

**COUNTY OF MADERA
BUDGET UNIT EXPENDITURE DETAIL
BUDGET FOR THE FISCAL YEAR 2013-14**

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

<u>ACCOUNT CLASSIFICATION</u>	<u>ACTUAL EXPENDITURES 2011-12</u>	<u>BOARD APPROVED EXPENDITURES 2012-13</u>	<u>DEPARTMENT REQUEST 2013-14</u>	<u>CAO RECOMMENDED 2013-14</u>
SALARIES & EMPLOYEE BENEFITS				
710102 Permanent Salaries	434,859	447,071	580,045	580,045
710103 Extra Help	20,203	30,000	20,000	20,000
710200 Retirement	124,088	126,600	163,175	163,175
710300 Health Insurance	81,348	85,846	105,668	105,668
710400 Workers' Compensation Insurance	1,518	1,643	1,988	1,988
TOTAL SALARIES & EMPLOYEE BENEFITS	662,015	691,160	870,876	870,876
SERVICES & SUPPLIES				
720300 Communications	1,247	1,200	1,200	1,200
720600 Insurance	204	171	98	98
720800 Maintenance - Equipment	181	500	500	500
721100 Memberships	250	250	650	650
721300 Office Expense	8,279	12,000	12,000	12,000
721400 Professional & Specialized Services	48,485	83,474	78,080	78,080
721500 Publications & Legal Notices	9,210	12,000	12,000	12,000
721600 Rents & Leases - Equipment	147	0	0	0
721900 Special Departmental Expense	765	1,500	1,500	1,500
722000 Transportation & Travel	4,963	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES	73,731	116,095	111,028	111,028
INTRAFUND TRANSFER				
770100 Intrafund Transfer	-60,000	-110,000	-110,000	-110,000
TOTAL - HUMAN RESOURCES	675,746	697,255	871,904	871,904

HUMAN RESOURCES & OPERATIONS

COMMENTS

The Department's areas of responsibilities include recruitment and examinations for Department Heads and those positions in the Classified Service; administrative support to the County's Civil Service Commission (pursuant to the County Code, the Director of Human Resources serves as the Secretary to the Civil Service Commission); employer-employee relations, including employee contract 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; and administration of the contract with CalPERS for the County's defined benefit retirement plan.

WORKLOAD

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
<u>Recruitment/Testing</u>			
Announcements	40	60	65
Applications Evaluated	1,595	1,563	1,650
Written Exams	7	10	8
Oral Exams	22	20	24
Bilingual Exams	3	3	4
Eligible Lists	50	65	70
Promotional Eligible Lists	37	40	45
Executive Recruitment	1	1	1
Eligible Lists and Add'l Names Certified to Departments	125	124	130
<u>Personnel Transactions</u>			
New Hires – Permanent	70	58	75
New Hires - Extra Help	79	83	85
Promotions	91	88	100
Separations	146	108	100
Separations – Extra Help	82	120	50
Overtime Calculations	5,930	6,782	6,962
<u>Civil Service Commission</u>			
Regular and Special Meetings	12	12	15

HUMAN RESOURCES & OPERATIONS

WORKLOAD (continued)

	<u>Actual 2011-12</u>	<u>Estimated 2012-13</u>	<u>Projected 2013-14</u>
<u>Labor Relations</u>			
Meet and Confer	90	43	170
<u>Employee/Organizational Issues</u>			
Department Consultation	100	105	115
<u>Employee Benefits</u>			
Processing Health Insurance Forms (Health, Dental and Vision)	6,804	7,200	8,000
Deferred Compensation Forms	1,620	1,728	1,836
Voluntary Benefit and Life Insurance Forms/Changes	696	975	1,000
Employee Inquiries about Benefits	3,500	3,500	3,500
Protected Leave Monitoring (i.e. FMLA)	650	960	1638
<u>Reception</u>			
Phone Calls	9,100	9,100	9,100

STAFFING

	<u>2012-13 Authorized</u>		<u>2013-14 Recommended*</u>		
	<u>Funded</u>	<u>Unfunded</u>	<u>Funded</u>	<u>Unfunded</u>	<u>Eliminated</u>
<u>Permanent</u>					
Assistant Human Resources Director	0	1	1		
Employee Benefits Technician I/II	1		1		
Employee Relations Officer or Senior Personnel Analyst	1		1		
Human Resources Director	1		0		1
Deputy County Administrative Officer	0		1		
Office Assistant I/II	2		2		
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	
Program Assistant I/II	1	1	1	1	
Senior Personnel Analyst, or Personnel Analyst I/II	<u>1</u>		<u>1</u>		
Total Permanent	9	4	10	3	1

*Represents administrative reorganization approved by your Board on July 9, 2013, to become effective September 1, 2013.

HUMAN RESOURCES & OPERATIONS

SALARIES & EMPLOYEE BENEFITS

- 710102** **Permanent Salaries** (\$580,045) is recommended increased \$132,974 based on the cost of recommended staffing levels.
- 710103** **Extra Help** (\$20,000) is recommended reduced \$10,000 for the Civil Service Commission meeting compensation (\$10,000), and to fund administrative resources required for the department's employee benefits function, specifically to solidify all legislative issues associated with the Affordable Care Act, as well as contractual issues related to open enrollment and the County's Benefit Programs (\$10,000).
- 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.
- 721100** **Memberships** (\$650) is recommended increased \$400 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. It is anticipated that computer equipment will need to be replaced in the upcoming year.

HUMAN RESOURCES & OPERATIONS

SERVICES & SUPPLIES (continued)

- 721400** **Professional & Specialized Services** (\$78,080) is recommended reduced \$5,394 based on anticipated expenditures for the continuing need of the County's Chief Negotiator, Counsel to the Civil Service Commission, and investigation fees for complaints of discrimination, harassment, etc. Specifically, this account includes funding for testing materials (\$10,000); legal counsel for the Civil Service Commission (\$10,000); Unemployment Administration Program (\$950); continued membership in the Employee Relations Consortium through Liebert Cassidy Whitmore to participate in a wide range of employee training subjects (\$4,230); expert consult through Liebert Cassidy Whitmore for complex labor issues (\$7,500); estimated cost for retirement actuarial studies (\$400); the estimated cost of a negotiator to represent the County in labor relations negotiations (\$32,500); and the use of outside investigators/counsels for investigating discrimination, harassment, and/or hostile work environment allegations (\$12,500).
- 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 outside participation for oral appraisal boards to establish eligible lists (\$1,000).

INTRAFUND TRANSFERS/REVENUE

\$130,000 is anticipated to be recovered through charges to sub-vented departments for personnel services provided by staff.