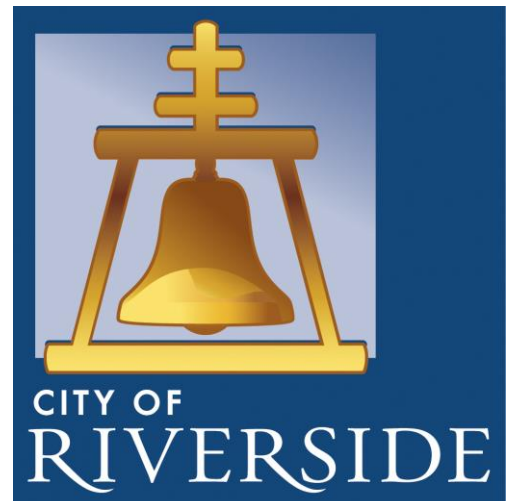


# HUMAN RESOURCES DEPARTMENT

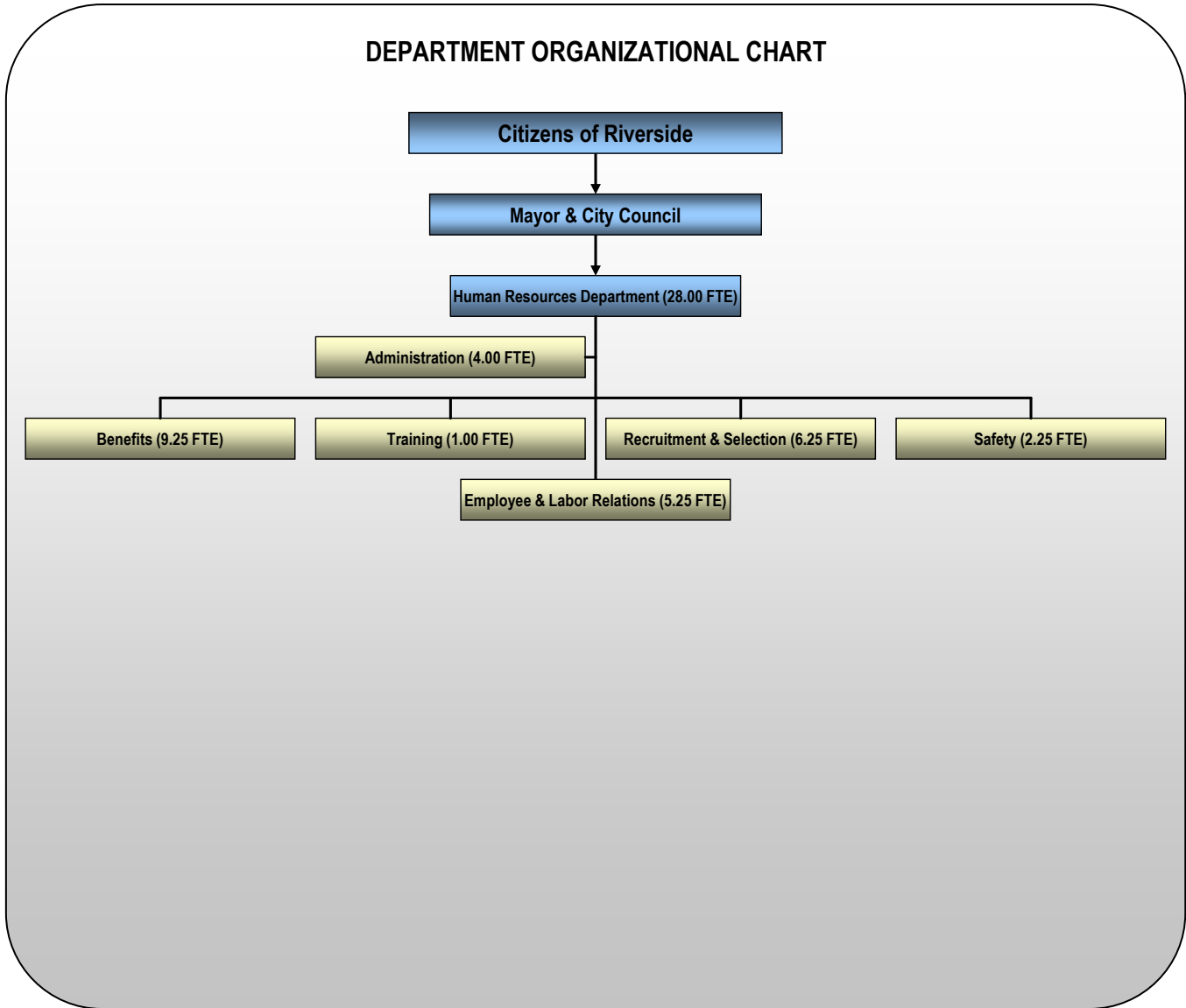
## MISSION STATEMENT

The Mission of the Human Resources Department is to provide highly progressive personnel services as a business partner with City Departments and to offer the highest degree of professionalism and integrity to support a workforce that is representative of the community and free of discriminatory practices.

