

HUMAN RESOURCES

**Personnel Services
Risk Management**

HUMAN RESOURCES - PERSONNEL SERVICES DIVISION

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

The Human Resources Department strives to provide assistance to all City Departments in developing a high- quality and diverse workforce that supports and sustains a productive customer oriented, safe and stable work environment.

Personnel Services is a division of Human Resources responsible for a variety of support functions, including but not limited to benefits administration, employment records management, recruitment/testing, employer/employee relations, training, employee development, contract negotiations, and new employee orientation.

FY2016-17 STRATEGIC GOALS:

- Implement new and continue existing training programs (ethics, performance evaluation, employee relations, and Executive and Supervisory development).
- Streamline & modernize personnel processes utilizing technology in order to improve accuracy and efficiency.
- Negotiate and implement seven Memorandums of Understanding (MOUs).
- Strengthen the working relationship with all seven Bargaining Groups by meeting and being available for the Bargaining Groups Representatives.

FY 2016-17 PROGRAM HIGHLIGHTS:

- Continue to work with City Departments and third party administrators to ensure effective, efficient and fiscally responsible management of insurance and benefit programs.
- Continue to work with City Administration and Bargaining Groups to ensure effective, efficient and fiscally responsible Memorandums of Understandings.

Budget Division: HUMAN RESOURCES - PERSONNEL SERVICES

Full Time Positions

Part Time Positions

Position Title	FY 15-16 Revised Allocation	FY 16-17 Adopted Allocation	FY 15-16 Revised Salary	FY 16-17 Adopted Salary	Position Title	FY 15-16 Revised Allocation	FY 16-17 Adopted Allocation	FY 15-16 Revised Salary	FY 16-17 Adopted Salary
Director of Human Resources	1.00	1.00	\$127,500	\$130,050	Human Resources Technician	625	4,168	\$19,500	\$50,000
Human Resources Technician	1.00	1.00	51,725	56,730					
TOTAL	2.00	2.00	\$179,225	\$186,780	TOTAL	625	4,168.00	\$19,500	\$50,000

BUDGET UNIT:**HUMAN RESOURCES - PERSONNEL SERVICES**

Acct. #	DESCRIPTION	ACTUAL 13-14	ACTUAL 14-15	REVISED 15-16	YEAR End 15-16	ADOPTED 16-17	VARIANCE
	PERSONNEL						
6003	Salaries/Regular	152,183	78,524	179,225	180,964	186,780	7,555
6006	Salaries/Temp & Part Time	14,269	74,370	19,500	16,859	50,000	30,500
6033	Overtime Pay/Premium	-	46	-	-	-	-
6047	Sal/Bonus	1,500	-	-	-	-	-
6069	Allowances/Vehicle	3,738	1,142	3,600	3,600	3,600	-
6070	Allowances/Telephone	249	-	-	-	-	-
6072	Sal/Injury	402	536	-	-	-	-
6075	Vacation Pay-Off	17,640	15,306	-	-	-	-
6078	Sick Leave Pay-Off	570	-	-	-	-	-
6101	PERS/Employee Contribution	10,752	5,698	12,595	13,316	13,125	530
6105	PERS/Employer Contribution	13,363	6,459	19,980	18,558	19,725	(255)
6125	FICA/Employer Contrib/Med	2,936	2,551	3,120	3,363	3,225	105
6133	Retiree Health Premium Reimb	2,849	3,567	2,975	3,008	3,000	25
6140	Life Insurance Allocation	384	197	490	439	505	15
6155	Workers' Comp Allocation	6,751	6,217	7,315	8,256	7,615	300
6160	LTD Insurance Allocation	1,529	706	1,395	1,693	1,450	55
6165	Unemployment Allocation	183	164	215	214	225	10
6175	Benefits/Flex Plan	27,942	14,106	32,305	22,063	32,300	(5)
6180	Deferred Comp/Employer Paid	495	1,350	2,700	3,375	2,700	-
	PERSONNEL SUBTOTAL	257,737	210,939	285,415	275,707	324,250	38,835

