

# HUMAN RESOURCES

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## Mission

The Human Resources Division is dedicated to maximizing the quality of public service by providing recruitment, development and retention programs and services in support of the County of El Dorado's commitment to a highly qualified, productive and service oriented workforce. The Risk Management Division is dedicated to providing and administering cost effective self-insurance and employee benefit programs in accordance with Federal, State and local laws.

## Program Summaries

### Human Resources

#### Personnel Operations Support

Positions: 3.05 FTE

Extra Help: \$0

Total Appropriations: \$314,920

Total Revenues: \$0

Net County Cost: \$314,920

Responsible for administrative and business support functions to include the preparation and monitoring of the department's budget, accounting operations, payroll, purchasing and contract coordination, computer services and support. Responds to all public and departmental contacts; processes and verifies all payroll/personnel changes; maintains official personnel files; develops and modifies personnel policies and systems; maintains and revises official position allocation lists, salary tables, class descriptions; and develops and/or revises Countywide personnel programs and policies.

#### Labor Relations

Positions: 1.94 FTE

Extra Help: \$0

Total Appropriations \$153,452

Total Revenues: \$0

Net County Cost: \$153,452

Under the Meyers-Millias-Brown Act, negotiate and administer all labor contracts; interpret MOU and policy provisions; investigate and respond to grievances; meet and confer on the development and modification of all Countywide and departmental policies affecting wages, hours, terms and conditions of employment. Includes responsibility for overseeing all bargaining unit modifications. The department utilizes the services of a third party administrator on an "as needed" basis to provide legal advice and representation in employment and labor relation matters involving the California Public Employment Relations Board

#### Employee Benefits

Positions: 2.40 FTE

Extra Help: \$0

Total Appropriations \$274,840

Total Revenues: \$0

Net County Cost: \$274,840

Recruitment and Testing: Administers appropriate advertising and outreach criteria to maximize reasonable competition and ensure compliance with Civil Service rules; identifies critical dimensions for testing; select appropriate testing devices and content through a third party administrator that specializes in public sector testing; administers tests and prepare departmental certifications consistent with Federal, State and local laws and ordinances.

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Classification/Salary Administration: Conducts analytical studies to ensure that employees are working within stated classifications; maintains and revises the classification plan to appropriately reflect span of responsibility, typical duties, and required qualifications in accordance with Federal, State and local laws, local ordinances, rules and policies. Includes responsibility for interpretation and correct implementation of wage and hour requirements mandated by the Fair Labor Standards Act and labor contracts.

Discipline, EEO, Discrimination Complaints: Assists departments in the preparation of disciplinary actions; investigates discrimination complaints; interprets laws, rules and procedures, and maintains Equal Employment Opportunity (EEO) policies and standards to ensure compliance with Federal, State and local laws and regulations; and prepares Equal Employment Opportunity Plans (EEOPs) required by the Federal and State governments for receipt of Federal and State program funding. A third party administrator provides investigative services on an "as needed" basis for discipline and discrimination complaints.

Training and Orientation: Conducts orientation sessions for new hires; develops, coordinates and provides training on topics which have applicability across departmental lines; and as appropriate within budgetary limitations.

### Risk Management

Operations Support  
Positions: 2.41 FTE  
Extra Help: \$0

**Total Appropriations: \$406,064**  
**Total Abatements: \$406,064**  
**Net County Cost: \$0**

Responsible for administrative and business support functions to include the preparation and monitoring of the department's budget, accounting operations, payroll, purchasing and contract coordination, computer services and support. Responds to all public and departmental contacts. This function does not generate revenue; the costs are offset by intrafund abatements from all programs within the Risk Management special revenue fund.

Liability Programs  
Positions: .36 FTE  
Extra Help: \$0

**Total Appropriations: \$3,677,814**  
**Total Revenues: \$3,677,814**  
**Net County Cost: \$0**

Manages general liability self-insured retention program, processes claims through compromise, appraisal, arbitration, negotiations or courts. Identifies trends in losses and manages their reduction. This program coordinates procurement of outside insurance programs such as excess insurance, airport liability and medical malpractice. Liability management also focuses on identifying El Dorado County's exposure to accidental losses, analyzes the risk factors associated with those losses, and develops programs to reduce or prevent losses to both the County's assets and its employees. Program elements include contract review, property insurance, pre-employment hiring and fitness-for-duty procedures, ergonomics, safety, privacy compliance and (Health Insurance Portability and Accountability Act (HIPAA) implementation, loss control, and violence prevention. The Liability Program is funded by revenues from cost applied charges to the departments.

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### Medical Leave Management

**Positions: 1.84 FTE**

**Extra Help: \$0**

**Total Appropriations: \$3,745,519**

**Total Revenues: \$3,745,519**

**Net County Cost: \$0**

Administration of all employee disability benefit programs such as sick leave, workers' compensation, return to work, long term disability, life insurance, Family & Medical Leave Act, California Family Rights Act, and CalPERS disability retirements. Management of claims and litigation is conducted through a third party administrator, and cost containment through loss control, claimant contact, investigation, and training. Early return to work is promoted through consistent contact with the employees on medical leaves and their departments. The Medical Leave Management Program is funded by revenues from cost applied charges to the departments.