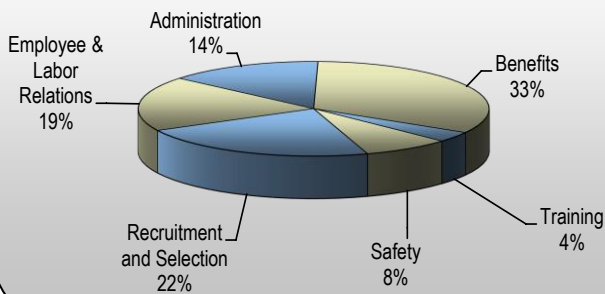


# HUMAN RESOURCES DEPARTMENT

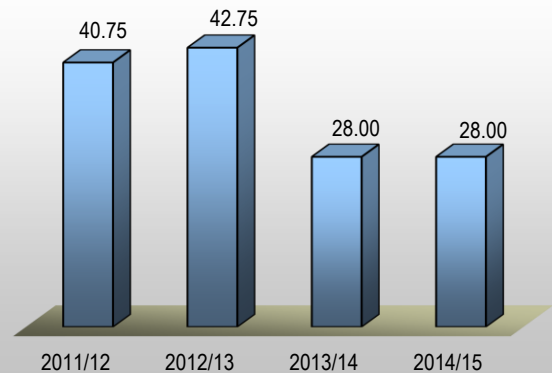
## DEPARTMENT ORGANIZATIONAL CHART



## PERSONNEL BY DIVISION



## HISTORICAL PERSONNEL



# HUMAN RESOURCES DEPARTMENT

## SERVICES PROVIDED BY DEPARTMENT

The Human Resources Department balances service and regulatory requirements with responsibilities in critical areas including Benefits, Classification and Compensation, Employee and Employer Relations, Records Management and Employee Transactions, Recruitment and Selection, Training and Development, Municipal Volunteer Program, and Special Youth Job Training Programs. Our goal is to provide a safe and discriminatory free work environment for all – the workforce, prospective employees, and the community. Equally important, the Human Resources Department is to partner with Departments in meeting their multiple personnel, staffing, and related needs.

We are committed to providing quality service to our internal customers in order that they can fulfill their goals and objectives to the City Council and citizens of Riverside. We are equally committed to provide the workforce with training in order that they can meet the contemporary requirements of their respective positions and develop into the best employees they can possibly be. We assure employees an objective Human Resources Department to assist them in a multitude of personnel assistance and guidance needs they may have during their career with the City.

## PERSONNEL SUMMARY BY DIVISION

|                            | Budgeted<br>2011/12 | Budgeted<br>2012/13 | Budgeted<br>2013/14 | Budgeted<br>2014/15 | Change   |
|----------------------------|---------------------|---------------------|---------------------|---------------------|----------|
| Administration             | 16.00               | 16.00               | 5.00                | 4.00                | (1.00)   |
| Benefits                   | 11.50               | 11.50               | 8.25                | 9.25                | 1.00     |
| Training                   | 5.00                | 5.00                | 1.00                | 1.00                | -        |
| Safety                     | -                   | 2.00                | 2.25                | 2.25                | -        |
| Recruitment and Selection  | 8.25                | 8.25                | 8.25                | 6.25                | (2.00)   |
| Employee & Labor Relations | -                   | -                   | 3.25                | 5.25                | 2.00     |
| <b>Total Personnel</b>     | <b>40.75</b>        | <b>42.75</b>        | <b>28.00</b>        | <b>28.00</b>        | <b>-</b> |

# HUMAN RESOURCES DEPARTMENT

## DEPARTMENT GOALS

1. To continuously improve business relationships with City departments by collaborating with hiring managers to foster an inclusive application screening process.
2. To complete the review and update of the Human Resources Personnel Policy and Procedures manual.
3. To begin the review of incorporating a wellness incentive program that would directly affect health premiums for upcoming plan years.
4. To negotiate, adopt, and administer agreements between the City and bargaining units to provide a comprehensive MOU.

## FISCAL YEAR 2013/14 DEPARTMENT ACCOMPLISHMENTS

|   | Accomplishment  | Related Goal | Related City Council Goal |
|---|---|--------------|---------------------------|
| 1 | Streamlined the application review process by extending the utilization of advanced features in Neo Gov (Applicant Tracking System) to a selected City Department.                                | Goal #1      | N/A                       |
| 2 | Implemented significant community outreach strategies by attending career/education fairs.  | Goal #1      | Livable Communities       |
| 3 | Completed the review, revision and approval process of thirteen policies from the Human Resources Policies and Procedures Manual.   | Goal #2      | N/A                       |
| 4 | Administered the Human Resources Executive Subcommittee including department heads representing the six largest City departments to review and discuss policy level Human Resources items/issues. | Goal #2      | N/A                       |
| 5 | In partnership with Kaiser Permanente, launched and implemented the "Mix It Up" and the "Maintain Don't Gain" wellness initiatives.   | Goal #3      | Livable Communities       |
| 6 | Received the Fit-Friendly Platinum Achievements Award from the American Heart Association for promoting employee health and fitness through the City's Wellness Program.                          | Goal #3      | Livable Communities       |
| 7 | Successfully met and conferred with labor groups including policy revisions, job description revisions, MOU provisions and flexible schedule implementation.                                      | Goal #4      | N/A                       |
| 8 | Facilitated Labor Management Committee meetings with various groups including Police Dispatch, Solid Waste, and Public Utilities Electric/Water.  | Goal #4      | N/A                       |