BUDGET UNIT:**1050921000****HUMAN RESOURCES - PERSONNEL SERVICES**

Acct. #	DESCRIPTION	REVISED 15-16	YEAR END EST 15-16	PROPOSED 16-17	VARIANCE	Explanation
<u>OPERATIONS</u>						
6220	Training Schools	10,000	14,890	15,000	5,000	For Retreat, Workshops & Training for Executives
6350	Medical Services	5,000	7,379	10,000	5,000	More Recruitments than normal due to ACA Requirements (Part Time Employees)
6399	Professional Services/Other	57,300	34,348	77,500	20,200	Compliance of ACA; NeoGov Applicant Tracking System; Care Works Absence Mgt. System; etc.

HUMAN RESOURCES PERSONNEL SERVICES ACTIVITY DETAIL

Account Number	Description
6220	<u>Training Programs</u> - Liebert Cassidy workshops; Southern California Public Labor Relations Council (SCPLRC) Staff Training; Misc. Programs
6230	<u>Dues/Subscriptions</u> - Labor and WC Code Books - (\$750); Lexis Nexis; Liebert, Cassidy Law Library (\$900), PERS Public Agency Coalition-PERSPAC (\$500), and Southern CA Public Labor Relations Council-SCPLRC
6235	<u>Meetings & Conferences</u> -
6301	<u>Legal Fees</u> - Best Best & Krieger (BBK) (over and above retainer)
6350	<u>Medical Service</u> - Pre-placement physicals; fitness for duty, random drug tests, DOT DL renewal
1050921000	6399 <u>Professional Service</u> - LCW Consortium (\$2,675), Cooperative Personnel Services (\$1,250), Rio Hondo College - Physical Agility (\$500), Donahoe & Associates (\$1,000), NeoGov Applicant Tracking System (\$8,075), Care Works Absence Mgt. System (\$3,250), ACA - Prep of monthly reporting, data migration, Processing of Form 1095 (\$24,000)
6563	<u>Supplies/Special</u> - Annual Health Benefits Fair
6601	<u>Advertising Expense</u> - Los Angeles Times; San Gabriel Valley Tribune; Brown & Caldwell; Western City; Jobs Available; L&W Trade Magazines.
6850	<u>Lease Payments</u> - Konica-Minolta (copier lease)

BUDGET UNIT:**HUMAN RESOURCES - PERSONNEL SERVICES**

Acct. #	DESCRIPTION	ACTUAL 13-14	ACTUAL 14-15	REVISED 15-16	YEAR End 15-16	ADOPTED 16-17	VARIANCE
OPERATIONS							
6220	Training Schools	300	170	10,000	14,890	15,000	5,000
6230	Dues & Subscriptions	494	944	600	367	2,150	1,550
6235	Meetings & Conferences	82	222	-	-	-	-
6240	Mileage Reimbursement	24	583	100	-	-	(100)
6301	Legal Fees	22,471	12,900	20,000	-	5,000	(15,000)
6350	Medical Services	8,800	16,813	5,000	7,379	10,000	5,000
6399	Professional Services/Other	40,928	31,184	57,300	34,348	77,500	20,200
6405	Commission Meetings Expense	2,000	2,025	3,000	1,025	2,000	(1,000)
6493	Outside Services & Repairs	399	397	-	237	300	300
6518	Postage	415	157	300	223	300	-
6530	Office Supplies	1,108	818	1,000	594	600	(400)
6545	Fingerprinting	3,710	5,224	3,000	2,300	3,000	-
6563	Supplies/Special	-	1,066	2,000	-	2,000	-
6601	Advertising Expense	705	4,678	1,000	972	1,000	-
6635	Oral Board Costs	1,150	1,305	1,200	748	1,000	(200)
6736	Employee Assistant Program	6,298	6,934	7,000	6,555	7,000	-
6835	Maint & Repair/Equipment	-	-	1,000	-	1,000	-
6850	Lease Payments	926	1,102	-	-	3,000	3,000
6915	Utilities/Telephone	399	523	900	540	900	-
OPERATIONS SUBTOTAL		90,210	87,045	113,400	70,178	131,750	18,350
GENERAL FUND TOTAL:		347,947	297,983	398,815	345,885	456,000	57,185

