

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

MISSION

The mission of the Human Resources Department is to promote the power of public service by fostering a positive, productive and collaborative workplace where all employees are qualified, empowered, respected, and valued. The vision of the department is, as an employer of choice, to maximize individual and organizational success through strategic partnerships and collaboration by implementing and supporting programs, processes, and services that add value to both the County of El Dorado employees and the community.

The mission of the Risk Management Division is to provide proactive risk management solutions that will safeguard our citizens and employees, and strengthen and preserve the viability and economic stability of our County.

DEPARTMENT BUDGET SUMMARY

	16-17 Actuals	17-18 Budget	18-19 Dept Requested	18-19 CAO Recommend	Change from Budget to Recommend	% Change
Fund Balance	\$ -	\$ -	\$ 1,181,333	\$ 1,181,333	\$ 1,181,333	0.0%
Interest	\$ 156,030	\$ -	\$ -	\$ -	\$ -	n/a
Charges for Service	\$ 42,895,507	\$ 48,247,937	\$ 50,274,566	\$ 50,274,566	\$ 2,026,629	4.2%
Miscellaneous	\$ 619,711	\$ 1,084,250	\$ -	\$ -	\$ (1,084,250)	-100.0%
Operating Transfers In	\$ -	\$ -	\$ 101,147	\$ 101,147	\$ 101,147	n/a
Total Revenue	\$ 43,671,248	\$ 49,332,187	\$ 51,557,046	\$ 51,557,046	\$ 2,224,859	4.5%
Salaries and Benefits	\$ 1,866,195	\$ 2,177,025	\$ 2,579,208	\$ 2,533,125	\$ 356,100	16.4%
Services & Supplies	\$ 37,203,850	\$ 48,286,981	\$ 50,363,471	\$ 50,363,471	\$ 2,076,490	4.3%
Interfund Transfers	\$ 573,468	\$ 662,301	\$ 589,760	\$ 589,760	\$ (72,541)	-11.0%
Intrafund Transfers	\$ 2,932,309	\$ 3,146,076	\$ 3,120,226	\$ 3,120,226	\$ (25,850)	-0.8%
Intrafund Abatements	\$ (2,928,170)	\$ (3,135,730)	\$ (3,115,610)	\$ (3,115,610)	\$ 20,120	-0.6%
Total Appropriations	\$ 39,647,652	\$ 51,136,653	\$ 53,537,055	\$ 53,490,972	\$ 2,354,319	4.6%
Net County Cost	\$ (4,023,596)	\$ 1,804,466	\$ 1,980,009	\$ 1,933,926	\$ 129,460	7.2%
FTEs	17	17	20	20	\$ 3	17.6%

MAJOR BUDGET CHANGES

Revenue

\$2,224,859 Increase primarily due to adjustments in Risk Management program funding based on actuarial recommendations.

Appropriations

\$416,517 Increase in Salary and Benefits to reflect positions approved during FY 2017-18.

(\$56,000) Decrease in Temporary Employee salary costs for labor negotiations consulting, due to the addition of a Labor Relations Manager position in FY 2017-18.

\$15,322 Increase in Staff Development and associated travel and lodging costs related to training for new staff.

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

\$415,415	Increase in County-wide additional liability insurance costs, with an offsetting decrease in County-wide General Liability Insurance costs (\$75,167), as budgeted in Risk Management.
(\$81,771)	Decrease in Interfund Transfers due to a decrease in Central Services Direct Billing costs based on prior year level of service provided.
\$12,000	Increase in contract legal attorney services for estimated support required for the Civil Service Commission.
\$1,929,907	Increase in Risk Management Fund existing and anticipated claims liability for FY 2018-19, due to a revised methodology for recording anticipated liabilities in the Fund.
(\$93,208)	Decrease in third-party administrator anticipated costs in Risk Management.

PROGRAM SUMMARIES

Human Resources manages and administers a variety of programs and services which are comprised into three primary divisions: Human Resources Services; Risk and Safety Management Services; and Labor Relations, Employee Relations, and Benefit Services.

Human Resources Services

Recruitment and Selection

The goal of the recruitment and selection Division is to effectively recruit and identify applicants with the qualifications and characteristics needed for the job, maximize reasonable competition, ensure compliance with Personnel Rules as well as federal and state laws, and contribute to the overall effectiveness of County services and operations. This is accomplished by conducting recruitments and administering selection activities for County classifications which include advertising, targeted outreach, participation in job fairs, development and administration of various employment exams, and preparation of certified employment lists utilizing the results of the recruitment and selection processes.