# HUMAN RESOURCES DEPARTMENT

## FISCAL YEAR 2014/15 DEPARTMENT OBJECTIVES

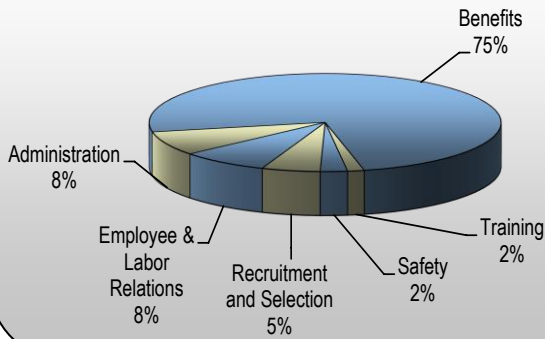
| Objective  | Related Goal | Related City Council Goal |
|--|--------------|---------------------------|
| 1 To implement the utilization of Subject Matter Expert (SME) review feature in Neo Gov.           | Goal # 1     | N/A                       |
| 2 To complete the review and update of the Human Resources Personnel Policy and Procedures Manual. | Goal #2      | N/A                       |
| 3 To incorporate additional Wellness Partners to the program for the benefit of City employees.    | Goal #3      | Livable Communities       |
| 4 To develop a system to effectively monitor Labor Management Committee issues.                    | Goal #4      | N/A                       |

# HUMAN RESOURCES DEPARTMENT

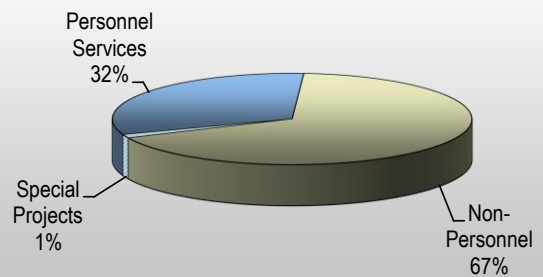
## BUDGET SUMMARY BY DIVISION

|                                  | Actual<br>2011/12   | Actual<br>2012/13   | Budgeted<br>2013/14 | Budgeted<br>2014/15 | Change        |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Administration                   | 1,264,584           | 1,325,316           | 746,385             | 658,944             | -11.72%       |
| Benefits                         | 6,047,051           | 5,077,046           | 4,467,239           | 6,163,191           | 37.96%        |
| Training                         | 208,083             | 260,699             | 118,249             | 126,543             | 7.01%         |
| Safety                           | -                   | 104,714             | 188,852             | 205,339             | 8.73%         |
| Recruitment and Selection        | 479,079             | 459,624             | 664,565             | 442,579             | -33.40%       |
| Employee & Labor Relations       | -                   | 6,271               | 422,660             | 668,147             | 58.08%        |
| <b>Current Operations Budget</b> | <b>\$ 7,998,799</b> | <b>\$ 7,233,671</b> | <b>\$ 6,607,950</b> | <b>\$ 8,264,743</b> | <b>25.07%</b> |

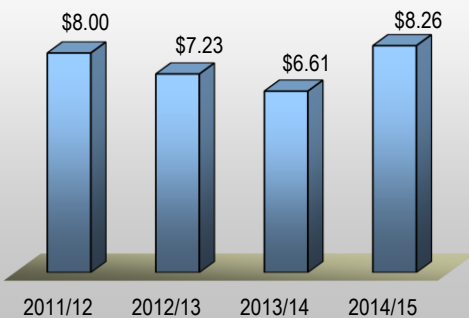
### BUDGET BY DIVISION



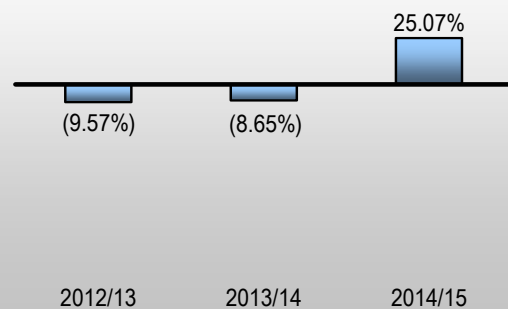
### BUDGET BY CATEGORY



### HISTORICAL BUDGET (MILLIONS)



### HISTORICAL BUDGET INCREASE (OVER PRIOR FISCAL YEAR)



# HUMAN RESOURCES DEPARTMENT

## BUDGET SUMMARY BY BUDGET CATEGORY

|                                  | Actual<br>2011/12   | Actual<br>2012/13   | Budgeted<br>2013/14 | Budgeted<br>2014/15 | Change        |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------|
| Personnel Services               | 2,291,579           | 2,342,030           | 2,509,218           | 2,610,576           | 4.04%         |
| Non-Personnel                    | 5,708,559           | 4,771,198           | 3,993,732           | 5,549,167           | 38.95%        |
| Special Projects                 | (1,339)             | 120,443             | 105,000             | 105,000             | 0.00%         |
| <b>Current Operations Budget</b> | <b>\$ 7,998,799</b> | <b>\$ 7,233,671</b> | <b>\$ 6,607,950</b> | <b>\$ 8,264,743</b> | <b>25.07%</b> |
| Equipment Outlay                 | -                   | -                   | -                   | -                   | ---           |
| Debt Service                     | 12,817              | 17,826              | 14,069              | 14,069              | 0.00%         |
| Operating Grants                 | -                   | -                   | -                   | -                   | ---           |
| Capital Outlay & Grants          | -                   | -                   | -                   | -                   | ---           |
| Charges From Others              | 772,734             | 662,495             | 755,985             | 1,026,437           | 35.77%        |
| Charges To Others                | (2,815,383)         | (2,880,648)         | (2,997,271)         | (3,414,910)         | 13.93%        |
| <b>Total Budget</b>              | <b>\$ 5,968,967</b> | <b>\$ 5,033,344</b> | <b>\$ 4,380,733</b> | <b>\$ 5,890,339</b> | <b>34.46%</b> |

## SUMMARY OF SIGNIFICANT BUDGET ADJUSTMENTS – PRIOR YEAR TO CURRENT YEAR

### Personnel Adjustments

1. Two Human Resources Analysts (NC) positions were added.
2. Various miscellaneous positions were reclassified, transferred, or deleted within the department.

