

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2017-18**

Department: **HUMAN RESOURCES & OPERATIONS
(00810)**
Function: **General**
Activity: **Personnel**
Fund: **General**

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2015-16</u>	<u>BOARD APPROVED EXPENDITURES 2016-17</u>	<u>DEPARTMENT REQUEST 2017-18</u>	<u>CAO RECOMMENDED 2017-18</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	687,792	755,628	807,860	807,860
710103 Extra Help	112,436	11,000	10,000	10,000
710200 Retirement	216,446	243,108	252,399	252,399
710300 Health Insurance	71,408	83,860	86,115	86,115
710400 Workers' Compensation Insurance	2,934	14,682	26,519	26,519
TOTAL SALARIES & EMPLOYEE BENEFITS	1,091,016	1,108,278	1,182,893	1,182,893
SERVICES & SUPPLIES				
720300 Communications	862	1,200	1,200	1,200
720600 Insurance	139	253	405	405
720800 Maintenance - Equipment	498	500	500	500
721100 Memberships	650	650	650	650
721300 Office Expense	17,556	16,800	21,000	21,000
721400 Professional & Specialized Services	72,121	43,450	50,000	50,000
721500 Publications & Legal Notices	4,249	10,000	10,000	10,000
721900 Special Departmental Expense	955	1,250	1,250	1,250
722000 Transportation & Travel	7,178	6,500	8,500	8,500
TOTAL SERVICES & SUPPLIES	104,206	80,603	93,505	93,505
TOTAL - HUMAN RESOURCES	1,195,222	1,188,881	1,276,398	1,276,398

HUMAN RESOURCES & OPERATIONS

COMMENTS

The Division's areas of responsibilities include county-wide recruitment and examination activities; administrative support to the County's Civil Service Commission (pursuant to the County Code, the Deputy CAO – HR/Operations (working title of Director of Human Resources) serves as the Secretary to the Civil Service Commission); employer-employee relations, including employee contract negotiation/administration; grievance administration; classification, salary and compensation administration; employee status changes and payroll certification; maintenance of official County personnel records; administration of coordinated medical leave entitlements; administration of disability retirement issues; personnel policy development and administration; conducting new employee orientation; oversight and administration of the County's Health Insurance Benefits Program through a contract with CalPERS, Deferred Compensation Program, other Voluntary Benefit and Life Insurance Programs; administration of the contract with CalPERS for the County's defined benefit retirement plan; and oversight of the development and implementation of county-wide policy issues.

WORKLOAD

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
<u>Recruitment/Testing</u>			
Announcements	75	106	115
Applications Evaluated	1,850	2,652	2,890
Written Exams	19	16	20
Oral Exams	39	44	50
Bilingual Exams	4	2	3
Eligible Lists	113	126	130
Promotional Eligible Lists (incl. PBCS)	80	103	130
Executive Recruitment	1	2	2
Eligible Lists and Add'l Names Certified to Departments	195	266	275
<u>Personnel Transactions</u>			
New Hires – Permanent	130	140	154
New Hires - Extra Help	125	49	54
Promotions	195	201	221
Separations	215	149	150
Overtime Calculations	1,600	1,250	1,380
<u>Civil Service Commission</u>			
Regular and Special Meetings	11	12	12

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
<u>Labor Relations</u>			
Meet and Confer	35	30	26
<u>Employee/Organizational Issues</u>			
Department Consultation	120	120	120
Disability Interactive Processes	18	22	25
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	10,800	16,200	15,000
Deferred Compensation Forms	2,200	2,700	3,000
Employee/Dept Inquiries about Benefits	4,000	4,250	4,250
Protected Leave Monitoring (i.e. FMLA)	2,250	2,250	2,250
<u>Reception (not including 311 assistance)</u>			
Phone Calls	9,100	6,000	6,000

REVENUE

	<u>Actual 2015-16</u>	<u>Estimated 2016-17</u>	<u>Projected 2017-18</u>
Personnel Services	\$164,348	\$190,000	\$258,650