Personnel Transactions

Processes personnel and payroll transactions (PPFs), including the processing of employees into and out of County service.

Performance Management

Provides advice and assistance to supervisors and managers on employee relations and performance management matters, tracks the completion of performance evaluations, and reviews performance evaluations and follows up with questions where appropriate.

Classification and Compensation

Administers the County's Classification Plan by developing and updating County classification specifications; reviews positions for possible reclassification; and collects salary and benefits information and recommends salaries for County classes. This program also has responsibility for interpretation and correct implementation of wage and hour requirements mandated by the Fair Labor Standards Act and labor contracts.

Training and Employee Development

Develops, coordinates, and administers County-wide training with the goal of employee and organizational development by providing or managing skills-based training programs and employee development services; administers internship programs; and conducts new employee orientation sessions for new hires.

Labor, Employee Relations and Benefit Services

Employee and Labor Relations

Promotes and achieves collaboration through the development of harmonious relationships with labor organizations and oversees all bargaining unit modifications. Under the Meyers-Millias-Brown Act, Human Resources is also responsible for preparing for and conducting labor negotiations; interpreting Memoranda of Understanding and policy provisions; investigating, advising on, and hearing grievance and disciplinary appeals; and administering employee relations statutes, ordinances, and policies. Human Resources utilizes the services of a third party administrator on an "as needed" basis to provide legal advice, serve as a chief negotiator, and to provide County representation in employment and labor relation matters.

Employee Benefits

Manages employee benefits contracts and administers employee benefits programs to include employee and retiree health and dental plans; employee assistance program (EAP); life insurance; flexible spending arrangement (FSA), including health care and dependent care reimbursement accounts (HCRA and DCRA); health savings account (has); Internal Revenue Service Section 125 Cafeteria Plan Consolidated Omnibus Reconciliation Act; disability management leaves; and deferred compensation (Internal Revenue Code Section 457). Benefits are delivered through a number of contracts establishing and administering both fully insured and self-insured health plans.

Risk and Safety Management Services

Loss Control

This program focuses on identifying the County's exposure to accidental losses, analyzing the risk factors associated with those losses, and the development of programs to prevent or reduce losses to both County employees and assets. Program elements include employee safety, Injury and Illness Prevention Program (IIPP), and attention to workplace violence prevention and other critical incidents.

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

Liability Programs

Liability management focuses on identifying the County’s exposure to accidental losses, analyzing the risk factors associated with those losses, identifying trends in losses and managing their reduction. This program also coordinates procurement of insurance such as excess insurance, airport liability, medical malpractice, property, and other types of risk transfer. Program elements include contract review, insurance, risk transfer, pre-employment medicals, fitness-for-duty exams, ergonomics, employee safety, and violence prevention. The Liability Program, which includes Loss Control and Operations Support, is funded by revenues from cost applied charges to the departments.

Workers Compensation & Medical Leave Management

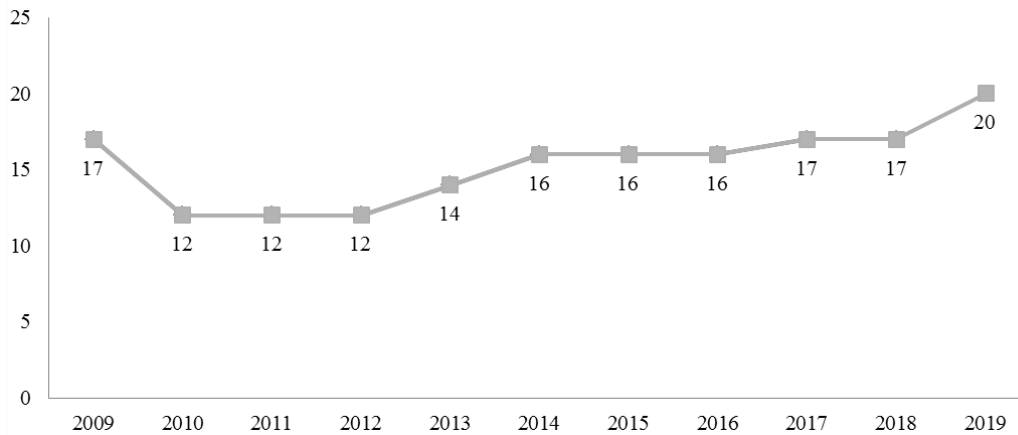
This program includes the administration of all employee disability management programs such as workers’ compensation, sick leave, long term disability (LTD), life insurance, Family & Medical Leave Act (FMLA), California Family Rights Act (CFRA), and CalPERS disability retirements. Early return to work is promoted through a modified work program, reasonable accommodation in accordance with the Americans with Disabilities Act (ADA), and coordination with employees on medical leaves and their respective department supervisors and managers. The Medical Leave Management Program is funded by revenues from cost applied charges to the departments.