### Other Adjustments

1. The increase in the non-personnel budget is the result of increased funding for medical and disability claims in order to align with prior year expenditures.
2. The increase in the charges from others budget is primarily attributable to increased general fund allocation charges in the Administration division.

## Departmental Budget Detail

Department / Section: Human Resources / Human Resources-Administration  
101 - 210000

| Object                              | GL Key  | Description                    | Actual<br>2012/13  | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|--------------------------------|--------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2100000 | Salaries-Regular               | 827,054            | 482,396             | 482,396            | 420,583              | (12) %             |
| 411110                              | 2100000 | Salaries-Temp & Part Time      | 10,203             | 0                   | 0                  | 0                    | ---                |
| 411410                              | 2100000 | Vacation Payoff                | 11,949             | 0                   | 0                  | 0                    | ---                |
| 412000                              | 2100000 | Emp Pension & Benefits         | 360,261            | 197,217             | 197,217            | 169,424              | (14) %             |
| <b>Personnel Services Total</b>     |         |                                | <b>1,209,469</b>   | <b>679,613</b>      | <b>679,613</b>     | <b>590,007</b>       | <b>(13) %</b>      |
| 421000                              | 2100000 | Professional Services          | 35,556             | 23,359              | 23,309             | 23,359               | %                  |
| 421001                              | 2100000 | Prof Svcs - Admin              | 0                  | 0                   | 49                 | 0                    | ---                |
| 421100                              | 2100000 | Outside Legal Svcs             | 14,032             | 0                   | 0                  | 0                    | ---                |
| 422000                              | 2100000 | Utility Services               | 7,681              | 9,507               | 9,211              | 9,507                | %                  |
| 423000                              | 2100000 | Rentals & Transport            | 382                | 1,000               | 1,000              | 1,000                | %                  |
| 424000                              | 2100000 | Maint & Repairs                | 0                  | 2,000               | 2,000              | 2,000                | %                  |
| 425000                              | 2100000 | Office Exp & Supplies          | 15,428             | 13,700              | 16,311             | 13,700               | %                  |
| 425200                              | 2100000 | Periodicals/Dues               | 1,458              | 1,500               | 1,475              | 1,500                | %                  |
| 426000                              | 2100000 | Materials & Supplies           | 3,820              | 3,190               | 3,290              | 3,190                | %                  |
| 427100                              | 2100000 | Travel & Meeting               | 2,571              | 1,000               | 1,031              | 1,000                | %                  |
| 428400                              | 2100000 | Liability Insurance            | 13,359             | 11,516              | 11,516             | 13,681               | 18 %               |
| <b>Non-personnel Expenses Total</b> |         |                                | <b>94,291</b>      | <b>66,772</b>       | <b>69,195</b>      | <b>68,937</b>        | <b>3 %</b>         |
| 450338                              | 2100000 | Drug & Alcohol Testing Program | 21,549             | 0                   | (507)              | 0                    | ---                |
| 452004                              | 2100000 | City-Wide Employee Training    | 0                  | 0                   | 32                 | 0                    | ---                |
| <b>Special Projects Total</b>       |         |                                | <b>21,549</b>      | <b>0</b>            | <b>(475)</b>       | <b>0</b>             | <b>---</b>         |
| 881100                              | 2100000 | General Fund Allocation Chgs   | 294,973            | 365,983             | 365,983            | 766,313              | 109 %              |
| 882101                              | 2100000 | Annual Utilization Chgs 101 Fd | 14,738             | 14,940              | 14,940             | 13,620               | (8) %              |
| 884101                              | 2100000 | General Fund Charges           | 0                  | 1,800               | 1,800              | 1,800                | %                  |
| <b>Charges From Others Total</b>    |         |                                | <b>309,712</b>     | <b>382,723</b>      | <b>382,723</b>     | <b>781,733</b>       | <b>104 %</b>       |
| 891100                              | 2100000 | General Fund Allocation Chrges | (1,674,034)        | (1,129,108)         | (1,129,108)        | (3,324,939)          | 194 %              |
| <b>Charges to Others Total</b>      |         |                                | <b>(1,674,034)</b> | <b>(1,129,108)</b>  | <b>(1,129,108)</b> | <b>(3,324,939)</b>   | <b>194 %</b>       |
| <b>Total Budget Requirements</b>    |         |                                | <b>(39,013)</b>    | <b>0</b>            | <b>1,948</b>       | <b>(1,884,262)</b>   | <b>---</b>         |



