



COUNTY OF ALLEGHENY
OFFICE OF THE COUNTY EXECUTIVE
EXECUTIVE ORDER

Subject:
**ALLEGHENY HIRE, INSPIRE, RETAIN,
EMPOWER AND SAVE (AGH H.I.R.E.S.)**

Number:
2024-1

Date:
SEPTEMBER 23, 2024

By Direction of:
**SARA INNAMORATO,
COUNTY EXECUTIVE**

WHEREAS, Allegheny County is a top ten employer in the county with over 6,000 full-time and part-time employees; and

WHEREAS, County Executive Sara Innamorato announced a minimum wage and benefits package to attract and retain employees on January 4, 2024; and

WHEREAS, Allegheny County leadership conducted extensive employee, community, and private sector engagement to better understand the current and future needs of employees; and

WHEREAS, Despite the tremendous work done by prior Executives, County Council, department leadership, and union partners, Allegheny County must make additional investments in employees and their families to ensure it is truly a County for all and explore opportunities for savings, as good stewards of taxpayer dollars.

NOW, THEREFORE, I, County Executive Sara Innamorato, by virtue of the authority vested in me by the Home Rule Charter of Allegheny County and other applicable laws, do hereby order and direct as follows:

Section 1. *Compensation.*

- a. Engage a third-party consultant to carry out an independent classification and compensation study for non-union employees at the County to attract and retain qualified employees, provide fair and equitable salaries for current employees, and inform a salary structure that is competitive with comparable employers in the same geographic area.

Section 2. *Contracted Workforce.*

- (a) Analyze and provide a short-term plan and long-term plan to bring contracted County workers in-house to save taxpayer dollars and improve the benefits afforded to those employees.

Section 3. *Vacant Positions & Recruitment.*

- (a) Engage a third-party consultant to do an independent analysis of all hard to fill positions. The analysis should include how to encourage recruitment of people from all backgrounds and increase opportunities for justice-involved individuals.
- (b) Review and provide recommendations to improve current recruitment strategies for all critical positions. This shall include a review of opportunities to expand our efforts with outside partners to strengthen our workforce.
- (c) Review and provide recommendations for improving the County's onboarding

process. This review shall include how to align all departments behind a single onboarding strategy.

- (d) Explore expanding programs and partnerships like Learn & Earn to provide early access for youth to gain experience and exposure to opportunities at Allegheny County.
- (e) Research and provide recommendations on the viability of establishing a County Nursing Agency to improve recruitment and retention of nurses across multiple County-run facilities.

Section 4. *Training, Leadership, Mentorship, and Higher Education.*

- (a) Establish an Advanced Training Program and engage local colleges, universities, and training programs to provide free or reduced training for County employees.
- (b) Establish a County Employee Leadership Academy for employees looking to serve in leadership roles or cross train to advance their career. The academy shall include cross departmental and non-public sector experiences.
- (c) Establish a County Peer Mentorship Program to tap into employee expertise and share knowledge to improve outcomes.
- (d) Engage local colleges and universities around the creation of a County Higher Education Benefit program that would provide free or reduced tuition for associates, bachelors, masters, and other advanced degrees for County employees and their families.

Section 5. *Workplace Inclusivity.*

- (a) Create an inclusive workplace by looking at best practices for establishing Employee Resource Groups, training programs, employee events, and other opportunities to improve workplace culture.
- (b) The County Manager shall establish a seven-member committee to help inform the above goal. The Committee shall consist of department leadership or designees, and at least two non-leadership employee representatives.

Section 6. *Hybrid Work.*

- (a) Research best public sector practices and provide recommendations on establishing a hybrid work option for County employees. This shall include conversations with department and union leadership to ensure the potential policy considers differences across departments, roles, and other factors deemed to be relevant.

Section 7. *Child & Family Care.*

- (a) Research best practices and provide recommendations to expand child and family care options to support current employees and working families more broadly. Research should include opportunities to expand paid parental leave, utilize Taft-Hartley trust funds for employer-employee childcare support, and support childcare center educators to increase the availability of slots.

Section 8. *Transportation.*

- (a) Research and provide recommendations for commuter benefits for employees who utilize public transit, bike share, carpooling, and other options that limit single occupancy vehicle trips.

Section 9. *Recreation.*

- (a) Provide recommendations for free or reduced access for employees and their families to County Parks & Recreation assets.

Section 10. *Annual Employee Reviews.*

- (a) Research best practices and provide a draft policy for Annual Employee Reviews for all non-union County employees.

Section 11. *Internal Communications.*

- (a) Review and provide recommendations, in conjunction with the Director of Communications, on improving internal communications to employees.

Section 12. *Reporting.*

- (a) Regular updates shall be posted on the County intranet by the County Manager's office or a designated department.

Section 13. *Implementation.*

The County Manager and County agencies under the County Executive's jurisdiction are directed to take all necessary steps to implement this Executive Order. County-affiliated or related entities are encouraged to make a good faith effort to advance the goals of this Executive Order. All actions taken shall be in accordance with applicable local, state, and federal laws.

Section 14. *Effective Date.*

This Executive Order shall take effect immediately and shall remain in effect until amended or rescinded by the Chief Executive.

Sara G. Innamorato
County Executive