BUDGET SUMMARY BY PROGRAM

	Appropriations	Revenues	Net County Cost	Staffing
Human Resources	\$ 2,035,073	\$ 101,147	\$ 1,933,926	13
Risk Management				
Operation Support	\$ -	\$ -	\$ -	
Loss Control	\$ 60,900	\$ -	\$ 60,900	
Liability	\$ 3,416,148	\$ 3,887,048	\$ (470,900)	2.5
Property Liability	\$ 230,000	\$ -	\$ 230,000	
Special Liability	\$ 180,000	\$ -	\$ 180,000	
Workers' Compensation	\$ 8,283,434	\$ 8,283,434	\$ -	2.5
Long-Term Liability/Life Insurance	\$ 650,000	\$ 650,000	\$ -	
Self-Insured Health	\$ 36,402,417	\$ 36,402,417	\$ -	2
Retiree health Prefunding	\$ 2,233,000	\$ 2,233,000	\$ -	
Total	\$ 53,490,972	\$ 51,557,046	\$ 1,933,926	20

STAFFING TREND

Staffing for Human Resources/Risk Management declined to a low of 12 FTEs in 2009 through 2012 as a result of countywide budget reductions. In 2013, the County began to restore allocations. The allocations for FY 2016-17 included the addition of 1.0 FTE Privacy Compliance Officer and 0.5 FTE Human Resources Technician resulting in 17 FTEs for the Division. The allocation includes 11.5 FTEs assigned to Human Resources functions and 5.5 FTEs assigned to Risk Management and Benefits functions. No changes were made at budget development for FY 2017-18, but during the fiscal year the Board approved several organizational changes resulting in 19 FTEs for the Department. One limited-term FTE is included for FY 2018-19, for a total of 20 FTEs. All staff are located on the West Slope.



BEST PRACTICES AND SERVICE INDICATORS

In accordance with the Strategic Plan, the following best practices and service indicators have been implemented and measured throughout FY 2017-18, or in some cases, will be implemented and measured throughout FY 2018-19. They are included below, and will be measured and included in each budget hereafter to track and measure progress and levels of service.

Human Resources Service Indicators

Human Resources Services

	FY 14-15	FY15-16	FY 16-17	FY 17-18*
1) Number of recruitments conducted.	232	217	233	246
2) Average number of days from submission of an approved hiring requisition to finalized certification list.	37	34	36	34
3) Number of applications received				
4) Percentage of qualified candidates				
5) Number of candidates hired				
6) Number of PPFs processed				
7) Number of training sessions offered				
8) Number of training session attendees				
9) Customer satisfaction rating from County departments				
10) Employee Satisfaction in Onboarding				
11) County turnover rate.	N/A	N/A	N/A	12.23%

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

Labor, Employee Relations and Benefits Services

	FY 14-15	FY15-16	FY 16-17	FY 17-18*
1) Total number of personnel investigations conducted by Human Resources.	N/A	N/A	13	13
2) Average number of days from receipt of a personnel complaint to completion of the investigation report.	78	124	132	113
3) Number of days lost due to employees placed on administrative leave.	561	1393	858	401
4) Compensation paid to employees on administrative leave.	\$752,529	\$540,367	\$202,351	\$113,499
5) Number of employees who participated in the health and wellness fair				

Risk and Safety Management

	FY 14/15	FY15/16	FY 16/17	FY 17/18*
1) Number of workers compensation claims. **	135	156	162	133
2) Number of work days lost due to workers compensation injuries. **	1,195	973	1,025	661
3) Annual cost of all worker's compensation settlement claims. ***	\$1,318,232	\$2,256,344	\$1,847,375	\$1,032,408

* Data only available through pay period 9 (April 30, 2018).

