<b>504</b>	<b>4</b>	<b>360</b>	<b>504</b>	<b>4</b>	<b>360</b>	<b>504</b>
<b>STAFF - Consulting Services</b>																
2326.Workforce Specialist. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126
2351.OLD Specialist Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
5482.Employment Specialist. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
5115 Training Coordinator Grade 16	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	2	180	252	2	180	252	2	180	252
Compensation Specialist. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	1	90	126	1	90	126	1	90	126	1	90	126

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Spaces	Applied Design Standard		Net Unit Sq.Ft.	Gross Factor	2008 Needs			2013 Needs			2018 Needs			2023 Needs		
	Room Std.	Description			No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.	No.	Total Net Sq.Ft.	Total Dept. Gross Sq.Ft.
Trainer. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
		<i>TOTAL:</i>			<b>9</b>	<b>810</b>	<b>1,134</b>	<b>10</b>	<b>900</b>	<b>1,260</b>	<b>10</b>	<b>900</b>	<b>1,260</b>	<b>10</b>	<b>900</b>	<b>1,260</b>
<b>STAFF - Consulting Services - Va</b>																
2326.Employee Relations Specialist. Grade 17	WS03	WS Typ. 03 90 SF	90	1.40	2	180	252	2	180	252	2	180	252	2	180	252
		<i>TOTAL:</i>			<b>2</b>	<b>180</b>	<b>252</b>	<b>2</b>	<b>180</b>	<b>252</b>	<b>2</b>	<b>180</b>	<b>252</b>	<b>2</b>	<b>180</b>	<b>252</b>
<b>STAFF - Customer Service</b>																
6350.Customer Service Representative. Grade 12	WS01	WS Typ. 01 53 SF	53	1.40	2	105	147	2	105	147	2	105	147	2	105	147
6350.Customer Service Specialist. Grade 12	WS01	WS Typ. 01 53 SF	53	1.40	1	53	74	1	53	74	1	53	74	1	53	74
6351.Human Resources Assistant. Grade 13	WS02	WS Typ. 02 64 SF	64	1.40	2	128	179	3	191	268	3	191	268	3	191	268
		<i>TOTAL:</i>			<b>5</b>	<b>285</b>	<b>399</b>	<b>6</b>	<b>349</b>	<b>488</b>	<b>6</b>	<b>349</b>	<b>488</b>	<b>6</b>	<b>349</b>	<b>488</b>
		<i>BUILDING TOTALS:</i>				<b>8,342</b>	<b>11,267</b>		<b>8,868</b>	<b>12,002</b>		<b>8,920</b>	<b>12,076</b>		<b>13,092</b>	<b>17,708</b>
Contingency Space Allowance (1% per year)										600			1,208			2,656
<b>TOTAL REQUIRED</b>						<b>8,342</b>	<b>11,267</b>		<b>8,868</b>	<b>12,602</b>		<b>8,920</b>	<b>13,283</b>		<b>13,092</b>	<b>20,364</b>