### Employee Medical Benefits

**Positions: 2.00 FTE**

**Extra Help: \$0**

**Total Appropriations: \$29,276,519**

**Total Revenues: \$29,276,519**

**Net County Cost: \$0**

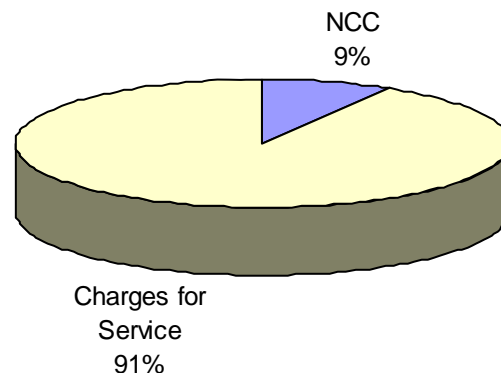
County-sponsored Health Benefits are provided for employees and their family members and eligible retirees. Benefits are delivered through a number of contracts establishing and administering both fully insured and self-insured health plans and add-in programs. Major vendors and contractors include Blue Shield of California, Caremark, PacifiCare, Kaiser, Delta Dental, and Vision Service Plans. The Employee Benefit Program supports the Retiree Health program. The Employee Benefit Program is funded by revenues from cost applied charges to the departments and premium payments from retirees.

### Financial Charts

#### Source of Funds

Use of Money & Property (\$50,000): Interest revenue is generated by the cash reserves held in the Risk Management special revenue fund.

Charge for Services (\$34,177,055): Revenues to fund the Liability Programs (\$3,368,297), the Medical Leave Program (\$1,982,000), and the Employee Benefits programs (\$27,101,596) are generated through cost-applied charges to departments, employee payroll deductions, and payments from retirees.



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Fund Balance (\$2,457,797): In the Medical Leave and Liability sub-funds, there are surpluses when funding the programs at the 70% confidence level. The actuarial consultant has provided the County with a plan for use of fund balance over three years to eliminate the surpluses and bring the actual funding level down to 70%.

Miscellaneous (\$15,000): Reimbursement to Risk Management for deductibles paid on behalf of departments for property claims and payments from responsible parties for damages to the County post here.

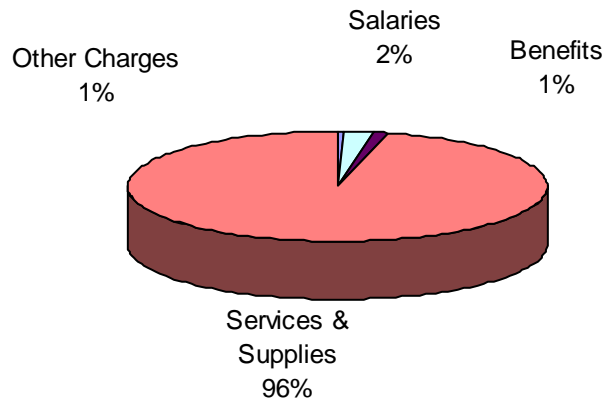
Net County Cost (\$743,212): The Human Resources division of the department is funded with discretionary General Fund tax dollars. These revenues are collected in Department 15 – General Fund Other Operations.

### Use of Funds

Salaries & Benefits (\$1,254,264): Primarily comprised of general salaries and benefits (\$930,225), retirement (\$150,553), health insurance (\$157,452), retiree health (\$12,092), and workers' compensation (\$3,942).

Services & Supplies (\$35,923,002): Primarily comprised of insurance premiums and claims payments in the Liability programs (\$3,138,581), Medical Leave programs (\$3,383,784), and

Employee Health and Other Benefits programs (\$28,311,768). Professional & specialized services (\$245,172) include amounts for personnel investigations, legal services related to the Civil Service Commission, and benefits consulting services for the Health Benefits programs. Third party administrator fees for Liability, Medical Leave, and Health Benefits programs are budgeted at \$648,477.



Other Charges (\$237,824): These interfund expenses, which include payments to other County departments for services, including County Counsel, Information Technologies, Stores, and Print Shop.