**Data as of the end of each Fiscal Year and only includes claims with injury dates within that Fiscal Year.

***Settlements include the mandatory permanent disability due to the injured worker, which is usually the only payout from Stipulated Awards. Compromise and Release settlements generally include permanent disability plus future medical and right to reopen payout.

Human Resources Best Practices

- 1) Evaluate and Implement a County-wide Operational Excellence/Continuous Improvement Process (e.g., Lean, Kaizen, Six Sigma).

Due to other urgent priorities this objective was not accomplished County-wide.

- 2) Implement a County-wide Internship Program, including a process in which high school students can obtain work/volunteer experience with the County.

Completed phase I of a County-wide Internship Program, which included the development of three class specifications. In addition, Human Resources staff attended career fairs to network with potential interns and develop relationships with the local high schools, colleges, and universities to establish a point of contact.

- 3) Develop and Implement a County-wide Onboarding and Off-Boarding Process.

A new onboarding program was developed and implemented that includes a welcome by a member of the Board of Supervisors, the CAO, and the Human Resources Director. In addition, employees receive a welcome packet prior to starting employment with the County. A new off-boarding survey was developed and implemented.

- 4) Implement an Enterprise Risk Management Program.

Due to other urgent priorities this objective was not accomplished County-wide.

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

Additional major FY 2017-18 Accomplishment not previously noted as objectives:

- 1) Developed and implemented a County-wide CPR/AED/First Aid program. To date, 372 or 21% of County employees are trained and certified in Cardiopulmonary Resuscitation, Automated External Defibrillators (AED), and First Aid.
- 2) Installed 37 AEDs throughout all County facilities.
- 3) Violence in the Workplace reports to the County Threat Assessment Team (TAT) converted to an online submission platform, which reduced the notification time from four (4) days to immediate, real time submission and processing.
- 4) Adoption of an Equal Employment Opportunity Plan.
- 5) Adoption of a County-wide Telework Policy.
- 6) Adoption of a County-wide Background Policy.
- 7) Partial implementation of the County-wide classification study.
- 8) Developed a written examination test preparation guide and implemented four (4) written examination preparation sessions. The purpose of both is to help candidates prepare for written examinations.
- 9) Implemented E-Verify to confirm employees' authorization to work in the United States.
- 10) Development and administration of content valid, structured training and experience ratings and structured oral exams to better meet the needs of the hiring managers.
- 11) Short and long-term successor bargaining agreements were adopted with Local 1; Operating Engineers, Local 3- Corrections and Trades and Crafts; Probation Officers; Managers; and Criminal Attorneys Associations.

FY 2018-19 Objectives

- 1) Complete a comprehensive review of the County's pre-employment background, medical, and drug screening programs.
- 2) Leverage technology to enhance internal processes and provide an efficient self-service experience for customers.
- 3) Establish and maintain collaborative and integrated processes for HR service delivery to avoid duplication and inconsistency and ensure a seamless and timely customer and employee experience.
- 4) Implement a County-wide supervisory academy.
- 5) Develop and implement talent acquisition and engagement strategies to attract and retain top talent.
- 6) Develop a new recruitment structure that includes stronger relationships with customer departments and increase the Analyst/Technician's knowledge of his/her assigned departments.

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

- 7) Collect job analysis data and develop County-specific written exams for a variety of County-Wide classifications.
- 8) Negotiate successor bargaining agreements prior to the expiration date.
- 9) Develop a comprehensive health and wellness program.
- 10) Fully implement the internship program.
- 11) Update the Personnel Rules and receive approval from all stakeholders. In addition, establish a process for regular review and revision of the Personnel Rules.
- 12) Conduct a comprehensive benefits infrastructure assessment.
- 13) Centralize insurance administration to reduce contract liability and non-compliance.

RECOMMENDED BUDGET

The Human Resources / Risk Management budget is recommended at \$53,490,972, which is an increase of \$2,354,319 (4.6%) when compared to the FY 2017-18 Adopted Budget. The General Fund provides 95% of the funding for the Department, and is increased by \$129,460 (7.2%) when compared to the FY 2017-18 Adopted Budget. A portion of the cost for Human Resources is recouped through charges for services and intrafund abatements, a portion of which is recouped from state and federal sources through the A-87 Cost Plan and reflected in the General Fund - Other County Operations budget.

Human Resources

The budget for the Human Resources Division is recommended at \$2,035,073, which is an increase of \$129,460 (7.2%) when compared to the FY 2017-18 Adopted Budget.

