# ONONDAGA COUNTY – PERSONNEL DEPARTMENT

# 2027 EXECUTIVE BUDGET WRITTEN STATEMENT

## SECTION 1:

### 2026 INITIATIVES & ACCOMPLISHMENTS

The Personnel Department can list the following as accomplishments in 2026, along with maintaining required and mandated service levels for all departments and other municipal agencies in Onondaga County:

Accomplishments:

- Completed implementation of the Neogov "Onboard" module of its Civil Service administration system, which enables the County to electronically hire new employees (i.e., no paper).
- Completed a partial implementation of the Neogov "Insight" module to allow the County to accept electronic applications from jobseekers. Full implementation of the "Insight" module will include the civil service administration functions of the module and is expected to be completed in late 2026 or early 2027.
- Commenced implementation of the Neogov "Learn" module, which will enable the Personnel Department to deliver mandated trainings to newly hired employees post-orientation at their desks in a computer-based format. Additionally, all County departments will be able to use this system to deliver ongoing, department-specific trainings in the same format. This system will allow the County to track all employee training for federal, state, and local regulatory and compliance purposes.
- Continued participation in and local administration of the New York State Civil Service HELP (Hiring Emergency Limited Placement) Program, and the expanded NY-HELPS Program (an extension and expansion of the original HELP Program), for the County and all municipalities under its jurisdiction. To date, there have been 1138 appointments and promotions within the jurisdiction under both Programs, and the County continues to convert those who have completed the one-year participation requirement to full permanent/competitive status.
- Engaged with the New York State Department of Civil Service on their current Civil Service transformation project, and participated in forums, meetings, etc. on the same.
- Fully utilized the True Comp benchmarking software system in contract negotiations and all salary administration analyses throughout 2026.
- Negotiated and settled contracts with the Onondaga Sheriff's Captains Association (OSCA) for the term of January 1, 2025 through December 31, 2028, and the Central and Northern New York Basic Building Trades Council (BTC) for the term of January 1, 2026 through December 31, 2029. Additionally, a tentative agreement has been reached in 2026 with the Deputy Sheriffs Benevolent Association (DSBA), which is in the process of being brought before the Legislature for adoption.
- Commenced and/or continued negotiations for successor collective bargaining agreements with the following bargaining units: the Onondaga Correction Captains Association (OCCA), and the International Union of Operating Engineers (IUOE).
- Continued the Payroll Consolidation project by assuming payroll processing duties for the Board of Elections (BOE), Water Environment Protection (WEP), and Finance departments. The Department of Transportation (DOT), Department of Emergency Communications (E-911), and Hillbrook will be completed in 2027, bringing all Executive Department payroll operations under the Personnel Department and concluding the project.
- Utilized dedicated funds made available under the current health benefits contract with Excellus Blue Cross Blue Shield to provide wellness services to county employees, with a major focus in 2026 on

preventative health education, and participation in the Syracuse Workforce Run in which Onondaga County received the award, for the ***third*** consecutive year, for the largest participation by an employer (405 employees).

- Went live on the New York State & Local Retirement System (NYSLRS) enhanced reporting web-based system to streamline enrollment and reporting for participants in the NYS pension system.

### 2026 BUDGET REVIEW

The department is projected to be within budget for 2026.

## SECTION 2:

### 2027 BUDGET OVERVIEW

The 2027 budget reflects standard salary and wage adjustments consistent with the baseline budgeting approach. 2027 budget also includes creation of two new positions with no change in funded headcount to better align with the department's current workload and operational needs.

The Personnel Department's 2027 Professional Services appropriation increases by $281,613, primarily due to the addition of the NEOGOV and TrueComp platforms to support recruitment, personnel management, and compensation administration. The account also supports police and civil service medical examinations, agility testing, exam monitors, open enrollment meetings, mail-related services, blood drives, and interpreter services.

The Personnel Department's 2027 Travel and Training appropriation remains flat from 2026 and supports professional development related to civil service administration, public-sector labor relations, and employee management. This includes conferences and training offered by the New York State Association of Personnel and Civil Service Officers, National PELRA, the New York Civil Service Roundtable, the New York State Public Employment Relations Board, and the New York State Office of Mental Health.

## SECTION 3:

### 2027 STRATEGIC PRIORITIES

The Personnel Department lists the following as Strategic Priorities for 2027:

- Continue to participate in, and to the extent possible, influence the New York State Department of Civil Service transformation project to ensure a fairer, more streamlined, and modern Civil Service system for current and future Onondaga County employees.
- Deploy, in collaboration with the Information Technology Department (IT), an upgraded version of the Kronos Workforce Management (Time & Labor) system known as UKG Pro.
- Leveraging Electronic/Web-based Systems to Increase Efficiency and Service – The Personnel Department will continue to fully integrate, beyond present status, its processes with the functionality provided by the complete implementation of the NeoGov Civil Service/HR software in the areas of civil service administration, talent recruitment and onboarding, administration and tracking of required and optional employee training, and customer relationship management.
- Payroll Consolidation Project – The Personnel Department and its Division of Payroll Operations will conclude its multi-year project to consolidate, under the Division of Payroll Operations, the payroll functions of Executive Office departments with the consolidation of the DOT, E-911, and Hillbrook payrolls (see above).
- Employee Self Service – The Personnel Department, in conjunction with the Department of Information Technology and the Comptroller's Office, will utilize enhancements to the PeopleSoft HCM system to

expand offerings and access to employee self-service functionality, thereby further lessening the burden on manual processes and reliance on paper records.

- Digitized Records – the Personnel Department, with the assistance of the Information Technology Department (IT), has engaged with a current vendor to conduct an analysis of the Personnel Department's digitization needs. If feasible and authorized, a project will commence in 2027.

Initiatives for 2027:

- Complete implementation of all modules (Insight, Onboard, Learn) of the Neogov Civil Service/HR administration system.
- Commence digitization of Personnel Department records.
- Complete the Payroll Consolidation project initiated in 2021 by assuming the payroll operations for all remaining county departments by the middle of 2027.
- Update and implement revised supplemental leave program policies to better serve current employee and employer needs.
- Revise and republish the current Employee Health and Safety Plan to include recent statutory and policy changes.
- Publish an updated Onondaga County Employee Handbook to include current information and delete or revise outdated information.