Intrafund Transfers (\$2,432,279): The largest portion of the appropriations in this character (\$1,725,162) is the transfer from the Retiree Health sub-fund into the health benefits sub-fund to cover the County's contribution for retiree health insurance. The Risk Management funds' A-87 Cost Allocation Plan charges post here, as well as transfers from the Benefits and Medical Leave programs to cover the cost of administration for Risk Management (\$406,064) Charges from other departments to Human Resources general fund functions for services such as

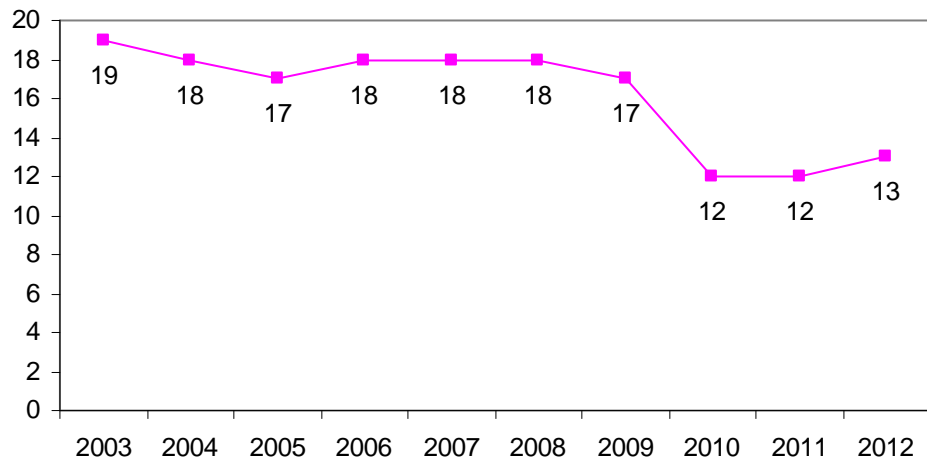
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mainframe support (\$1,804), telephone (\$8,265), network support (\$12,913) are also included here.

Intrafund Abatements (\$2,404,304): These charges include the transfer from the Retiree Health sub-fund into the health benefits sub-fund to cover the County's contribution for retiree health insurance (\$1,725,162) as well as transfers from the Benefits and Medical Leave programs to cover the cost of administration for Risk Management (\$406,064).

### Staffing Trend

Staffing for the Human Resources Department has declined over the past ten years. The proposed staff allocation for FY 2011-12 is 13 FTE's which is an increase of 1 FTE. All staff are located on the West Slope.



### Chief Administrative Office Comments

The Recommended Budget represents an overall increase of \$1,124,655 or 3% in revenues and an increase of \$1,115,799 or 3% in appropriations when compared to the FY 2010-11 approved budget. The Net County Cost has decreased \$8,857 or 1%.

The Human Resources Division receives no revenues. The change in revenues is related to increases in the Health Benefits fund. The change in appropriations is primarily related to the Health Benefits fund, with a small amount (\$8,857) reduced in the Human Resources Division in salary and benefits. Overall salaries and benefits are declining, including a \$22,356 reduction in retirement due to the anticipated employee partial pick-up of retirement costs.

The budget for the Human Resources Division includes personnel allocation changes that the Department has requested in order to better serve its needs. The deletion of one vacant FTE Sr. Risk Human Resources Analyst and the addition of one FTE Administrative Technician and one FTE Office Assistant I/II are recommended. Both positions will be shared between the Risk Management and Human Resources divisions. The positions are recommended in order to free up program and analyst staff who have been providing all clerical and administrative support to the department. This will allow for more efficient use of time for higher level staff.

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Funding for the Liability and Worker's Compensation programs in the Risk Management internal service fund is based on actuarial analysis and recommendations of Bickmore Risk Services and Consulting. Both programs are currently funded above the 85% confidence level. Based on previous Board direction, the funding for these programs has been at the 70% confidence level. By returning a portion of the surplus each year for the next three years, it is expected that the programs will reach 70% confidence level funding by June 30, 2014.

The budget for the Health Benefits program is increasing based on projections by Alliant Insurance Services, the County's health benefits consultant, of growth in total program costs of approximately 4.95% for the period of July 1, 2011 through December 31, 2011. The Board approved joining the EIA Health program through CSAC-EIA, which requires the County to change its plan year from the fiscal year to the calendar year. Since any possible rate change to be effective January 1, 2012 will not be known until late summer or early fall, the budget is based on the 4.95% increase for the whole year. The budget will be revised as necessary once the new rates are known. Funding for the County's contribution for retiree health insurance is on a "pay as you go" basis, as in the previous two fiscal years. The Retiree Health Contribution Plan Document caps the amount to be spent on this benefit at 1.2% of Total Payroll. The calculated cap for FY 2011-12 is \$1,725,162. This amount will be paid through cost-applied charges to the departments.