Salary and Employee Benefits is recommended at \$1,739,216, a \$232,660 increase from the prior year. There are no new permanent positions included as part of this budget request. However; the increase can be attributed to personnel changes that we approved by the Board throughout the year. In FY 2017-18, the Human Resources Department requested additional positions, but this request was not approved by the Board due to the transition in Department leadership. Instead, an additional \$125,000 was included in the Department 15 – General Fund Other Operations budget unit in order to support a more robust, centralized Human Resources Department, which is necessary to meet the Good Governance goals in the County Strategic Plan. Board decisions throughout the fiscal year deleted and added several positions, and resulted in a net gain of two FTEs. The Human Resources budget reflects these additional positions as fully-funded for FY 2018-19.

A request was made by the Department for an additional \$44,806 for a limited-term Sr. Office Assistant, with 50% to be budgeted in the Human Resources budget and 50% in the Risk Management budget, and to be funded by ACO funds for FENIX implementation. This addition is also recommended in the budget. The reimbursement for total staff time related to the FENIX implementation is reflected in the Operating Transfer account, in the amount of \$101,147.

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

Services and Supplies in the Human Resources budget is recommended at \$291,240, which represents an increase of \$3,675. This is attributable to increases in legal services to cover the rise in civil service commission cases, and staff training and development expenses, which is budgeted to double in costs. Funding for services for the Civil Service Commission, which was previously shown in the Contract Legal Services account, is now reflected in the Legal Services and line items. For FY 2018-19, \$129,000 is recommended for the Civil Service Commission. There are off-setting reductions in Contract Legal Services for labor relations due to the addition of the Labor Relations Manager position.

Sources & Uses of Funds

The Department is primarily funded with discretionary General Fund revenues. These revenues are collected in Department 15 – General Fund Other Operations. A portion of the costs for Human Resources are recovered from other County departments through the A-87 Cost Plan. This reimbursement to the General Fund is also shown in Department 15 – General Fund Other Operations.

An Operating Transfer from the Accumulated Capital Outlay fund is also reflected in the budget to provide funding for a new limited-term Sr. OA position to support the payroll functions to be implemented through the FENIX system.

Risk Management

The Risk Management Internal Service Fund budget is recommended at \$51,455,899, which is an increase of \$2,123,712 (4.1%) when compared to the FY 2017-18 Adopted Budget.

The majority of costs included in the Risk Management Funds are for County-wide insurance premiums and claims payments for Employee Health and Other Benefits programs, Worker's Compensation & Medical Leave programs, and Liability programs, including legal services related to liability programs, and Third Party Administrator agreements for the three programs. All costs for the Risk Management Fund are recouped from County departments through charges, with some cost sharing by employees, based on relative use of these programs.

The most significant appropriation increases are in Risk Management program costs for health benefits (\$1,733,448), workers compensation (\$148,465), and retiree health (\$70,000). The funding level for the Liability and Workers Compensation programs is based on actuarial analysis and recommendations of Bickmore Risk Services and Consulting.

The Department currently calculates its self-insurance retention amount based on meeting a 70% confidence level, as derived from the annual actuarial valuation. The self-insurance retention is the amount required to be set aside to cover the potential cost of estimated claims and related liabilities. Use of the 70% confidence level as a target for setting funding levels was presented and discussed at a May 21, 2012, Board of Supervisor meeting. However, no formal action was taken to adopt this as the policy level for annual funding. The Department has set rates each year based on this confidence level, and sufficient funds have been collected each year to cover the annual actual costs to the program. With this budget, it is recommended that the funding policy be set at 70% for FY 2018-19.

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

Sources & Uses of Funds

The Risk Management Fund operates as an Internal Service Fund and must balance revenues to expenditures within the fund. The recommended budget results in an increase of \$1,956,629 (4%) in Interfund Risk Management charges to County departments compared to FY 2016-17. Charge for Services revenue to fund the Liability Programs (\$3,011,715), the Worker's Compensation & Medical Leave Programs (\$7,977,434) and the Employee Benefits programs (\$36,402,417) are generated through cost-applied charges to departments, employee payroll deductions, and payments from retirees. The Interfund Risk Management account represents the total of all charges made to County departments for services provided by Risk Management programs. Therefore, the increase in interfund charges equals the amount that has been increased in other County department budgets for FY 2018-19.

