

# County of Louisa

## Monthly Department Report

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**Department:** Human Resources  
**Period:** March 2025

### **Indicators and Statistics:**

- Human Resources participated in the interview and selection process for the positions of Benefit Program Specialist in the Department of Human Services, Deputy Clerk for the Louisa County Circuit Court, Airport Manager in the Department of Economic Development, Dispatcher in the Louisa County Sheriff's Department, Fire Fighter/EMTs in the Department of Fire and EMS, Child Care Site Supervisor in the Department of Parks and Recreation, Custodian and Animal Shelter Attendant 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 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 Dispatchers in the Louisa County Sheriff's Department, Benefit Program Specialist in the Department of Human Services, and Animal Shelter attendants in the Department of General Services.
- Administered 4 FMLA cases.
- Administered or Continuation of 5 Worker's Compensation cases.
- For the month of February there were 1 new unemployment claims.

### **Project Reports and Action Items:**

- Worked with Innovative Group in preparing for Open Enrollment
- Worked with Innovative Group to review proposal of employee benefits.
- Worked with Departments to update career development plans.
- Worked with Fire and EMS to review policies and procedures.
- 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:**

- Provide Open Enrollment information, guidance sessions, and schedules to ensure process is employee friendly.
- 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.