# HUMAN RESOURCES

## Financial Information by Fund Type

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

		MID-YEAR	CURRENT YR	DEPARTMENT	CAO	
		PROJECTION	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
			BUDGET		BUDGET	
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
3000	PERMANENT EMPLOYEES / ELECTED	418,134	418,134	405,914	405,914	-12,220
3001	TEMPORARY EMPLOYEES	30,000	30,000	0	0	-30,000
3004	OTHER COMPENSATION	9,290	9,290	9,525	9,525	235
3020	RETIREMENT EMPLOYER SHARE	78,472	78,472	78,386	78,386	-86
3022	MEDI CARE EMPLOYER SHARE	6,063	6,063	5,885	5,885	-178
3040	HEALTH INSURANCE EMPLOYER SHARE	44,235	44,235	71,739	71,739	27,504
3041	UNEMPLOYMENT INSURANCE EMPLOYER	4,822	4,822	5,145	5,145	323
3042	LONG TERM DISABILITY EMPLOYER SHARE	1,505	1,505	1,461	1,461	-44
3043	DEFERRED COMPENSATION EMPLOYER	1,600	1,600	1,200	1,200	-400
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	6,199	6,199	6,199	6,199	0
3060	WORKERS' COMPENSATION EMPLOYER	2,583	2,583	1,964	1,964	-619
3080	FLEXIBLE BENEFITS	35,940	35,940	38,340	38,340	2,400
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	<b>638,843</b>	<b>638,843</b>	<b>625,758</b>	<b>625,758</b>	<b>-13,085</b>
4041	COUNTY PASS THRU TELEPHONE CHARGES	400	500	350	350	-150
4060	FOOD AND FOOD PRODUCTS	600	600	600	600	0
4080	HOUSEHOLD EXPENSE	100	100	100	100	0
4100	INSURANCE: PREMIUM	6,337	6,337	6,245	6,245	-92
4141	MAINT: OFFICE EQUIPMENT	250	250	500	500	250
4220	MEMBERSHIPS	6,105	6,040	6,085	6,085	45
4260	OFFICE EXPENSE	3,000	3,000	4,000	4,000	1,000
4261	POSTAGE	400	750	350	350	-400
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	500	500	1,500	1,500	1,000
4264	BOOKS / MANUALS	1,700	1,700	2,000	2,000	300
4300	PROFESSIONAL & SPECIALIZED SERVICES	35,000	35,000	36,400	36,400	1,400
4400	PUBLICATION & LEGAL NOTICES	5,000	5,000	5,000	5,000	0
4420	RENT & LEASE: EQUIPMENT	4,000	4,000	4,200	4,200	200
4461	EQUIP: MINOR	500	500	1,000	1,000	500
4502	EDUCATIONAL MATERIALS	10,000	10,000	10,000	10,000	0
4503	STAFF DEVELOPMENT	2,500	2,500	4,000	4,000	1,500
4529	SOFTWARE LICENSE	725	725	900	900	175
4600	TRANSPORTATION & TRAVEL	250	250	1,750	1,750	1,500
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	1,500	1,500	3,500	3,500	2,000
4605	RENT & LEASE: VEHICLE	0	0	500	500	500
4606	FUEL PURCHASES	0	0	500	500	500
<b>CLASS: 40</b>	<b>SERVICE &amp; SUPPLIES</b>	<b>78,867</b>	<b>79,252</b>	<b>89,480</b>	<b>89,480</b>	<b>10,228</b>
7200	INTRAFUND TRANSFERS: ONLY GENERAL	25	0	0	0	0
7220	INTRAFND: TELEPHONE EQUIPMENT &	7,800	8,200	8,265	8,265	65
7223	INTRAFND: MAIL SERVICE	2,311	2,311	2,246	2,246	-65
7224	INTRAFND: STORES SUPPORT	746	746	746	746	0
7225	INTRAFND: CENTRAL DUPLICATING	400	750	250	250	-500
7227	INTRAFND: MAINFRAME SUPPORT	2,664	2,664	1,804	1,804	-860
7229	INTRAFND: PC SUPPORT	750	750	500	500	-250
7231	INTRAFND: IS PROGRAMMING SUPPORT	500	1,000	1,000	1,000	0
7232	INTRAFND: MAINT BLDG & IMPROVMNTS	500	500	250	250	-250
7234	INTRAFND: NETWORK SUPPORT	17,053	17,053	12,913	12,913	-4,140
<b>CLASS: 72</b>	<b>INTRAFUND TRANSFERS</b>	<b>32,749</b>	<b>33,974</b>	<b>27,974</b>	<b>27,974</b>	<b>-6,000</b>
<b>TYPE: E SUBTOTAL</b>		<b>750,459</b>	<b>752,069</b>	<b>743,212</b>	<b>743,212</b>	<b>-8,857</b>
<b>FUND TYPE: 10</b>	<b>SUBTOTAL</b>	<b>750,209</b>	<b>752,069</b>	<b>743,212</b>	<b>743,212</b>	<b>-8,857</b>

# HUMAN RESOURCES

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## Financial Information by Fund Type

**FUND TYPE:** 32 INTERNAL SERVICE FUND  
**DEPARTMENT:** 08 HR - HUMAN RESOURCES

		MID-YEAR	CURRENT YR	DEPARTMENT	CAO	
		PROJECTION	APPROVED	REQUEST	RECOMMENDED	DIFFERENCE
			BUDGET		BUDGET	
<b>TYPE: R REVENUE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
0400	REV: INTEREST	50,000	50,000	50,000	50,000	0
<b>CLASS: 04</b>	<b>REV: USE OF MONEY &amp; PROPERTY</b>	50,000	50,000	50,000	50,000	0
1760	RISK MANAGEMENT PROGRAM SERVICES	35,500,197	35,500,197	34,177,055	34,177,055	-1,323,142
<b>CLASS: 13</b>	<b>REV: CHARGE FOR SERVICES</b>	35,500,197	35,500,197	34,177,055	34,177,055	-1,323,142
1942	MISC: REIMBURSEMENT	25,000	25,000	15,000	15,000	-10,000
<b>CLASS: 19</b>	<b>REV: MISCELLANEOUS</b>	25,000	25,000	15,000	15,000	-10,000
0001	FUND BALANCE	1,642,334	0	2,467,420	2,457,797	2,457,797
<b>CLASS: 22</b>	<b>FUND BALANCE</b>	1,642,334	0	2,467,420	2,457,797	2,457,797
<b>TYPE: R SUBTOTAL</b>		37,217,531	35,575,197	36,709,475	36,699,852	1,124,655