CAO Adjustments

An additional \$25,000 was requested for as-needed Extra Help. This is not included in the Recommended Budget, due to budget constraints and because at this time there are several vacancies remaining in the Human Resources Department. Savings from vacancies can be used by departments to cover the cost of Extra Help, as needed to maintain departmental operations during recruitments.

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 08 HR - HUMAN RESOURCES

		CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE					
SUBOBJ	SUBOBJ TITLE				
2020	OPERATING TRANSFERS IN	0	101,147	101,147	101,147
CLASS: 20	REV: OTHER FINANCING SOURCES	0	101,147	101,147	101,147
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TYPE: R SUBTOTAL		0	101,147	101,147	101,147
TYPE: E EXPENDITURE					
SUBOBJ	SUBOBJ TITLE				
3000	PERMANENT EMPLOYEES / ELECTED	932,454	1,123,917	1,123,917	191,463
3001	TEMPORARY EMPLOYEES	56,000	25,000	0	-56,000
3002	OVERTIME	2,000	5,000	5,000	3,000
3004	OTHER COMPENSATION	30,000	20,000	20,000	-10,000
3020	RETIREMENT EMPLOYER SHARE	184,600	222,481	222,481	37,881
3022	MEDI CARE EMPLOYER SHARE	14,379	16,294	16,294	1,915
3040	HEALTH INSURANCE EMPLOYER	181,285	223,259	223,259	41,974
3041	UNEMPLOYMENT INSURANCE EMPLOYER	0	28,088	7,005	7,005
3042	LONG TERM DISABILITY EMPLOYER	2,478	2,808	2,808	330
3043	DEFERRED COMPENSATION EMPLOYER	4,439	649	649	-3,790
3046	RETIREE HEALTH: DEFINED	13,170	14,963	14,963	1,793
3060	WORKERS' COMPENSATION EMPLOYER	10,751	15,840	15,840	5,089
3080	FLEXIBLE BENEFITS	75,000	87,000	87,000	12,000
CLASS: 30	SALARY & EMPLOYEE BENEFITS	1,506,556	1,785,299	1,739,216	232,660

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 10 GENERAL FUND
DEPARTMENT: 08 HR - HUMAN RESOURCES

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD	
4060	FOOD AND FOOD PRODUCTS	2,000	1,000	1,000	-1,000
4080	HOUSEHOLD EXPENSE	100	100	100	0
4084	EXPENDABLE EQUIPMENT	120	0	0	-120
4220	MEMBERSHIPS	6,695	7,190	7,190	495
4260	OFFICE EXPENSE	3,500	3,500	3,500	0
4261	POSTAGE	500	500	500	0
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	1,000	500	500	-500
4264	BOOKS / MANUALS	500	0	0	-500
4266	PRINTING / DUPLICATING SERVICES	150	150	150	0
4300	PROFESSIONAL & SPECIALIZED SERVICES	120,300	113,000	113,000	-7,300
4312	ARBITRATOR	1,000	0	0	-1,000
4313	LEGAL SERVICES	52,000	129,000	129,000	77,000
4315	CONTRACT: LEGAL ATTORNEY	65,000	0	0	-65,000
4400	PUBLICATION & LEGAL NOTICES	3,000	5,000	5,000	2,000
4420	RENT & LEASE: EQUIPMENT	6,300	6,500	6,500	200
4461	EQUIP: MINOR	2,500	1,500	1,500	-1,000
4502	EDUCATIONAL MATERIALS	10,000	2,000	2,000	-8,000
4503	STAFF DEVELOPMENT	5,000	12,000	12,000	7,000
4600	TRANSPORTATION & TRAVEL	2,000	3,000	3,000	1,000
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	2,000	2,500	2,500	500
4605	RENT & LEASE: VEHICLE	500	0	0	-500
4606	FUEL PURCHASES	100	0	0	-100
4608	HOTEL ACCOMMODATIONS	2,500	3,000	3,000	500
CLASS: 40	SERVICE & SUPPLIES	287,565	291,240	291,240	3,675
7223	INTRAFND: MAIL SERVICE	1,856	2,315	2,315	459
7224	INTRAFND: STORES SUPPORT	489	52	52	-437
7231	INTRAFND: IS PROGRAMMING SUPPORT	4,500	1,050	1,050	-3,450
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	3,500	1,200	1,200	-2,300
CLASS: 72	INTRAFUND TRANSFERS	10,345	4,617	4,617	-5,728
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TYPE: E SUBTOTAL		1,804,466	2,081,156	2,035,073	230,607
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FUND TYPE: 10 SUBTOTAL		1,804,466	1,980,009	1,933,926	129,460

