Dubuque County
Human Resources
Human Resources Roles and Responsibilities

- Union contract and administrative policy compliance
- Administrative policy management
- Employee relations
- Employee compensation and benefits
- Drug and alcohol testing administration

- Union contract negotiations
- Recruitment
- Inclusion and Equity
- Job description and position development
- Supervisor and employee training
- Direct disciplinary procedures
- Timekeeping
LEAN Payroll Process

Human Resources, Auditor and IT staff completed a LEAN course for our County payroll process.

RESULTS:

1. Automated Sunnycrest timekeeping into Tyler Payroll system. No hand entry of time which reduces chance of input errors. Sheriff’s department is converting over.

2. Developed new HR forms to capture all required data electronically.
Supervisor Training

We teamed with NICC to provide training for supervisory staff.

- Harassment training - Your Role as a Supervisor
- Developing your Management Style
- Team Development
- Effective Communication
- Tough Talks: Handling Difficult Conversations
- Emotional Intelligence
- Attitude & Accountability
2020 Activities

- 5 union contract negotiations
  (Courthouse, Roads, County Attorney, Sunnycrest, Admin Deputies)
- Position budgeting implementation
- Inclusion and Equity training
- Website and social media development