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## Financial Information by Fund Type

**FUND TYPE:** 32 INTERNAL SERVICE FUND  
**DEPARTMENT:** 08 HR - HUMAN RESOURCES

		CURRENT YR			CAO	
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	
		PROJECTION	BUDGET	REQUEST	BUDGET	DIFFERENCE
<b>TYPE: E EXPENDITURE</b>						
<b>SUBOBJ</b>	<b>SUBOBJ TITLE</b>					
3000	PERMANENT EMPLOYEES / ELECTED	422,914	422,914	406,976	406,976	-15,938
3004	OTHER COMPENSATION	4,150	4,150	9,035	9,035	4,885
3020	RETIREMENT EMPLOYER SHARE	80,125	80,125	81,790	72,167	-7,958
3022	MEDI CARE EMPLOYER SHARE	6,132	6,132	5,900	5,900	-232
3040	HEALTH INSURANCE EMPLOYER SHARE	49,603	49,603	85,713	85,713	36,110
3041	UNEMPLOYMENT INSURANCE EMPLOYER	5,240	5,240	5,317	5,317	77
3042	LONG TERM DISABILITY EMPLOYER SHARE	1,522	1,522	1,467	1,467	-55
3043	DEFERRED COMPENSATION EMPLOYER	850	850	400	400	-450
3046	RETIREE HEALTH: DEFINED CONTRIBUTIONS	5,819	5,819	5,893	5,893	74
3060	WORKERS' COMPENSATION EMPLOYER	5,877	5,877	1,978	1,978	-3,899
3080	FLEXIBLE BENEFITS	39,060	39,060	33,660	33,660	-5,400
<b>CLASS: 30</b>	<b>SALARY &amp; EMPLOYEE BENEFITS</b>	621,292	621,292	638,129	628,506	7,214
4041	COUNTY PASS THRU TELEPHONE CHARGES	100	100	200	200	100
4100	INSURANCE: PREMIUM	34,022	34,022	1,527,462	9,978	-24,044
4101	INSURANCE: ADDITIONAL LIABILITY	11,092,386	11,092,386	10,826,847	10,826,847	-265,539
4104	INSURANCE: CY CLAIMS CURRENT YEAR	21,777,120	21,777,120	22,479,824	23,997,308	2,220,188
4140	MAINT: EQUIPMENT	750	750	500	500	-250
4220	MEMBERSHIPS	1,429	1,429	865	865	-564
4221	MEMBERSHIPS: LEGISLATIVE ADVOCACY	25,000	25,000	26,000	26,000	1,000
4260	OFFICE EXPENSE	2,250	2,250	3,250	3,250	1,000
4261	POSTAGE	3,700	3,700	4,200	4,200	500
4263	SUBSCRIPTION / NEWSPAPER / JOURNALS	1,200	1,200	1,500	1,500	300
4300	PROFESSIONAL & SPECIALIZED SERVICES	266,735	266,735	208,772	208,772	-57,963
4304	AGENCY ADMINISTRATION FEE	75,000	75,000	75,000	75,000	0
4324	MEDICAL,DENTAL,LAB & AMBULANCE SRV	35,000	35,000	20,000	20,000	-15,000
4338	THIRD PARTY ADMINISTRATOR: RISK MNGMT	1,185,672	1,185,672	648,477	648,477	-537,195
4400	PUBLICATION & LEGAL NOTICES	400	400	400	400	0
4420	RENT & LEASE: EQUIPMENT	3,750	3,750	4,200	4,200	450
4461	EQUIP: MINOR	900	900	500	500	-400
4503	STAFF DEVELOPMENT	2,750	2,750	2,850	2,850	100
4529	SOFTWARE LICENSE	1,600	1,600	900	900	-700
4536	RETIREMENT BENEFIT	1,642,334	0	0	0	0
4600	TRANSPORTATION & TRAVEL	750	750	750	750	0
4602	MILEAGE: EMPLOYEE PRIVATE AUTO	775	775	775	775	0
4605	RENT & LEASE: VEHICLE	0	0	100	100	100
4606	FUEL PURCHASES	0	0	150	150	150
<b>CLASS: 40</b>	<b>SERVICE &amp; SUPPLIES</b>	36,153,623	34,511,289	35,833,522	35,833,522	1,322,233
5200	DEPRECIATION	0	0	2,000	2,000	2,000
5300	INTERFND: SERVICE BETWEEN FUND TYPES	129,861	129,861	127,036	127,036	-2,825
5301	INTERFND: TELEPHONE EQUIPMENT &	3,400	3,400	0	0	-3,400
5305	INTERFND: STORES SUPPORT	373	373	895	895	522