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 32 INTERNAL SERVICE FUND
DEPARTMENT: 08 HR – RISK MANAGEMENT

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
TYPE: R REVENUE				
SUBOBJ SUBOBJ TITLE				
1760 RISK MANAGEMENT PROGRAM SERVICES	48,247,937	50,274,566	50,274,566	2,026,629
CLASS: 13 REV: CHARGE FOR SERVICES	48,247,937	50,274,566	50,274,566	2,026,629
1942 MISC: REIMBURSEMENT	1,084,250	0	0	-1,084,250
CLASS: 19 REV: MISCELLANEOUS	1,084,250	0	0	-1,084,250
0001 FUND BALANCE	0	1,181,333	1,181,333	1,181,333
CLASS: 22 FUND BALANCE	0	1,181,333	1,181,333	1,181,333
TYPE: R SUBTOTAL	49,332,187	51,455,899	51,455,899	2,123,712
TYPE: E EXPENDITURE				
SUBOBJ SUBOBJ TITLE				
3000 PERMANENT EMPLOYEES / ELECTED	422,133	477,156	477,156	55,023
3001 TEMPORARY EMPLOYEES	0	22,403	22,403	22,403
3002 OVERTIME	0	1,200	1,200	1,200
3004 OTHER COMPENSATION	0	10,000	10,000	10,000
3020 RETIREMENT EMPLOYER SHARE	81,395	98,836	98,836	17,441
3022 MEDI CARE EMPLOYER SHARE	6,121	6,920	6,920	799
3040 HEALTH INSURANCE EMPLOYER	41,804	63,001	63,001	21,197
3041 UNEMPLOYMENT INSURANCE EMPLOYER	5,737	11,929	11,929	6,192
3042 LONG TERM DISABILITY EMPLOYER	1,055	1,193	1,193	138
3043 DEFERRED COMPENSATION EMPLOYER	3,504	3,894	3,894	390
3046 RETIREE HEALTH: DEFINED	6,299	6,584	6,584	285
3060 WORKERS' COMPENSATION EMPLOYER	69,421	54,793	54,793	-14,628
3080 FLEXIBLE BENEFITS	33,000	36,000	36,000	3,000
CLASS: 30 SALARY & EMPLOYEE BENEFITS	670,469	793,909	793,909	123,440
4041 COUNTY PASS THRU TELEPHONE CHARGES	120	0	0	-120
4100 INSURANCE: PREMIUM	125,871	50,704	50,704	-75,167
4101 INSURANCE: ADDITIONAL LIABILITY	5,100,884	5,516,299	5,516,299	415,415
4104 INSURANCE: CY CLAIMS CURRENT YEAR	41,065,824	42,995,731	42,995,731	1,929,907
4144 MAINT: COMPUTER	5,000	0	0	-5,000
4200 MEDICAL, DENTAL & LABORATORY	150	0	0	-150
4221 MEMBERSHIPS: LEGISLATIVE ADVOCACY	33,000	33,000	33,000	0
4260 OFFICE EXPENSE	2,000	1,600	1,600	-400
4261 POSTAGE	3,500	250	250	-3,250
4263 SUBSCRIPTION / NEWSPAPER / JOURNALS	500	230	230	-270
4266 PRINTING / DUPLICATING SERVICES	5,000	2,500	2,500	-2,500
4300 PROFESSIONAL & SPECIALIZED SERVICES	52,000	58,000	58,000	6,000
4304 AGENCY ADMINISTRATION FEE	360,000	245,000	245,000	-115,000
4313 LEGAL SERVICES	15,000	11,717	11,717	-3,283
4315 CONTRACT: LEGAL ATTORNEY	600,000	615,000	615,000	15,000
4323 PSYCHIATRIC MEDICAL SERVICES	2,481	2,500	2,500	19
4324 MEDICAL, DENTAL, LAB & AMBULANCE SRV	30,000	30,000	30,000	0
4338 THIRD PARTY ADMINISTRATOR: RISK MNGMT	590,208	497,000	497,000	-93,208
4400 PUBLICATION & LEGAL NOTICES	1,100	250	250	-850
4420 RENT & LEASE: EQUIPMENT	800	0	0	-800
4440 RENT & LEASE: BUILDING &	500	0	0	-500
4460 EQUIP: SMALL TOOLS & INSTRUMENTS	0	500	500	500
4461 EQUIP: MINOR	650	0	0	-650
4502 EDUCATIONAL MATERIALS	50	50	50	0
4503 STAFF DEVELOPMENT	2,928	7,500	7,500	4,572
4507 FIRE & SAFETY SUPPLIES	250	150	150	-100
4529 SOFTWARE LICENSE	1,200	1,500	1,500	300
4600 TRANSPORTATION & TRAVEL	250	1,200	1,200	950
4602 MILEAGE: EMPLOYEE PRIVATE AUTO	150	250	250	100
4606 FUEL PURCHASES	0	100	100	100
4608 HOTEL ACCOMMODATIONS	0	1,200	1,200	1,200
CLASS: 40 SERVICE & SUPPLIES	47,999,416	50,072,231	50,072,231	2,072,815

