



FY2027 BUDGET NARRATIVE

INTRODUCTORY INFO/HIGHLIGHTS/GOALS

The Human Resources Department is responsible for managing all phases of the employment cycle, including recruitment, hiring, onboarding, training, resignations, and terminations. It also oversees the administration of compensation and benefits for all Canyon County employees and Elected Officials. In addition, the department leads the development, review, and revision of County policies and procedures to ensure consistency and compliance.

Mission Statement: The Canyon County Human Resources Department is dedicated to fostering a fair, inclusive, and supportive work environment that attracts, develops, and retains a skilled and varied workforce. We provide strategic human resource leadership and services that promote employee engagement, ensure compliance with employment laws, and support the County's mission to serve the public with honesty, integrity, and efficiency.

We are committed to upholding the highest standards of ethical conduct among all County employees, appointees, and Elected Officials. Our policies reflect the core values and ethical principles essential to maintaining and strengthening public trust—trust with the community we serve, trust between leadership and staff, and trust among colleagues. Each day, we strive to model the values of transparency, respect, unity, service and teamwork in all that we do.

Accomplishments Fiscal Year 2026

Over the past year, the HR team successfully led the implementation of Dayforce, which was one of the largest operational projects the County has taken on in recent years. This was not simply a software conversion. It required rebuilding and modernizing how the County manages payroll, timekeeping, leave tracking, employee data, and workforce administration across all departments and elected offices.

The implementation required extensive coordination, problem solving, and change management. Our team worked through payroll transitions, timekeeping process changes, leave mapping, workflow

development, policy alignment, and employee training, all while continuing to support daily county operations. We also worked closely with departments that operate under very different schedules and staffing models, including public safety operations and shift-based employees.

A major accomplishment of this project was improving operational consistency and accountability throughout the organization. Dayforce has positioned the County with stronger payroll functionality, better reporting capabilities, improved employee self-service tools, and more efficient workforce management processes moving forward.

What I am most proud of is that the team accomplished this while continuing to manage recruitments, employee relations matters, policy work, compensation reviews, climate checks, and day-to-day employee support across the County. The amount of work completed by this team over the last year cannot be overstated.

The successful implementation of Dayforce created a stronger operational foundation for Canyon County and reflects the commitment, adaptability, and work ethic of the HR team throughout a very demanding year.

Human Resources & Risk Analysis Report April 2026

Current 2026 Total Full-Time Equivalent (FTE) Funded Positions:	869
Current 2026 Total Active FTE Funded Positions:	814
Total Vacant Positions (see 2nd & 3rd pages for details):	55
Current Posted Positions:	21

Strategic Goals and Objectives – FY27:

Goal 1: Strengthen Organizational Capacity through Talent Management

- Implement structured workforce planning tools to identify current and future staffing needs.
- Develop and launch a countywide performance evaluation system with training for all supervisors, Department Administrators and Elected Officials.
- Expand outreach strategies to attract qualified candidates and promote public service careers throughout the treasure valley region.

Goal 2: Continue Modernization of HR Operations through Technology and Automation

- Refine modules of Dayforce HRIS, including modules for performance management and Learning & Development.

- Transition remaining manual forms and workflows into digital formats integrated with HRIS
- Provide HRIS training and support resources for department administrators, elected officials, and employees to maximize adoption and functionality.

Goal 3: Promote Employee Engagement, Development, and Retention

- Launch the next cohort of the Canyon County Leadership Academy and track post-program impact on promotion and retention
- Introduce a countywide onboarding checklist and orientation program to create consistent new hire experiences

Goal 4: Foster a Culture of Ethics, Professionalism, and Public Service

- Update and communicate the County’s core values and code of conduct as part of orientation and leadership training
- Offer workshops that reinforce effective communication, conflict resolution, and professional conduct

Goal 5: Refine and Maintain a Competitive Compensation Program

- Continuous comprehensive review of current compensation structure to ensure internal equity and external competitiveness
- Develop and document a standardized compensation philosophy and methodology for use in salary setting and classification reviews.
- Implement a consistent process for market analysis and job evaluation to support informed pay-related decisions across departments and offices

REVENUES

The Human Resources Department is a non-revenue generating department. However, we are always aware of the fact we are taxpayer funded and we must be good stewards of the funds allocated to our department to facilitate our vital services.

The Human Resources Department does not anticipate any revenues for fiscal year 2027.

The Human Resource Department does not have any projected fee adjustments.

“A” BUDGET - PERSONNEL BUDGET

“B” BUDGET – OPERATING EXPENDITURES

See PowerPlan.

Increases have been requested and notes are attached in the system

“C” BUDGET – CAPITAL BUDGET

Item or Project	Estimated Cost	Priority – see rating scale
N/A	N/A	

Priority Rating Scale

Priority I: Imperative (Must-do)

- Corrects a public health or safety condition, satisfies legal obligation, prevents severe damage to county property, essential to providing mandated services

Priority II: Essential (Should-do)

- Repairs or replaces an obsolete facility or item, reduces future operating or maintenance costs, leverages funding sources

Priority III: Important (Could-do)

- Provides new or expanded services, reduces energy consumption, enhances cultural or natural resources

Priority IV: Desirable (Would like to do)

- Would be beneficial to operations but not an urgent need