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## Financial Information by Fund Type

**FUND TYPE:** 32 INTERNAL SERVICE FUND  
**DEPARTMENT:** 08 HR - HUMAN RESOURCES

		CURRENT YR		CAO		
		MID-YEAR	APPROVED	DEPARTMENT	RECOMMENDED	
		PROJECTION	BUDGET	REQUEST	BUDGET	DIFFERENCE
5306	INTERFND: CENTRAL DUPLICATING	5,000	5,000	3,733	3,733	-1,267
5308	INTERFND: MAINFRAME SUPPORT	8,169	8,169	8,343	8,343	174
5310	INTERFND: COUNTY COUNSEL	84,610	84,610	79,610	79,610	-5,000
5314	INTERFND: PC SUPPORT	1,000	1,000	0	0	-1,000
5315	INTERFND: IS SOFTWARE TRAINING	250	250	0	0	-250
5316	INTERFND: IS PROGRAMMING SUPPORT	15,000	15,000	7,200	7,200	-7,800
5320	INTERFND: NETWORK SUPPORT	10,417	10,417	8,507	8,507	-1,910
5321	INTERFND: COLLECTIONS	0	0	500	500	500
<b>CLASS: 50</b>	<b>OTHER CHARGES</b>	258,080	258,080	237,824	237,824	-20,256
7250	INTRAFND: NOT GEN FUND / SAME FUND	2,584,227	2,584,227	2,404,305	2,404,305	-179,922
<b>CLASS: 72</b>	<b>INTRAFUND TRANSFERS</b>	2,584,227	2,584,227	2,404,305	2,404,305	-179,922
7380	INTRFND ABATEMENTS: NOT GENERAL FUND	-2,587,020	-2,587,020	-2,404,304	-2,404,304	182,716
<b>CLASS: 73</b>	<b>INTRAFUND ABATEMENT</b>	-2,587,020	-2,587,020	-2,404,304	-2,404,304	182,716
7700	APPROPRIATION FOR CONTINGENCIES	187,329	187,329	0	0	-187,329
<b>CLASS: 77</b>	<b>APPROPRIATION FOR CONTINGENCIES</b>	187,329	187,329	0	0	-187,329
<b>TYPE: E SUBTOTAL</b>		37,217,531	35,575,197	36,709,476	36,699,853	1,124,656
<b>FUND TYPE: 32</b>	<b>SUBTOTAL</b>	0	0	1	1	1
<b>DEPARTMENT: 08</b>	<b>SUBTOTAL</b>	750,209	752,069	743,213	743,213	-8,856

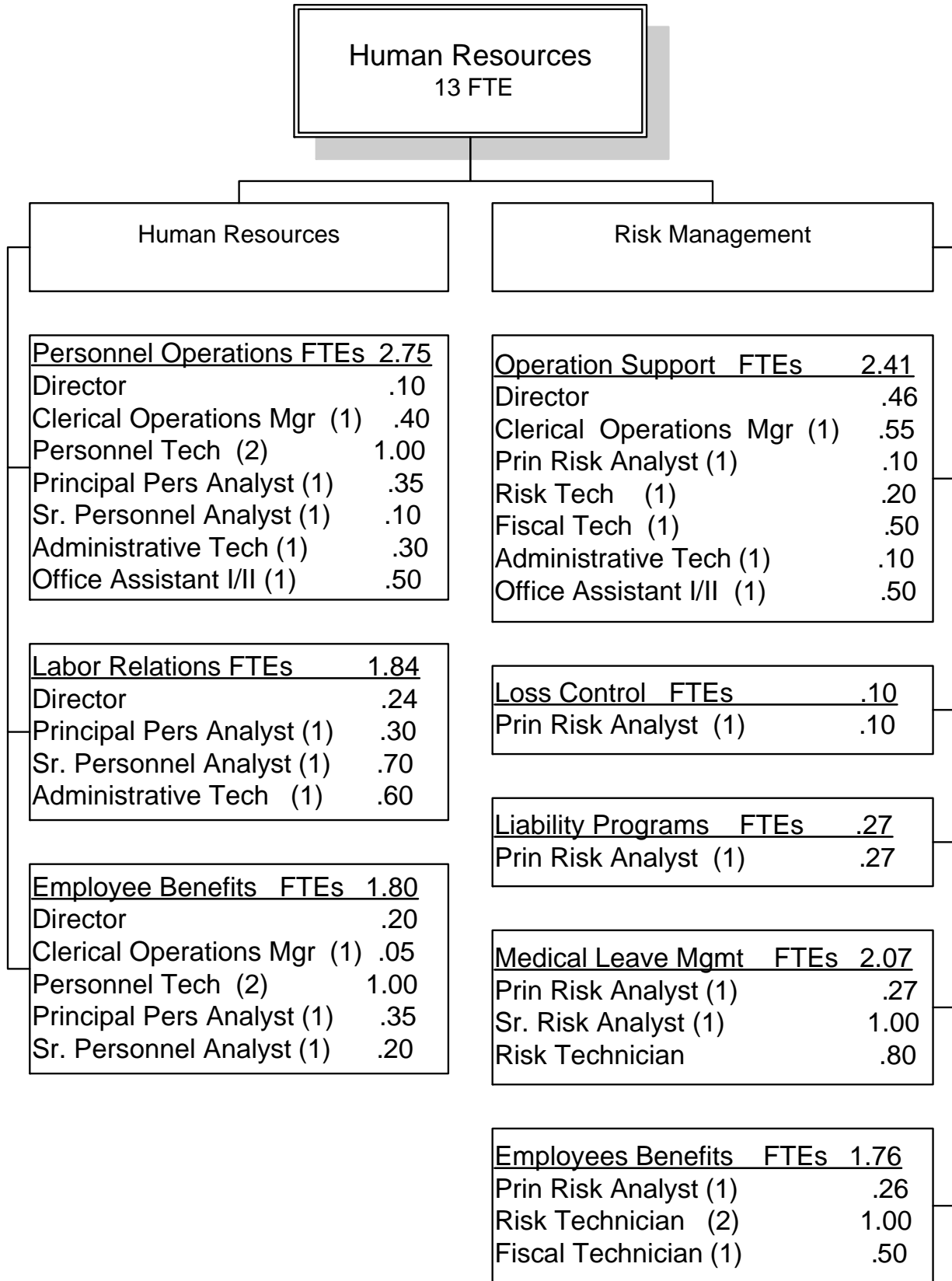
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### Personnel Allocation