## Departmental Budget Detail

Department / Section: Human Resources / Human Resources-Benefits  
101 - 211500

| Object                              | GL Key  | Description                    | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|--------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2115000 | Salaries-Regular               | 60,018            | 215,093             | 215,093            | 280,710              | 30 %               |
| 411110                              | 2115000 | Salaries-Temp & Part Time      | 6,444             | 0                   | 0                  | 5,800                | ---                |
| 412000                              | 2115000 | Emp Pension & Benefits         | 18,628            | 87,406              | 87,406             | 124,744              | 42 %               |
| 413120                              | 2115000 | OT at 1.5 Rate                 | 78                | 0                   | 0                  | 0                    | ---                |
| <b>Personnel Services Total</b>     |         |                                | <b>85,169</b>     | <b>302,499</b>      | <b>302,499</b>     | <b>411,254</b>       | <b>35 %</b>        |
| 421000                              | 2115000 | Professional Services          | 29,669            | 43,416              | 43,416             | 43,416               | %                  |
| 422000                              | 2115000 | Utility Services               | 604               | 1,238               | 1,238              | 1,238                | %                  |
| 423000                              | 2115000 | Rentals & Transport            | 0                 | 225                 | 225                | 225                  | %                  |
| 425000                              | 2115000 | Office Exp & Supplies          | 11,213            | 7,875               | 13,575             | 7,875                | %                  |
| 425200                              | 2115000 | Periodicals/Dues               | 0                 | 875                 | 875                | 875                  | %                  |
| 427100                              | 2115000 | Travel & Meeting               | 854               | 0                   | 0                  | 0                    | ---                |
| 427200                              | 2115000 | Training                       | 172               | 0                   | 0                  | 0                    | ---                |
| 428400                              | 2115000 | Liability Insurance            | 849               | 5,135               | 5,135              | 8,815                | 71 %               |
| <b>Non-personnel Expenses Total</b> |         |                                | <b>43,364</b>     | <b>58,764</b>       | <b>64,464</b>      | <b>62,444</b>        | <b>6 %</b>         |
| 881100                              | 2115000 | General Fund Allocation Chgs   | 10,819            | 13,443              | 13,443             | 0                    | ---                |
| <b>Charges From Others Total</b>    |         |                                | <b>10,819</b>     | <b>13,443</b>       | <b>13,443</b>      | <b>0</b>             | <b>---</b>         |
| 891100                              | 2115000 | General Fund Allocation Chrges | (126,942)         | (286,613)           | (286,613)          | 0                    | ---                |
| 894101                              | 2115000 | Interfund Svcs-General Fund    | 0                 | (88,093)            | (88,093)           | (89,971)             | 2 %                |
| <b>Charges to Others Total</b>      |         |                                | <b>(126,942)</b>  | <b>(374,706)</b>    | <b>(374,706)</b>   | <b>(89,971)</b>      | <b>(75) %</b>      |
| <b>Total Budget Requirements</b>    |         |                                | <b>12,411</b>     | <b>0</b>            | <b>5,700</b>       | <b>383,727</b>       | <b>---</b>         |

## Departmental Budget Detail

Department / Section: Human Resources / Human Resources-Safety  
101 - 212000

| Object                              | GL Key  | Description                    | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|--------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2120000 | Salaries-Regular               | 28,989            | 89,689              | 89,689             | 104,949              | 17 %               |
| 411410                              | 2120000 | Vacation Payoff                | 651               | 0                   | 0                  | 0                    | ---                |
| 412000                              | 2120000 | Emp Pension & Benefits         | 10,251            | 44,198              | 44,198             | 44,152               | ( ) %              |
| <b>Personnel Services Total</b>     |         |                                | <b>39,892</b>     | <b>133,887</b>      | <b>133,887</b>     | <b>149,101</b>       | <b>11 %</b>        |
| 421000                              | 2120000 | Professional Services          | 53,835            | 12,721              | 12,671             | 12,721               | %                  |
| 421001                              | 2120000 | Prof Svcs - Admin              | 0                 | 0                   | 49                 | 0                    | ---                |
| 422000                              | 2120000 | Utility Services               | 142               | 979                 | 979                | 979                  | %                  |
| 423000                              | 2120000 | Rentals & Transport            | 209               | 3,500               | 3,500              | 3,500                | %                  |
| 425000                              | 2120000 | Office Exp & Supplies          | 959               | 5,750               | 4,550              | 5,750                | %                  |
| 425200                              | 2120000 | Periodicals/Dues               | 254               | 3,375               | 3,375              | 3,375                | %                  |
| 426000                              | 2120000 | Materials & Supplies           | 3,580             | 6,500               | 6,399              | 6,500                | %                  |
| 428400                              | 2120000 | Liability Insurance            | 1,768             | 2,140               | 2,140              | 3,413                | 59 %               |
| <b>Non-personnel Expenses Total</b> |         |                                | <b>60,749</b>     | <b>34,965</b>       | <b>33,664</b>      | <b>36,238</b>        | <b>3 %</b>         |
| 452004                              | 2120000 | City-Wide Employee Training    | 4,072             | 20,000              | 20,000             | 20,000               | %                  |
| <b>Special Projects Total</b>       |         |                                | <b>4,072</b>      | <b>20,000</b>       | <b>20,000</b>      | <b>20,000</b>        | <b>---</b>         |
| 881100                              | 2120000 | General Fund Allocation Chgs   | 9,381             | 5,060               | 5,060              | 0                    | ---                |
| <b>Charges From Others Total</b>    |         |                                | <b>9,381</b>      | <b>5,060</b>        | <b>5,060</b>       | <b>0</b>             | <b>---</b>         |
| 891100                              | 2120000 | General Fund Allocation Chrges | (180,672)         | (193,912)           | (193,912)          | 0                    | ---                |
| <b>Charges to Others Total</b>      |         |                                | <b>(180,672)</b>  | <b>(193,912)</b>    | <b>(193,912)</b>   | <b>0</b>             | <b>---</b>         |
| <b>Total Budget Requirements</b>    |         |                                | <b>(66,575)</b>   | <b>0</b>            | <b>(1,300)</b>     | <b>205,339</b>       | <b>---</b>         |

