

## Total Rewards

### Benefits

- Administers benefits program
- Implements health plans, flexible benefits, and well-being program
- Support employees with information about health plans, well-being program, vision, dental, and short-term disability
- Employee Assistance Program

### Workers' Compensation

- Provides coverage for eligible work-related injuries and illnesses
- Works with employees and supervisors through the return to work process

### Classification and Compensation

- Maintains classification system for all jobs in the civil service
- Administers the job evaluation system to determine appropriate pay grades for all positions
- Maintains statewide pay system

### Shared Services

- Processes time and attendance during each payroll
- Serves as a resource for employees as it relates to questions regarding paystubs, leave administration, and timecards.
- Manages personnel files.

## Human Resources

### Human Resource Business Partners

- HRMs – Point of contact for all HR-related matters for leadership
- Generalists – Point of contact for all HR-related matters for mid-level managers and employees
- Employment-related investigations
- Disciplinary issues
- Compliance

### Talent Acquisition

- Promotes open positions
- Announces job postings
- Promotes jobs on Indeed, LinkedIn, and other social media platforms
- Manages applicant system
- Recruits for hard-to-fill or leadership positions

### Employee and Organizational Development

- Manages the state Learning Management System, SDLearn
- Facilitates statewide employee and leadership in-person and virtual training courses
- Administers employee engagement survey
- Manages talent and HR dashboards
- Assists with specialized agency requests related to workplace culture
- Plans and holds annual events including the BHRA Leadership Conference

*The above list is a summary of services offered. It is not intended to be an all-inclusive list of services.*

The memorandum of understanding includes all of the above services or portions of the services. The cost is approximately \$35 per employee per month.

### Recommended next steps for the Commission:

- Review and approve memorandum of understanding
- Assign one or more individuals to lead the hiring process
- Approve job description and recommended salary range for Chief Defender
- Work with BHRA on the recruiting and onboarding of Chief Defender