



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 <i>(To be determined by the Department Head)</i>	Second Quarter FY (January-March 2026)	Third Quarter FY (April-June 2026)	Fourth Quarter FY (July-September 2026)
Personnel Policies & Procedures		◆ HR 2025-26, Performance Evaluations, Updated ◆ HR 2026-1: Travel Procedures, Drafted for Review ◆ HR 2026-2: County Issued Uniform Procedures, Drafted for Review	
Health Insurance RFP		◆ Supplied insurance data and usage reports to support the Health Insurance RFP. ◆ Participated alongside elected offices in Medical Insurance Ranking 6/3/2026	
Job Classifications and Job Descriptions Updates		◆ Partnered with labor counsel to update safety-sensitive criteria and job descriptions across all departments	
Annual Performance Evaluations		◆ Streamlined performance evaluations and eliminated manual manager data entry	



Charlie Kennedy, Vice Chair, District 1
 Rock Meeks, District 2
 Desiree Mills, District 3
 Tim Hodge, Chair, District 4
 Johnny Hiers, District 5

		using custom evaluation templates ahead of 7/1/26 due date. ♦ Discussed Evaluation Best Practices and answered questions at 5/20/26 Management Meeting.	
Recruitment Events and Community Outreach		♦ Represented Levy BOCC at the CareerSource CLM Youth Career Expo on April 23, 2026 ♦ Collaborated with UF/IFAS Extension to onboard two GIS interns, bolstering technical support for both Development Services and Emergency Management Departments.	

Quarterly HR Performance Highlights April-June 2026	
Total New Hires	13
Total Terminations: -Retired (2), Resigned (5), Terminated (4) Position Transferred to Levy County Sheriff's Office (1)	12
Total Promotions	9
Total Transfers	5
Turnover Rate	4.43
Retention Rate	93.1%
Total Jobs Posted	12
Total Job Applications Processed	132
Total Personnel Action Forms (PAFs) Processed	50

Upcoming Goals and Initiatives for 4th Quarter:

- Partner with Levy Clerk of Court Payroll Department and supplementary insurance vendors to streamline benefits enrollment system ahead of Open Enrollment.
- Work with CareerSource to expand Leadership, Development and Safety Training Resources.