## Departmental Budget Detail

Department / Section: Human Resources / Human Resources-Training  
101 - 213000

| Object                              | GL Key  | Description                    | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|--------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2130000 | Salaries-Regular               | 106,401           | 35,705              | 35,705             | 40,875               | 14 %               |
| 411430                              | 2130000 | Compensatory Time Payoff       | 146               | 0                   | 0                  | 0                    | ---                |
| 412000                              | 2130000 | Emp Pension & Benefits         | 48,855            | 13,791              | 13,791             | 16,438               | 19 %               |
| <b>Personnel Services Total</b>     |         |                                | <b>155,403</b>    | <b>49,496</b>       | <b>49,496</b>      | <b>57,313</b>        | <b>15 %</b>        |
| 421000                              | 2130000 | Professional Services          | 3,005             | 8,000               | 8,000              | 8,000                | %                  |
| 423000                              | 2130000 | Rentals & Transport            | 219               | 900                 | 900                | 900                  | %                  |
| 425000                              | 2130000 | Office Exp & Supplies          | 4,747             | 8,000               | 8,000              | 8,000                | %                  |
| 426000                              | 2130000 | Materials & Supplies           | 0                 | 1,000               | 1,000              | 1,000                | %                  |
| 428400                              | 2130000 | Liability Insurance            | 2,500             | 853                 | 853                | 1,330                | 55 %               |
| <b>Non-personnel Expenses Total</b> |         |                                | <b>10,473</b>     | <b>18,753</b>       | <b>18,753</b>      | <b>19,230</b>        | <b>2 %</b>         |
| 450339                              | 2130000 | Reset Program                  | 316               | 0                   | 0                  | 0                    | ---                |
| 452003                              | 2130000 | Volunteer Coordination Program | 99                | 0                   | 2,000              | 0                    | ---                |
| 452004                              | 2130000 | City-Wide Employee Training    | 15,496            | 0                   | (32)               | 0                    | ---                |
| 452005                              | 2130000 | Education Reimbursement Prog   | 5,850             | 20,000              | 29,150             | 20,000               | %                  |
| 452011                              | 2130000 | Employee Recognition Program   | 11,511            | 30,000              | 39,897             | 30,000               | %                  |
| 453221                              | 2130000 | Wellness Program               | 61,548            | 0                   | 230,758            | 0                    | ---                |
| <b>Special Projects Total</b>       |         |                                | <b>94,822</b>     | <b>50,000</b>       | <b>301,773</b>     | <b>50,000</b>        | <b>---</b>         |
| 881100                              | 2130000 | General Fund Allocation Chgs   | 7,644             | 10,742              | 10,742             | 0                    | ---                |
| <b>Charges From Others Total</b>    |         |                                | <b>7,644</b>      | <b>10,742</b>       | <b>10,742</b>      | <b>0</b>             | <b>---</b>         |
| 891100                              | 2130000 | General Fund Allocation Chrges | (295,926)         | (128,991)           | (128,991)          | 0                    | ---                |
| <b>Charges to Others Total</b>      |         |                                | <b>(295,926)</b>  | <b>(128,991)</b>    | <b>(128,991)</b>   | <b>0</b>             | <b>---</b>         |
| <b>Total Budget Requirements</b>    |         |                                | <b>(27,583)</b>   | <b>0</b>            | <b>251,773</b>     | <b>126,543</b>       | <b>---</b>         |

## Departmental Budget Detail

Department / Section: Human Resources / Human Resources-Recruit/Sel  
101 - 214000

| Object                              | GL Key  | Description                    | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|--------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2140000 | Salaries-Regular               | 250,696           | 364,058             | 364,058            | 221,057              | (39) %             |
| 411110                              | 2140000 | Salaries-Temp & Part Time      | 9,212             | 0                   | 0                  | 5,460                | ---                |
| 411410                              | 2140000 | Vacation Payoff                | 894               | 0                   | 0                  | 0                    | ---                |
| 412000                              | 2140000 | Emp Pension & Benefits         | 110,245           | 158,141             | 158,141            | 100,774              | (36) %             |
| <b>Personnel Services Total</b>     |         |                                | <b>371,048</b>    | <b>522,199</b>      | <b>522,199</b>     | <b>327,291</b>       | <b>(37) %</b>      |
| 421000                              | 2140000 | Professional Services          | 75,551            | 86,413              | 129,811            | 61,413               | (28) %             |
| 421001                              | 2140000 | Prof Svcs - Admin              | 0                 | 0                   | 49                 | 0                    | ---                |
| 423000                              | 2140000 | Rentals & Transport            | 85                | 2,000               | 2,000              | 2,000                | %                  |
| 425000                              | 2140000 | Office Exp & Supplies          | 7,761             | 43,763              | 43,290             | 43,763               | %                  |
| 426000                              | 2140000 | Materials & Supplies           | 855               | 1,500               | 1,500              | 1,500                | %                  |
| 428400                              | 2140000 | Liability Insurance            | 4,321             | 8,690               | 8,690              | 6,612                | (23) %             |
| <b>Non-personnel Expenses Total</b> |         |                                | <b>88,575</b>     | <b>142,366</b>      | <b>185,340</b>     | <b>115,288</b>       | <b>(19) %</b>      |
| 881100                              | 2140000 | General Fund Allocation Chgs   | 19,788            | 19,708              | 19,708             | 0                    | ---                |
| <b>Charges From Others Total</b>    |         |                                | <b>19,788</b>     | <b>19,708</b>       | <b>19,708</b>      | <b>0</b>             | <b>---</b>         |
| 891100                              | 2140000 | General Fund Allocation Chrges | (548,505)         | (684,273)           | (684,273)          | 0                    | ---                |
| <b>Charges to Others Total</b>      |         |                                | <b>(548,505)</b>  | <b>(684,273)</b>    | <b>(684,273)</b>   | <b>0</b>             | <b>---</b>         |
| <b>Total Budget Requirements</b>    |         |                                | <b>(69,092)</b>   | <b>0</b>            | <b>42,974</b>      | <b>442,579</b>       | <b>---</b>         |

