



NASSAU COUNTY
Human Resources Department
96135 Nassau Place, Suite 5
Yulee, Florida 32097

Human Resources Accomplishments for FY 2018 – 2019

- Updated Employee Policy & Procedure Manual.
- Implemented Recruiting/Job Posting Software. Completed set-up and implementation of the Munis module for online applications & recruiting.
- Annual Performance Appraisal for County Attorney.
- Negotiated two (2) MOU's with L630.
- Road and Bridge Employee and Supervisor Training.
- Negotiated Collective Bargaining Agreement with L3101.
- Firefighter Cancer Benefit Policy.
- Lieutenant Promotional Exam.
- Prepared and distributed Medical Loss Ratio (MLR) reimbursements Countywide.
- Completed bi-annual EEOP.
- Completed Annual Motor Vehicle Record checks.
- Updated and corrected Munis fields including:
 - Cleaned Up Pay Codes.
 - Completed set up of Executime, an electronic timekeeping system.
- Implemented Nationwide ROTH accounts and Personal Choice Retirement accounts.

Human Resources (904) 530-6075 • Fax (904) 321-5797

An Equal Opportunity Employer

- Conducted Internal Audits including:
 - I-9
 - Allocated Employee Listing
 - Insurance Files
 - Personnel Files
 - State of Florida New Hire Reporting

- Scanned Files/Completed Disposition Reports
 - Job Posting/Applications 09/01/14 – 12/31/14
 - Employee Personnel Files – 01/01/07 – 12/31/07

- Reorganization within Departments.
 - Reclassification of positions
 - Modified Job Descriptions
 - Created New Positions

- Promoted Wellness Programs that included:
 - Flu Shots
 - Annual Wellness Expo
 - \$150 Wellness Benefit
 - LifeScan Physicals
 - Attain Health App thru Aetna
 - Couch to 5K
 - Healthy Habit Training
 - Mind-Body Connection Challenge
 - Racing for Reimbursement
 - Rethink Your Drink
 - Healthy Habits – Gut Health

- Received First Coast Healthiest Company, Silver Level Award, May 2019