Levy County Board of County Commissioners
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Levy County Quarterly Department Report

Department Information

Name of Department	**Human Resources**
Name of Department Head	**Jacqueline Martin**

Department Deliverables

Deliverable *(To be determined by the Department Head)*	**Fourth Quarter FY** (July-September 2026)
Personnel Policies & Procedures	♦ HR 2026-1: Travel Procedures Approved ♦ HR 2026-2: County Issued Uniform Procedures- currently being revised with Clerk of Court recommendations ♦ HR 2026-3: Drug-Free Workplace & Alcohol Policy
Job Classifications and Job Descriptions Updates	♦ Completed an update of all County Job Descriptions and safety-sensitive criteria across all departments in support of new policy, HR 2026-3 Drug-Free Workplace & Alcohol Policy with review from legal counsel.
Open Enrollment	♦ Completed annual open enrollment in collaboration with the Clerk of Court payroll staff to complete benefits processing and system updates.
Personnel Benefits & Position Control Data	♦ Delivered FY 26-27 Personnel Benefits and Position Control budget data to the Finance & Administration office in support of the County's Adopted Budget Book.
Updated Pay Grade Plan	♦ Updated the pay grade plan to a simplified range-based system, eliminating the previous multi-step structure for cleaner compensation administration.
Leadership Training	♦ Initiated a mandatory, hybrid (in-person and remote) "HR Skills for Managers" training series covering critical leadership topics including performance coaching, documentation, records retention, discipline practices, diversity, sensitivity, and anti-harassment.
Interdepartmental Payroll & Compensation Adjustments	♦ Finalized all Cost-of-Living Adjustments (COLA) for BOCC staff and implemented updated pay rates for Public Safety personnel (Firefighters, Paramedics, and EMTs) shifting to the new 24/72 schedule, executed in close collaboration with the Clerk of Court payroll staff.
Strategic Staffing & Budget Stabilization	♦ Implemented a strategic hiring freeze across non-essential county positions. This action followed a comprehensive personnel budget evaluation designed to safeguard fiscal health. The freeze proactively aligns county expenditures with projected revenue impacts from Florida Property Tax Amendment 3 (CS/HJR 1F).

LEVY COUNTY

Upcoming Goals and Initiatives for FY 2026-2027, 1st Quarter:

- Partner with EmployU and CareerSource Citrus Levy Marion to provide employment resources for our local veterans at the upcoming Levy County Veterans Resource Fair on November 3, 2026**.** Work with CareerSource to expand Leadership, Development and Safety Training Resources.

- Transition to the Florida Association of Counties Trust (FACT) as the county's new property loss and casualty carrier. Key implementation steps include:
  1. Familiarizing HR staff with FACT-provided resources and risk-management tools.
  2. Updating internal Workers' Compensation reporting procedures and employee documentation to align with new carrier guidelines.

4th Quarter HR Performance Highlights July- September 2026	
Total New Hires	**23**
Total Terminations: -Retired (2), Resigned (6), Terminated (2) Position Reductions Due to Budgetary Constraints (2)	**18**
Total Promotions	**4**
Total Transfers	**0**
Turnover Rate	**6.75%**
Retention Rate	**93.21%**
Total Jobs Posted	**15**
Total Job Applications Processed	**132**
Total Personnel Action Forms (PAFs) Processed	**325**