## Departmental Budget Detail

Department / Section: Human Resources / HR-Employee & Labor Relations  
101 - 215000

| Object                              | GL Key  | Description                    | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|--------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2150000 | Salaries-Regular               | 7,928             | 236,009             | 236,009            | 405,925              | 71 %               |
| 412000                              | 2150000 | Emp Pension & Benefits         | 0                 | 106,348             | 106,348            | 174,350              | 63 %               |
| <b>Personnel Services Total</b>     |         |                                | <b>7,928</b>      | <b>342,357</b>      | <b>342,357</b>     | <b>580,275</b>       | <b>69 %</b>        |
| 421000                              | 2150000 | Professional Services          | (2,033)           | 5,000               | 5,000              | 5,000                | %                  |
| 421100                              | 2150000 | Outside Legal Svcs             | 0                 | 30,000              | 30,000             | 30,000               | %                  |
| 422000                              | 2150000 | Utility Services               | 0                 | 1,170               | 1,314              | 1,170                | %                  |
| 425000                              | 2150000 | Office Exp & Supplies          | 377               | 1,500               | 1,500              | 1,500                | %                  |
| 425200                              | 2150000 | Periodicals/Dues               | 0                 | 500                 | 525                | 500                  | %                  |
| 426000                              | 2150000 | Materials & Supplies           | 0                 | 500                 | 500                | 500                  | %                  |
| 427100                              | 2150000 | Travel & Meeting               | 0                 | 1,000               | 1,001              | 1,000                | %                  |
| 428400                              | 2150000 | Liability Insurance            | 0                 | 5,633               | 5,633              | 13,202               | 134 %              |
| <b>Non-personnel Expenses Total</b> |         |                                | <b>(1,656)</b>    | <b>45,303</b>       | <b>45,474</b>      | <b>52,872</b>        | <b>16 %</b>        |
| 450338                              | 2150000 | Drug & Alcohol Testing Program | 0                 | 35,000              | 35,507             | 35,000               | %                  |
| <b>Special Projects Total</b>       |         |                                | <b>0</b>          | <b>35,000</b>       | <b>35,507</b>      | <b>35,000</b>        | <b>---</b>         |
| 881100                              | 2150000 | General Fund Allocation Chgs   | 0                 | 8,606               | 8,606              | 0                    | ---                |
| <b>Charges From Others Total</b>    |         |                                | <b>0</b>          | <b>8,606</b>        | <b>8,606</b>       | <b>0</b>             | <b>---</b>         |
| 891100                              | 2150000 | General Fund Allocation Chrges | 0                 | (431,266)           | (431,266)          | 0                    | ---                |
| <b>Charges to Others Total</b>      |         |                                | <b>0</b>          | <b>(431,266)</b>    | <b>(431,266)</b>   | <b>0</b>             | <b>---</b>         |
| <b>Total Budget Requirements</b>    |         |                                | <b>6,271</b>      | <b>0</b>            | <b>678</b>         | <b>668,147</b>       | <b>---</b>         |

## Departmental Budget Detail

**Department / Section:** Human Resources / Human Resources-Capital  
101 - 216000

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| Object                              | GL Key  | Description           | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|-----------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 425000                              | 2160000 | Office Exp & Supplies | 7                 | 0                   | 0                  | 0                    | ---                |
| <b>Non-personnel Expenses Total</b> |         |                       | <b>7</b>          | <b>0</b>            | <b>0</b>           | <b>0</b>             | <b>---</b>         |
| <b>Total Budget Requirements</b>    |         |                       | <b>7</b>          | <b>0</b>            | <b>0</b>           | <b>0</b>             | <b>---</b>         |

## Departmental Budget Detail

Department / Section: Human Resources / Human Resources-Debt  
101 - 219000

| Object                           | GL Key  | Description                      | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|----------------------------------|---------|----------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 882101                           | 2190000 | Annual Utilization Chgs 101 Fd   | 54,567            | 55,015              | 55,015             | 57,927               | 5 %                |
|                                  |         | <b>Charges From Others Total</b> | <b>54,567</b>     | <b>55,015</b>       | <b>55,015</b>      | <b>57,927</b>        | <b>5 %</b>         |
| 891100                           | 2190000 | General Fund Allocation Chrges   | (54,567)          | (55,015)            | (55,015)           | 0                    | ---                |
|                                  |         | <b>Charges to Others Total</b>   | <b>(54,567)</b>   | <b>(55,015)</b>     | <b>(55,015)</b>    | <b>0</b>             | <b>---</b>         |
| <b>Total Budget Requirements</b> |         |                                  | <b>0</b>          | <b>0</b>            | <b>0</b>           | <b>57,927</b>        | <b>---</b>         |