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

FINANCIAL INFORMATION BY FUND TYPE

FUND TYPE: 32 INTERNAL SERVICE FUND
DEPARTMENT: 08 HR – RISK MANAGEMENT

	CURRENT YR APPROVED BUDGET	DEPARTMENT REQUEST	CAO RECOMMENDED BUDGET	DIFFERENCE CURR YR CAO RECMD
5200 DEPRECIATION	2,775	200	200	-2,575
5300 INTERFND: SERVICE BETWEEN FUND	571,319	498,627	498,627	-72,692
5304 INTERFND: MAIL SERVICE	2,957	3,331	3,331	374
5305 INTERFND: STORES SUPPORT	0	52	52	52
5310 INTERFND: COUNTY COUNSEL	85,000	85,000	85,000	0
5318 INTERFND: MAINTENANCE BLDG & IMPRV	0	2,300	2,300	2,300
5321 INTERFND: COLLECTIONS	250	250	250	0
CLASS: 50 OTHER CHARGES	662,301	589,760	589,760	-72,541
7250 INTRAFND: NOT GEN FUND / SAME FUND	3,135,731	3,115,609	3,115,609	-20,122
CLASS: 72 INTRAFUND TRANSFERS	3,135,731	3,115,609	3,115,609	-20,122
7380 INTRFND ABATEMENTS: NOT GENERAL	-3,135,730	-3,115,610	-3,115,610	20,120
CLASS: 73 INTRAFUND ABATEMENT	-3,135,730	-3,115,610	-3,115,610	20,120
TYPE: E SUBTOTAL	49,332,187	51,455,899	51,455,899	2,123,712
FUND TYPE: 32 SUBTOTAL	0	0	0	0
DEPARTMENT: 08 SUBTOTAL	1,804,466	1,980,009	1,933,926	129,460

PERSONNEL ALLOCATION

Classification Title	2017-18 Adjusted Allocation	2018-19 Dept Request	2018-19 CAO Recm'd	Diff from Adjusted
<i>Human Resources</i>				
Director of Human Resources	1.00	1.00	1.00	-
Administrative Technician (FENIX)	1.00	1.00	1.00	-
Assistant Human Resources Director	1.00	1.00	1.00	-
Human Resources Analyst I/II	2.00	2.00	2.00	-
Human Resources Technician	4.00	4.00	4.00	-
Labor Relations Manager	1.00	1.00	1.00	-
Sr. Human Resources Analyst	3.00	3.00	3.00	-
Sr. Office Assistant	0.50	0.50	0.50	-
Sr. Office Assistant (Limited Term)	-	0.50	0.50	0.50
<i>Division Total</i>	13.50	14.00	14.00	0.50
<i>Risk Management</i>				
Risk Manager	1.00	1.00	1.00	-
Risk Management Analyst I/II - Benefits	1.00	1.00	1.00	-
Risk Management Analyst I/II - Loss Prevention	1.00	1.00	1.00	-
Risk Management Technician	1.00	1.00	1.00	-
Sr. Office Assistant	0.50	0.50	0.50	-
Sr. Office Assistant (Limited Term)	-	0.50	0.50	0.50
Sr. Risk Management Analyst	1.00	1.00	1.00	-
<i>Division Total</i>	5.50	6.00	6.00	0.50
Department Total	19.00	20.00	20.00	1.00

Human Resources

RECOMMENDED BUDGET • FY 2018 - 19

ORGANIZATIONAL CHART

