

County of Louisa

Monthly Department Report



Department: Human Resources
Period: December 2025

Indicators and Statistics:

- Human Resources participated in the interview and selection process for the positions of Benefits Program Specialist in the Department of Human Services, Communication Officer in the Louisa County Sheriff's Department, Fire Fighter/EMTs in the Department of Fire and EMS, Animal Shelter Attendants and Recycling Attendants in the Department of General Services.
- Human Resources prepared COBRA paperwork, assisted with VRS retirement counseling and paperwork, disability and death benefit paperwork, and checked backgrounds and driving records and assisted in the posting and paperwork for Assistant Commonwealth Attorney in the Commonwealth Attorney's Office, Deputy Clerks in the Circuit Court Clerk's Office, Child Care Workers and After School Assistants in Parks, Recreation, and Tourism, Volunteer Fire Fighters, and Firefighter and EMTs for the Louisa County Department of Fire and EMS, Deputies and Communication Officers in the Louisa County Sheriff's Department, Animal Shelter Attendants, Roll off drivers and Recycling attendants in the Department of General Services.
- Administered 2 FMLA cases.
- Administered or Continuation of 6 Worker's Compensation cases.
- For the month of December there was 1 new unemployment claims.

Project Reports and Action Items:

- Worked with VOYA / Nationwide to promote employee 457b retirement accounts.
- Worked with Departments to update Policies and procedures.
- Worked with Innovative Group to discuss Benefit plans and RFP's.
- Worked with Departments to update career development plans.
- Worked with Vacorp for Worker Compensation claim.
- Continued working VRS/ DCP to promote retirement savings.
- Continued work with Finance and Innovative Group regarding employee benefits.
- Worked with Administration and Finance to review employee compensation goals.
- Responded to personnel employment verifications and concerns.
- Administered and assisted with Insurance processes.
- Worked with Anthem to continue to provide EAP programs and webinars.

Planning and Future Considerations:

- Work on updated policies that reflect legal changes and continue refinement of existing policies and practices.
- Develop employee educational and professional development opportunities.
- Continue to develop leadership training for Department Heads and Supervisors.
- Continue to communicate new legislation regarding legal compliance and workplace requirements as needed.
- Aggressively list and pursue job postings and applicants to fill vacancies.
- Plan and schedule training and updates for county employees.
- Continue to communicate retirement and benefit options to all staff.
- Continue review of Employee Performance with Department Heads.
- Update employee files with new forms and information from regulation changes.
- Continue building a career ladder format for employee training and recognition by department.
- Continue to partner with Department Heads and employees to resolve employee relations issues.