

# SPOTLIGHT

Texas is made up of 254 counties, each with a team of locally elected and appointed county officials serving their community. Polk County's elected offices include a County Judge and four Road & Bridge Commissioners that make up the Commissioners Court, the County Court at Law Judge, four Justices of the Peace, four Constables, a County Clerk, District Clerk, District Attorney, Treasurer, Tax Assessor-Collector and Sheriff.

There is no hierarchy in county government, so the only boss of these elected officials is *You, the People*.

There are two District Court systems that serve Polk County, the 258th and the 411th Courts, which are responsible for appointing our County Auditor. The County Judge appoints the Emergency Management Coordinator, and all other officials are appointed by the Commissioners Court to run various county departments. These include Aging Services Director, Environmental Enforcement Officer, Fire Marshal, Grant & Contract Coordinator, Human Resources Manager, IT & Systems Administrator, Maintenance Superintendent, Museum Curator, Permits/Inspections Supervisor, Social Services Director and Veterans Services Officer. Learn more about your local offices by reading this latest installment of

## *Spotlight on Polk County:*

### *Human Resources*

602 E. Church St., Ste. 105 Livingston, TX 77351

936-327-6802

# Polk County

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ON POLK COUNTY: HR Director Fern Caddenhead

*Human Resources (HR) is the department responsible for handling people-related concerns and needs within an organization. They recruit, hire, and terminate, onboard new hires, administer compensation, analyze performance, and manage the orientation process. When employee problems arise, human resources may assist in the resolution process.*

*The Polk County Human Resources Department is a team of three dedicated professionals who are committed to meeting the needs of both the employees and the County. They work tirelessly to ensure that all requirements are fulfilled and that employees as well as the public receive the highest level of care. Office responsibilities include, but are not limited to:*

*Maintain detailed employee records for legal purposes.*

*Administer payroll*

*Ensure county is following labor and employment laws and regulations*

*Support employee development*

*Submit all policies and procedures to the Commissioners Court for review for the Personnel Management Books*

*Update job descriptions as needed*

*Post job openings on the county website*

*The HR Director has the pleasure of working with many talented employees and gaining a deep understanding of the inner workings of County Government. Recently, significant progress was made by transitioning half of the county departments to electronic timekeeping system (ESS). Additionally, the onboarding process was modernized by replacing outdated VHS tapes with an automated system, allowing future employees to complete the process from their homes. A monthly newsletter has been initiated, to keep employees informed about the latest happenings in the county and updates on the wellness program. The Spanish interpreter program was automated and is now accessible via computer, eliminating the need for interpreters to listen to a "boom box" and take a test over the phone.*

*The Human Resources office is located at 602 East Church Street, Suite 105, Livingston, Texas. 936-327-6802.*