

Human Resources

Owner:
McLean,
Melanie (HR)
Department:
Human
Resources

Perspective Name	Objective Name	Measure Name	Last Period Updated	Actual	Target	Actual FYTD	FYTD Goal
Customer	Provide departments with qualified personnel	Percentage of vacant reclass actions completed within 30 business days	'24 FQ1	67.08%	75.00%	67.08%	75.00%
		Number of Recruitment Outreach Events Attended, Facilitated or Coordinated	'24 FQ2	8	7	17	14
		Percentage of filled reclass position actions completed within 60 business days	'24 FQ1	60.24%	75.00%	60.24%	75.00%
	Align workforce with organizational priorities through grievances, appeals, and complaint resolution	Percentage of Reclassification Appeals completed within 60 days from date of hearing	'24 FQ2	100.00%	90.00%	100.00%	90.00%
		Percentage of Annual Participation in Wellness Touchpoints	2022	65.00%	55.00%		
	Develop and rollout programs to motivate employees	Percentage of covered employees and dependents who complete an Annual Preventative Wellness Screening	2022	52.00%	45.00%		
		Percentage of cases mediated that were resolved	'24 FQ2	55.00%	50.00%	62.22%	50.00%
	Enforce Miami-Dade County's Human Rights Ordinance and anti-discrimination policies.	Number of Community Outreach Events	'24 FQ2	38	12	69	24
	Educate County employees and residents regarding anti-discrimination laws and valuing diversity.	Percentage of pre-employment physical examination results processed within 5 working days	'24 FQ2	97.00%	90.00%	90.17%	90.00%
	Maintain acceptable turnaround time on county provided physical examinations and drug screening results.	Percentage of disciplinary appeal	'24 FQ2	100%	99%	100%	99%
Providing appropriate expert							

recommendations to County Mayor on disciplinary appeal hearings		recommendations sustained by the Mayor							
Financial	Meet Budget Targets (Human Resources)	Positions: Full-Time Filled (HR)	'24 FQ2		139	157	139	157	
		Revenue: Total (HR)	'24 FQ2		\$308K	\$5,443K	\$1,179K	\$10,886K	
		Expen: Total (HR)	'24 FQ2		\$5,424K	\$5,442K	\$10,875K	\$10,885K	
Learning and Growth	Improve the overall skills of the workforce to support County priorities	Total number of employees trained (facilitated by HR)	'24 FQ2		5,034	2,400	10,976	4,800	
		Percentage of post training effective evaluation within 6 months after training is completed	'24 FQ2		93%	70%	91%	70%	
		Percentage of post training effectiveness (percent of customer satisfaction)	'24 FQ2		97.00%	95.00%	97.00%	95.00%	
	Number of employees trained	'24 FQ2		28,175	25,000	66,874	50,000		
	Percentage of planned administrative disciplinary training sessions that are conducted	Mar '24		100.00%	100.00%	100.00%	100.00%		
	Improve the overall skills of the H.R. workforce to support County priorities								

Edit Scorecard

Key: - Initiative - Featured Objective

Initiatives for Objectives

Objective Name	Initiative	As Of	Status	Budget	Timing	Owners
Provide departments with qualified personnel	Implement the Job Description Management software application (PayScale) that will improve the efficiency and timeliness in writing, editing, and maintaining job descriptions and specifications	1/24/2024	In Progress			Hernandez, Eneldo (HR); Baquedano, Cindy (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
	Identify policy changes and innovative strategies to reduce the overall recruitment lifecycle	1/25/2024	In Progress			Washington, Virginia (HR); Riveiro, Yaime (HR); Martinez, Ingrid (HR); McLean, Melanie (HR)
Improve and streamline processes	Analyze the employee and business process impacts which may result from the creation of the new Constitutional Offices.	1/24/2024	In Progress			McLean, Melanie (HR); Martinez, Ingrid (HR)
	Continue to remediate INFORMS HCM, implement enhancements and effectively communicate and collaborate with all stakeholders, including union partners, Directors, DPRs and employees.	1/24/2024	In Progress			Bissessar, Shane (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)

Educate County employees and residents regarding anti-discrimination laws and valuing diversity.	Promote EmployABILITY305, train supervisory staff on best practices when working with individuals with disabilities and how best to identify and create these employment opportunities, and with the assistance of departments, begin creating and interviewing	1/24/2024	In Progress						New, Erin (HR); Garcia, Christine (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
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Initiatives for Measures

Measure Name	Initiative	As Of	Status	Budget	Timing	Quality	Risk	Scope	Owners
Percentage of vacant reclass actions completed within 30 business days	Implement the Job Description Management software application (PayScale) that will improve the efficiency and timeliness in writing, editing, and maintaining job descriptions and specifications	1/24/2024	In Progress						Hernandez, Eneldo (HR); Baquedano, Cindy (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
Number of Community Outreach Events	Promote EmployABILITY305, train supervisory staff on best practices when working with individuals with disabilities and how best to identify and create these employment opportunities, and with the assistance of departments, begin creating and interviewing	1/24/2024	In Progress						New, Erin (HR); Garcia, Christine (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
Number of employees trained	Promote EmployABILITY305, train supervisory staff on best practices when working with individuals with disabilities and how best to identify and create these employment opportunities, and with the assistance of departments, begin creating and interviewing	1/24/2024	In Progress						New, Erin (HR); Garcia, Christine (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
Percentage of filled reclass position actions completed within 60 business days	Implement the Job Description Management software application (PayScale) that will improve the efficiency and timeliness in writing, editing, and maintaining job descriptions and specifications	1/24/2024	In Progress						Hernandez, Eneldo (HR); Baquedano, Cindy (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)

Initiatives for Scorecard

Initiative	As Of	Status	Budget	Timing	Owners
Promote EmployABILITY305, train supervisory staff on best practices when working with individuals with disabilities and how best to identify and create these employment opportunities, and with the assistance of departments, begin creating and interviewing	1/24/2024	In Progress			New, Erin (HR); Garcia, Christine (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
Analyze the employee and business process impacts which may result from the creation of the new Constitutional Offices.	1/24/2024	In Progress			McLean, Melanie (HR); Martinez, Ingrid (HR)
Continue to remediate INFORMS HCM, implement enhancements and effectively communicate and collaborate with all stakeholders, including union partners, Directors, DPRs and employees.	1/24/2024	In Progress			Bissessar, Shane (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
Implement the Job Description Management software application (PayScale) that will improve the efficiency and timeliness in writing, editing, and maintaining job descriptions and specifications	1/24/2024	In Progress			Hernandez, Eneldo (HR); Baquedano, Cindy (HR); McLean, Melanie (HR); Martinez, Ingrid (HR)
Identify policy changes and innovative strategies to reduce the overall recruitment lifecycle	1/25/2024	In Progress			Washington, Virginia (HR); Riveiro, Yaima (HR);

