

Providing ISD with a motivated, highly-qualified, workforce to assist our customers.



ISD Administration and Financial Services

# Human Resources Services



Internal Services Department

## SERVICES INCLUDE



### Classification and staffing

Review and evaluation of job classifications, organization structure development, recruiting, hiring and job postings.



### Performance management & employee relations

Reviews, investigates and advises management on discipline matters and coordinates departmental labor relations activities.



### Risk management

Coordinates Return To Work, Worker's Compensation, safety and litigation management activities and programs.



### Employee development and training

Conducts and coordinates formal on-the-job training programs as well as requests for training and conference travel.



### Payroll and human resources operations

Processes payroll, personnel transactions, new hire orientations and benefits enrollments.

ISD Human Resources – a division of Administration and Financial Services – provides a wide range of assistance and support to the managers, supervisors and employees of ISD. From ensuring a safe work environment, to helping employees understand their rights, benefits and compensation, through assisting managers get the staff they need, ISD HR staff work diligently to help ISD field a qualified, highly motivated workforce.

ISD Human Resources services include:

- Employee safety plan, illness and injury prevention and Return-To-Work
- Payroll coordination and assistance with leave benefits
- New, transfer and outgoing employee processing and benefit enrollments
- Budget allocation studies for personnel including reorganizations
- Coordinated administration of employee relations matters

## AFS HUMAN RESOURCES SERVICES BENEFITS

- Protects employee rights
- Assists managers with staffing
- Minimizes risk to ISD, employees and the County
- Ensures appropriate compensation for staff

FOR QUESTIONS REGARDING HUMAN RESOURCES ISSUES | email [HR@ISD.LACOUNTY.GOV](mailto:HR@ISD.LACOUNTY.GOV)