

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2015-16**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2013-14</u>	<u>BOARD APPROVED EXPENDITURES 2014-15</u>	<u>DEPARTMENT REQUEST 2015-16</u>	<u>CAO RECOMMENDED 2015-16</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	564,309	626,007	671,089	671,089
710103 Extra Help	16,845	15,000	15,000	15,000
710200 Retirement	163,300	184,591	206,443	206,443
710300 Health Insurance	74,879	75,813	70,277	70,277
710400 Workers' Compensation Insurance	1,988	1,802	2,934	2,934
TOTAL SALARIES & EMPLOYEE BENEFITS	821,321	903,213	965,743	965,743
SERVICES & SUPPLIES				
720300 Communications	1,178	1,200	1,200	1,200
720600 Insurance	98	139	139	139
720800 Maintenance - Equipment	226	500	500	500
721100 Memberships	650	650	650	650
721300 Office Expense	13,616	12,000	12,000	12,000
721400 Professional & Specialized Services	61,178	60,000	65,700	65,700
721500 Publications & Legal Notices	9,461	12,000	12,000	12,000
721600 Rents & Leases - Equipment	0	0	0	0
721900 Special Departmental Expense	1,061	1,500	1,500	1,500
722000 Transportation & Travel	5,240	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	92,708	92,989	98,689	98,689
INTRAFUND REVENUE				
770100 Intrafund Transfer	-110,000	0	0 *	0 *
TOTAL - HUMAN RESOURCES	804,029	996,202	1,064,432	1,064,432

* The Intrafund Transfer account is no longer being utilized due to a change in accounting requirements and is now budgeted under the Intrafund Revenue account.

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, Deferred Compensation Program, and the 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 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
<u>Recruitment/Testing</u>			
Announcements	79	60	65
Applications Evaluated	1,600	1,500	2,000
Written Exams	10	16	12
Oral Exams	24	42	30
Bilingual Exams	1	3	0
Eligible Lists	78	74	3
Promotional Eligible Lists (incl. PBCS)	40	63	60
Executive Recruitment	1	0	2
Eligible Lists and Add'l Names Certified to Departments	174	149	125
<u>Personnel Transactions</u>			
New Hires – Permanent	75	190	210
New Hires - Extra Help	85	107	118
Promotions	95	150	140
Separations	100	195	215
Separations – Extra Help	50	46	50
Overtime Calculations	6,962	6,000	5,000
<u>Civil Service Commission</u>			
Regular and Special Meetings	12	12	13

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
<u>Labor Relations</u>			
Meet and Confer	85	60	12
<u>Employee/Organizational Issues</u>			
Department Consultation	125	130	100
Disability Interactive Processes	N/A	16	18
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	8,000	9,000	9,000
Deferred Compensation Forms	1,836	2,160	2,160
Voluntary Benefit and Life Insurance Forms/Changes	936	500	650
Employee Inquiries about Benefits	3,500	3,500	3,500
Protected Leave Monitoring (i.e. FMLA)	1,638	2,500	2,500
<u>Reception (not including 311 assistance)</u>			
Phone Calls	9,100	9,100	9,100

<u>REVENUE</u>	<u>Actual 2013-14</u>	<u>Estimated 2014-15</u>	<u>Projected 2015-16</u>
Personnel Services	\$20,416	\$175,000	\$189,500

STAFFING

	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
<u>Permanent</u>				
Assistant Director of HR/Operations	1		1	
Employee Benefits Technician I/II	1		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	0	1
Personnel Technician I/II	2		2	
Personnel Technician I/II, or Personnel Analyst I/II (½ time)	0	1	0	1

HUMAN RESOURCES & OPERATIONS

STAFFING (continued)

<u>Permanent</u>	<u>2014-15 Authorized</u>		<u>2015-16 Recommended</u>	
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>
Program Assistant I/II	3		3	
Senior Personnel Analyst, or Personnel Analyst I/II	1	3	1	3
Total Permanent	10		10	

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$671,089) are recommended increased \$45,082 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$15,000) is recommended unchanged for Civil Service Commission meeting compensation (\$7,500), and to fund administrative resources required for the department’s employee benefits function related to the upcoming 2016 employer reporting requirements associated with the Affordable Care Act (\$7,500).
- 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.

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.

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES (continued)

- 721100** **Memberships** (\$650) is recommended unchanged based on actual expenditures for membership in the County Personnel Administrators Association of California.
- 721300** **Office Expense** (\$12,000) is recommended unchanged 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.
- 721400** **Professional & Specialized Services** (\$65,700) is recommended increased \$5,700 based on the continuation of services provided under the County's contract with NeoGov to provide efficient applicant tracking services. 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 (\$7,500); Unemployment Administration Program (\$950); the estimated cost of a negotiator to represent the County in labor relations negotiations (\$27,050); and the annual license/service payment for NeoGov (\$20,200).
- 721500** **Publications & Legal Notices** (\$12,000) is recommended unchanged based on expenditures for advertisement of employment opportunities within the County of Madera.
- 721900** **Special Departmental Expense** (\$1,500) is recommended unchanged for the estimated cost to rent applicant testing facilities and the cost of employee award plaques and certificates.
- 722000** **Transportation & Travel** (\$5,000) is recommended unchanged based on current and anticipated expenditures for travel and training for the Department (\$1,700). This account also provides mileage reimbursement for the Civil Service Commissioners (estimated at \$2,300), and lunch for outside participants on oral appraisal boards to establish eligible lists (\$1,000).