STAFFING

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Assistant Director of HR/Operations	1		1		
Employee Benefits Technician I/II	1		0*		1
Employee Relations Officer or Senior Personnel Analyst	1		1		
Deputy County Administrative Officer – HR/Operations	1		1		
Office Assistant I/II	0	1	0	1	
Personnel Analyst I/II	0	1	1***		
Personnel Technician I/II	2		4		

HUMAN RESOURCES & OPERATIONS

STAFFING (continued)

<u>Permanent</u>	2016-17 Authorized		2017-18 Recommended		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
Personnel Technician I/II, or Personnel Analyst I/II (½ time)	0	1	0	1	
Program Assistant I/II	3		2**		
Senior Personnel Analyst, or Personnel Analyst I/II	1	-	1	-	-
Total Permanent	10	3	11	2	1

*It is recommended to eliminate the class of Employee Benefits Technician I/II, and amend the class specifications of the Personnel Technician I/II class series to allow for more flexibility and cross training of staff.

**It is also recommended to reallocate an existing Program Assistant I/II position to the class of Personnel Technician I/II. This change is justified because of the number of mandates that have recently impacted the Human Resources function in governmental agencies. It has been recognized that a higher level of technical support/expertise is needed.

***Lastly, it is recommended to fund a previously unfunded Personnel Analyst I/II position. This position has been unfunded for several budget cycles, and it has been determined that there is a need for additional professional level support in Human Resources. The funding of this position will improve service delivery to the Division's internal and external stakeholders.

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$807,860) are recommended increased \$52,232 based on recommended staffing levels.
- 710103** **Extra Help** (\$10,000) is recommended reduced by \$1,000 for Civil Service Commission meeting compensation (\$7,500), and to fund administrative resources required for the department's employee benefits function (\$2,500).
- 710200** **Retirement** reflects the County's anticipated contribution to Social Security and the Public Employees' Retirement System.
- 710300** **Health Insurance** is based on the employer's share of health insurance premiums.
- 710400** **Workers' Compensation** reflects the Department's contribution to the County's Self-Insurance Internal Service Fund.

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES

- 720300** **Communications** (\$1,200) is recommended unchanged based on actual and projected telephone costs of this Department.
- 720600** **Insurance** reflects the Department's contribution to the County's Self-Insured Liability Program.
- 720800** **Maintenance – Equipment** (\$500) is recommended unchanged based on projected expenditures for the maintenance of typewriters, computer equipment, fax machine and telephones.
- 721100** **Memberships** (\$650) is recommended unchanged based on actual expenditures for membership in the County Personnel Administrators Association of California.
- 721300** **Office Expense** (\$21,000) is recommended increased \$4,200 based on current and projected expenditures. This account funds normal office supply needs, training and reference materials, shipping expenses and photocopying of materials used in the Civil Service process. The increase is requested due to the Division's increased monthly cost for the leased copy machine (approx \$160 - \$170 more per month over last Fiscal Year).
- 721400** **Professional & Specialized Services** (\$50,000) is recommended increased \$6,550. Anticipated expenditures include the continuing need of the County's Chief Negotiator and Counsel to the Civil Service Commission. Specifically, this account includes funding for testing materials (\$10,000); legal counsel for the Civil Service Commission (\$3,500); special outside counsel for labor issues (\$5,000); Unemployment Administration Program (\$1,000); 3rd party administrator for ACA compliance reporting (\$5,000); and the estimated cost of a negotiator to represent the County in labor relations negotiations (\$25,500).
- 721500** **Publications & Legal Notices** (\$10,000) is recommended unchanged based on expenditures for advertisement of employment opportunities within the County of Madera.
- 721900** **Special Departmental Expense** (\$1,250) is recommended unchanged for the estimated cost to rent applicant testing facilities and/or the cost of employee award plaques and certificates.
- 722000** **Transportation & Travel** (\$8,500) is recommended increased \$2,000 based on current and anticipated expenditures for travel and training for the Department (\$4,700; \$2,000 of which is funded by DSS). This account also provides mileage reimbursement for the Civil Service Commissioners (estimated at \$2,000), and lunch for outside participants on oral appraisal boards to establish eligible lists (\$1,800).