Classification Title	2010-11 Adjusted Allocation	2011-12 Dept Request	2011-12 CAO Recm'd	Diff from Adjusted
Director of Human Resources	1.00	1.00	1.00	-
Administrative Technician	-	1.00	1.00	1.00
Clerical Operations Manager	1.00	1.00	1.00	-
Fiscal Technician	1.00	1.00	1.00	-
Office Assistant I/II	-	1.00	1.00	1.00
Personnel Technician	2.00	2.00	2.00	-
Principal Personnel Analyst	1.00	1.00	1.00	-
Principal Risk Management Analyst	1.00	1.00	1.00	-
Risk Management Technician	2.00	2.00	2.00	-
Sr. Personnel Analyst	2.00	1.00	1.00	(1.00)
Sr. Risk Management Analyst	1.00	1.00	1.00	-
<b>Department Total</b>	<b>12.00</b>	<b>13.00</b>	<b>13.00</b>	<b>1.00</b>

# HUMAN RESOURCES



## HUMAN RESOURCES

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## HUMAN RESOURCES

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### Human Resources Ten Year History

	02/03 Actual	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Actual
Charges for Service	7,170	33,315	-	-	-
Misc.	1,456	100	-	-	-
<b>Total Revenue</b>	<b>8,626</b>	<b>33,415</b>	-	-	-
Salaries	602,532	455,237	<i>Division</i>	<i>Division</i>	<i>Division</i>
Benefits	144,210	172,221	<i>of</i>	<i>of</i>	<i>of</i>
Services & Supplies	227,590	240,121	<i>CAO</i>	<i>CAO</i>	<i>CAO</i>
Other Charges	280	25	-	-	-
Intrafund Transfers	(15,231)	(62,019)	-	-	-
<b>Total Appropriations</b>	<b>959,381</b>	<b>805,585</b>	-	-	-
<b>NCC</b>	<b>950,755</b>	<b>772,170</b>	-	-	-
<b>FTE's</b>	<b>12</b>	<b>11</b>	<b>10</b>	<b>11</b>	<b>12</b>

# HUMAN RESOURCES

## Human Resources Ten Year History

	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Projected	11/12 Budget
Charges for Service	60	60	83	250	-
Misc.	(598)	174	-	-	-
<b>Total Revenue</b>	<b>(538)</b>	<b>234</b>	<b>83</b>	<b>250</b>	<b>-</b>
Salaries	630,119	538,461	399,412	457,424	415,439
Benefits	290,443	240,183	172,032	181,419	210,319
Services & Supplies	120,133	91,602	71,711	78,867	89,480
Other Charges	230	-	-	-	-
Intrafund Transfers	30,401	29,470	29,217	32,749	27,974
<b>Total Appropriations</b>	<b>1,071,326</b>	<b>899,716</b>	<b>672,372</b>	<b>750,459</b>	<b>743,212</b>
<b>NCC</b>	<b>1,071,864</b>	<b>899,482</b>	<b>672,289</b>	<b>750,209</b>	<b>743,212</b>
<b>FTE's</b>	<b>12</b>	<b>11</b>	<b>6</b>	<b>6</b>	<b>6</b>