## Departmental Budget Detail

Department / Section: Human Resources / HR-Benefits-Workers' Comp  
610 - 211510

| Object                              | GL Key  | Description                  | Actual<br>2012/13 | Budgeted<br>2013/14 | Amended<br>2013/14 | Requested<br>2014/15 | % Budget<br>Change |
|-------------------------------------|---------|------------------------------|-------------------|---------------------|--------------------|----------------------|--------------------|
| 411100                              | 2115100 | Salaries-Regular             | 303,705           | 311,093             | 311,093            | 313,869              | %                  |
| 412000                              | 2115100 | Emp Pension & Benefits       | 147,303           | 168,074             | 168,074            | 181,466              | 7 %                |
| 412313                              | 2115100 | OPEB Annual Amortization     | 22,110            | 0                   | 0                  | 0                    | ---                |
| <b>Personnel Services Total</b>     |         |                              | <b>473,119</b>    | <b>479,167</b>      | <b>479,167</b>     | <b>495,335</b>       | <b>3 %</b>         |
| 421000                              | 2115100 | Professional Services        | 64,633            | 68,800              | 81,976             | 68,800               | %                  |
| 422000                              | 2115100 | Utility Services             | 1,810             | 1,472               | 1,623              | 1,472                | %                  |
| 423000                              | 2115100 | Rentals & Transport          | 530               | 3,000               | 3,000              | 3,000                | %                  |
| 424000                              | 2115100 | Maint & Repairs              | 2,346             | 4,000               | 4,000              | 4,000                | %                  |
| 425000                              | 2115100 | Office Exp & Supplies        | 22,056            | 36,280              | 327,652            | 136,280              | 275 %              |
| 425200                              | 2115100 | Periodicals/Dues             | 1,008             | 1,750               | 1,750              | 1,750                | %                  |
| 426000                              | 2115100 | Materials & Supplies         | 355               | 3,250               | 3,250              | 3,250                | %                  |
| 427100                              | 2115100 | Travel & Meeting             | 0                 | 0                   | 211                | 0                    | ---                |
| 427200                              | 2115100 | Training                     | 2,786             | 5,000               | 4,788              | 5,000                | %                  |
| 428100                              | 2115100 | Adjuster Service Fees        | 0                 | 12,000              | 12,000             | 12,000               | %                  |
| 428200                              | 2115100 | Legal Fees                   | 350,584           | 150,000             | 150,000            | 444,000              | 196 %              |
| 428205                              | 2115100 | Litigation Costs             | 77,249            | 150,000             | 150,000            | 150,000              | %                  |
| 428300                              | 2115100 | Excess Insurance Premium     | (11,035)          | 382,213             | 382,213            | 382,213              | %                  |
| 428400                              | 2115100 | Liability Insurance          | 32,742            | 17,044              | 17,044             | 22,393               | 31 %               |
| 428420                              | 2115100 | Insurance Charges - Direct   | 350,486           | 0                   | 0                  | 0                    | ---                |
| 428510                              | 2115100 | Paid Claims - Medical        | 2,035,326         | 1,500,000           | 1,500,000          | 1,800,000            | 20 %               |
| 428521                              | 2115100 | Claims-Temp Disability       | 77,280            | 200,000             | 200,000            | 200,000              | %                  |
| 428522                              | 2115100 | Claims-Perm Disability       | 1,153,149         | 532,000             | 532,000            | 1,400,000            | 163 %              |
| 428530                              | 2115100 | Rehabilitation               | 26,240            | 150,000             | 150,000            | 150,000              | %                  |
| 428540                              | 2115100 | Life Pension                 | 15,709            | 50,000              | 50,000             | 50,000               | %                  |
| 428550                              | 2115100 | Death Benefits               | 115,546           | 200,000             | 200,000            | 200,000              | %                  |
| 447300                              | 2115100 | State Funding Assessment     | 156,588           | 160,000             | 160,000            | 160,000              | %                  |
| <b>Non-personnel Expenses Total</b> |         |                              | <b>4,475,393</b>  | <b>3,626,809</b>    | <b>3,931,508</b>   | <b>5,194,158</b>     | <b>43 %</b>        |
| 481000                              | 2115100 | Principal                    | 7,863             | 6,834               | 6,834              | 6,834                | %                  |
| 481018                              | 2115100 | Bond Cost Of Issuance        | 4,599             | 0                   | 0                  | 0                    | ---                |
| 482000                              | 2115100 | Interest                     | 5,364             | 7,235               | 7,235              | 7,235                | %                  |
| <b>Debt Service Total</b>           |         |                              | <b>17,826</b>     | <b>14,069</b>       | <b>14,069</b>      | <b>14,069</b>        | <b>---</b>         |
| 881100                              | 2115100 | General Fund Allocation Chgs | 250,581           | 260,688             | 260,688            | 186,777              | (28) %             |
| <b>Charges From Others Total</b>    |         |                              | <b>250,581</b>    | <b>260,688</b>      | <b>260,688</b>     | <b>186,777</b>       | <b>(28) %</b>      |
| <b>Total Budget Requirements</b>    |         |                              | <b>5,216,921</b>  | <b>4,380,733</b>    | <b>4,685,432</b>   | <b>5,890,339</b>     | <b>34 %</b>        |