



Human Resources 00100.461.

Mission Statement

The mission of Human Resources is to provide efficient management of the Personnel and Civil Service Systems while ensuring fairness, transparency, and equal access for all. The department is dedicated to fostering an inclusive environment and supporting the professional growth and well-being of our workforce.

Function

Administer Personnel and Civil Service Systems, including recruitment, hiring, payroll, benefits, and records management. Ensure fair, consistent, and cost-effective employee and labor relations while maintaining open communication with organized labor.

Trends/Events

1. **Advancing Demographic Age Distribution** - Impacts of retirement and personnel replacement, departmental staffing needs, succession planning, recruitment, and retention strategies.
2. **Supervisory/Managerial Development** - Continued ongoing mentorship and oversight of personnel corrective actions and disciplinary procedures across all County departments.
3. **Family Medical and Leave Act (FMLA)/WA Paid Family and Medical Leave (PFML)** - Notable increase in cases, demanding greater internal and external resources to effectively support employees during significant life events.

Goals

1. Provide ongoing support to all County departments to foster and sustain a healthy and progressive employee base that aligns with the organization's mission of serving Clallam County's residents and visitors.
2. Enhance Workforce Development by providing comprehensive training and professional development to ensure all employees succeed in their roles and support the county's mission.
3. Develop and implement recruitment and retention strategies to attract top talent, enhance hiring processes, and retain skilled employees by addressing demographic changes, offering competitive benefits, and fostering a positive work environment.

Workload Indicators

	2023 Actual	2024 Actual	6/30/25 Actual
Jobs Posted (Includes Extra-Help and Seasonal)	88	86	51
Positions filled (Part-Time and Full-Time)	96	88	52
County Personnel Action Forms processed	1,155	1,244	705
Taxing District Personnel Actions processed	62	50	45

Grant Funding Sources

This fund does not receive any grant revenue.

Revenues

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Taxes	0	0	0	0
Licenses and Permits	0	0	0	0
Intergovernmental Revenues	0	0	0	0
Charges for Goods and Services	11,568	12,564	5,880	4,001
Fines and Forfeits	0	0	0	0
Miscellaneous Revenues	300	15,288	3,745	2,000
Other Financing Sources	0	0	0	0
Transfers In	51,841	2,000	0	4,450
General Tax Support	726,428	968,340	291,606	1,172,702
Total	790,137	998,192	301,231	1,183,153

Expenditures

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Salaries and Wages	396,043	480,346	108,127	501,747
Personnel Benefits	241,965	317,262	123,387	480,411
Supplies	5,286	4,009	778	7,551
Other Services and Charges	146,844	196,575	68,939	193,444
Intergovernmental Services	0	0	0	0
Capital Outlays	0	0	0	0
Interfund Payments for Services	0	0	0	0
Transfers Out	0	0	0	0
Total	790,137	998,192	301,231	1,183,153

Staffing

	2023 Actual	2024 Actual	6/30/25 Actual	2026 Budget
Full Time Equivalent	4.70	5.40	5.03	5.03