10 Year Variance		
	\$ Change	% Change
Charges for Service	(7,170)	-100%
Misc.	(1,456)	-100%
<b>Total Revenue</b>	<b>(8,626)</b>	<b>-100%</b>
Salaries	(187,093)	-31%
Benefits	66,109	46%
Services & Supplies	(138,110)	-61%
Other Charges	(280)	-100%
Intrafund Transfers	43,205	-284%
<b>Total Appropriations</b>	<b>(216,169)</b>	<b>-23%</b>
<b>NCC</b>	<b>(207,543)</b>	<b>-22%</b>
<b>FTE's</b>	<b>(6)</b>	<b>-50%</b>

Notes

## HUMAN RESOURCES

### Risk Management Ten Year History

	02/03 Actual	03/04 Actual	04/05 Actual	05/06 Actual	06/07 Actual
Use of Money	165,166	149,492	365,088	1,055,925	1,697,876
State	-	-	-	-	-
Federal	6,300	5,727	-	-	-
Charges for Service	22,402,051	28,004,039	29,010,249	29,154,624	30,115,260
Misc.	1,477,436	899,516	720,679	716,012	630,498
Other Financing Sources	1,500	401,500	842,631	1,060,768	-
Use of Fund Balance	-	-	-	-	-
<b>Total Revenue</b>	<b>24,052,453</b>	<b>29,460,274</b>	<b>30,938,647</b>	<b>31,987,329</b>	<b>32,443,634</b>
Salaries	370,181	378,857	423,296	430,988	454,957
Benefits	98,527	140,176	181,905	206,114	238,467
Services & Supplies	21,877,170	23,565,447	22,675,949	24,339,049	26,150,721
Other Charges	128,095	230,725	244,870	323,468	124,115
Fixed Assets	3,247	406,700	3,122	-	-
Operating Transfers	7,000	-	841,744	1,060,768	-
Intrafund Transfers	-	-	248	1,473	-
<b>Total Appropriations</b>	<b>22,484,220</b>	<b>24,721,905</b>	<b>24,371,134</b>	<b>26,361,860</b>	<b>26,968,260</b>
<b>Change in Fund Balance</b>	<b>1,568,233</b>	<b>4,738,369</b>	<b>6,567,513</b>	<b>5,625,469</b>	<b>5,475,374</b>
<b>FTE's</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>
<b>Fund Balance</b>	<b>14,067,190</b>	<b>18,807,096</b>	<b>25,413,526</b>	<b>30,991,274</b>	<b>36,507,863</b>



# HUMAN RESOURCES

## Risk Management Ten Year History

	07/08 Actual	08/09 Actual	09/10 Actual	10/11 Projected	11/12 Budget
Use of Money	1,409,111	630,855	131,800	50,000	50,000
State	-	-	-	-	-
Federal	-	-	-	-	-
Charges for Service	32,076,357	34,037,830	32,255,680	35,500,197	34,177,056
Misc.	881,039	566,011	1,200,622	25,000	15,000
Other Financing Sources	-	-	-	-	-
Use of Fund Balance	-	-	-	-	2,457,797
<b>Total Revenue</b>	<b>34,366,507</b>	<b>35,234,696</b>	<b>33,588,102</b>	<b>35,575,197</b>	<b>36,699,853</b>
Salaries	497,863	407,773	386,287	427,063	416,011
Benefits	202,273	210,131	170,978	194,229	212,495
Services & Supplies	28,158,739	30,073,372	32,617,442	36,153,623	35,833,522
Other Charges	274,174	274,157	219,844	258,080	237,824
Intrafund Transfers	-	-	-	(2,793)	1
Contingency	-	-	-	187,329	-
Reserve	-	-	-	-	-
<b>Total Appropriations</b>	<b>29,133,049</b>	<b>30,965,433</b>	<b>33,394,551</b>	<b>37,217,531</b>	<b>36,699,853</b>
<b>Change in Fund Balance</b>	<b>5,233,458</b>	<b>4,269,263</b>	<b>193,551</b>	<b>(1,642,334)</b>	<b>-</b>
<b>FTE's</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>7</b>
<b>Fund Balance</b>	<b>41,830,473</b>	<b>47,147,570</b>	<b>46,795,625</b>	<b>45,153,291</b>	<b>42,695,494</b>

10 Year Variance		
	\$ Change	% Change
Use of Money	(115,166)	-70%
State	-	#DIV/0!
Charges for Service	11,775,005	53%
Misc.	(1,462,436)	-99%
Other Financing Sources	(1,500)	-100%
<b>Total Revenue</b>	<b>12,647,400</b>	<b>N/A</b>
Salaries	45,830	12%
Benefits	113,968	116%
Services & Supplies	13,956,352	64%
Other Charges	109,729	86%
Contingency	-	N/A
Reserve	-	N/A
<b>Total Appropriations</b>	<b>14,215,633</b>	<b>63%</b>
<b>NCC</b>	<b>(1,568,233)</b>	<b>-100%</b>
<b>FTE's</b>	<b>-</b>	<b>0%</b>

Notes