



Levy County Board of County Commissioners

PO Box 310, Bronson, Florida, 32621

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Phone: 352.486.5218

Human Resources

Name of Department	Human Resources
Name of Department Head	Jacqueline Martin
Department Mission	Providing centralized personnel services for all County Departments.

Department Staffing

	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025	Fourth Quarter FY 2025	First Quarter FY 2026
Number of Budgeted Full- Time Employees	3	3	3		
Number of Actual Full- Time Employees	3	3	3		
Number of Budgeted Part- Time Employees	0	0	0		
Number of Actual Part- Time Employees	0	0	0		



Commissioners

Charlie Kennedy, District 1

Rock Meeks, District 2

Desiree Mills, Chair, District 3

Tim Hodge, Vice Chair, District 4

Johnny Hiers, District 5

Department Deliverables

April-Jun 2025

Deliverable <i>(To be determined by the Department Head)</i>	First Quarter FY 2025	Second Quarter FY 2025	Third Quarter FY 2025
Salary Study	<ul style="list-style-type: none"> Established relationships with other counties to exchange salary data. 	<ul style="list-style-type: none"> Phase 1 completed to include Gilchrist County. Phase 2 – addition of all staff positions for each department is 25% complete. 	<ul style="list-style-type: none"> Continuing with Phase 2; 45% complete. Collaborating with Suwannee County to exchange salary studies.
Employee Policies & Procedures Manual Updates	<ul style="list-style-type: none"> Updated Meal Break Policy and amended County Manager title throughout document. 	<ul style="list-style-type: none"> Updated Take Home Vehicle Policy and required forms. Processed 4 deletions from Take Home Vehicle list as a result of new policy. Policies now available on Human Resources Department section of Levy County website! 	<ul style="list-style-type: none"> Updated Probationary Period, Performance Evaluations, Annual Leave, and Disciplinary Procedures policies. Added Personnel Policies and Procedures to HR Department website.
Safety Credit Certification			<ul style="list-style-type: none"> Met June 30th deadline to submit certification to insurance carrier (PRM) in order to obtain a 2% safety discount for self insured employers.
Levy Safety Squad			<ul style="list-style-type: none"> Reinstated safety committee consisting of Department Managers. Actively recruiting all interested staff.

			<ul style="list-style-type: none"> Released first monthly safety awareness newsletter 6/25/25
Drug Free Workplace Credit Recertification			<ul style="list-style-type: none"> Met June 30th deadline to submit recertification to insurance carrier (PRM) in order to obtain a 5% drug-free workplace discount for self insured employers.
IAFF Union Contract Negotiations			<ul style="list-style-type: none"> Coordinating weekly meetings with County Manager, Public Safety Management and IAFF union employees in an effort to collectively bargain and reach a mutual agreeable contract by September 30, 2025.
Health Insurance and Health Savings Account (HSA) for BOCC employees and elected offices			<ul style="list-style-type: none"> Presented updated health insurance plans and premiums options for Board selection ahead of Open Enrollment for August 2025.



Highlights

April-June 2025

Policies

- Updated Annual leave policy to provide employees the option of selling excess annual leave back to the county. Implemented Annual Leave Buy Back procedures to assist employees in processing their request with our payroll office. Employees are already successfully participating with this new benefit.

Committees and Board Appointments

- Restablished Safety Committee meetings and released our first monthly "Levy Safety Squad" newsletter on 6/25/2025 as part of Levy BOCC's Safety Credit Program Certification requirements.

Training Initiatives

- Completed Performance Evaluation tutorial for distribution to county management.
- Completed Performance Evaluation tutorial and hosted a training session for Levy County Department of Public Safety in accordance with IAFF Local 4069 Union Contract.

Quarterly HR Performance Measures

Total New Hires	17
Total Terminations (4), Resignations (13) & Retirements (1)	18
Total Promotions	7
Total Transfers	3
Turnover Rate	6.51%
Retention Rate	99.63%

Comparison with 2nd Quarter (Jan-Mar 2024)

Total New Hires: 15

Total Retirements, Resignations and Terminations: 8

Turnover Rate: 2.89%

Retention Rate: 100%

Highlights Continued

April-June 2025

Month	Beginning Head Count	Ending Head Count	Monthly Retention Rate
April	277	276	99.63%
May	276	272	98.55%
June	272	276	100%
Total Quarterly Retention Rate			99.63%



Training

Training Completion Status	Count of Completion Status
In Progress	0
Passed	32

All new hire staff are required to Complete “New Hire Training” bundle
 This bundle includes hour long courses in: Preventing Accidents in the Workplace, Anti-Harassment in the Workplace, Violence in the Workplace And Ethical Behavior in Local Government.
 These trainings are provided by PRM. Staff are also occasionally assigned and encouraged to complete job specific or skill enhancement trainings.



AVERAGE HIRING TIME TO FILL THE POSITION						
Apr-Jun 2025						
Position	Dept	Job Post Closing Date	Date Applied	Interview	Date of Hire	# Business Days from interview to hire
Permit Tech I	Community Development	04/14/2025	4/7/2025	04/23/2025	05/07/2025	9
Maintenance Worker I	Road Department	04/30/2025	4/23/2025	5/22/2025	6/23/2025	21
Planning Commission Alternate Member	Planning	Vacant Seats are posted until filled	3/21/2025	Appointed by BOCC 4/8/2025	4/8/2025	11
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Equipment Operator II	Road Department	1/20/2025	1/9/2025	2/6/2025	4/14/2025	46
Park Attendant	Parks & Rec	3/17/2025	3/6/2025	3/20/2025	4/10/2025	14
Park Attendant	Parks & Rec	5/14/2025	4/29/2025	5/23/2025	6/5/2025	8
Permit Tech I	Community Development	04/14/2025	4/7/2025	04/23/2025	4/29/2025	3
Building Inspector 1-4/Plans Examiner	Community Development	5/20/2025	5/15/2025	5/28/2025	6/16/2025	12
Transit	Driver I	3/10/2025	3/8/2025	3/31/2025	5/14/2025	31
Transfer Station Scale Attendant	Solid Waste	4/1/2025	3/21/2025	4/9/2025	5/5/2025	17
Animal Services	Secretary III	5/14/2025	4/29/2025	5/29/2025	6/9/2025	6
Park Attendant	Parks & Rec	5/14/2025	5/11/2025	5/23/2025	6/30/2025	25

Maintenance Worker I	Road Department	04/30/2025	4/23/2025	5/22/2025	06/09/2025	12
Equipment Operator II	Road Department	5/20/2025	5/6/2025	5/29/2025	6/23/2025	16
Animal Control Officer I- Non Cert	Animal Services	5/14/2025	5/12/2025	5/29/2025	6/17/2025	11
						TOTAL AVERAGE DAYS: 15.52 days

TOTAL # OF ONLINE EMPLOYMENT APPLICATIONS PROCESSED 3rd Quarter: 203

Upcoming Projects for Fourth Quarter

- Completion of Salary Study
- Employee Engagement Surveys
- Quarterly Employee Training Sessions on topics such as applying for FMLA, Drug Free Workplace Policy, Customer Service, and Worker's Compensation Program.