HUMAN RESOURCES - RISK MANAGEMENT DIVISION

PROGRAM COMMENTARY

PROGRAM DESCRIPTION:

Risk Management is a division of Human Resources responsible for a variety of support functions, including special projects as directed by the City Manager. The Division's ongoing responsibilities include: workers compensation, liability, City and special event insurance, safety and safety training, including compliance with Occupational Safety and Health Administration (OSHA) guidelines and employee wellness programs. Risk Management also provides support in other Human Resource functions including negotiations of Memorandums of Understanding (MOUs), re-classifications, recruitment, employee relations and research on a variety of Human Resource related issues.

FY16-17 STRATEGIC GOALS:

- Coordinate expansion of training (safety, emergency preparedness, defensive driving, etc.).
- Evaluate and improve the subrogation and reinsurance claims process.
- Expand cost analysis of litigated liability claims and allocate to departments.
- Coordinate tracking comparison of legal costs, expenses and settlements for liability claims data base with third party administrators.
- Ensure annual competitive pricing for all Insurance including Liability, Workers Compensation, Property, and Special Events.

FY 2016-17 PROGRAM HIGHLIGHTS:

- Continue to work with City Departments and Third Party Administrators such as Cal Claims Management Services (CCMS), Carl Warren and Independent Cities Risk Management Authority (ICRMA) to ensure effective, efficient and fiscally responsible management of workers compensation and liability claims.
- Continue to provide staff support and representation for the City's membership in ICRMA, and California Transit Insurance Pool (Cal TIP).
- Continue to meet with Department Heads to review workers' compensation claims and look at preventative measures related to claims.
- Work with Safety Committee and ICRMA to implement safety training in order to reduce workers' compensation claims.

Budget Division: HUMAN RESOURCES - RISK MANAGEMENT

Full Time Positions

Part Time Positions

Position Title	FY 15-16 Revised Allocation	FY 16-17 Adopted Allocation	FY 15-16 Revised Salary	FY 16-17 Adopted Salary	Position Title	FY 15-16 Revised Allocation	FY 16-17 Adopted Allocation	FY 15-16 Revised Salary	FY 16-17 Adopted Salary
Senior HR/Risk Management Analyst	1.00	1.00	\$70,395	\$73,995					
TOTAL	1.00	1.00	\$70,395	\$73,995	TOTAL	-	-	-	-

BUDGET UNIT:

HUMAN RESOURCES - RISK MANAGEMENT

Acct. #	DESCRIPTION	ACTUAL 13-14	ACTUAL 14-15	REVISED 15-16	YEAR End 15-16	ADOPTED 16-17	VARIANCE
<u>PERSONNEL</u>							
6003	Salaries/Regular	50,329	65,123	70,395	71,750	73,955	3,560
6033	Overtime Pay/Premium	663	-	-	-	-	-
6047	Sal/Bonus	1,500	-	-	-	-	-
6063	Salaries/Jury Duty	-	2,334	-	-	-	-
6075	Vacation Pay-Off	4,061	-	-	1,394	-	-
6091	Leave Liability Adjustments	-	3,615	-	-	-	-
6101	PERS/Employee Contribution	874	24	4,950	23	5,200	250
6105	PERS/Employer Contribution	6,315	9,344	7,860	14,774	7,820	(40)
6125	FICA/Employer Contrib/Med	885	1,000	1,255	1,371	1,305	50
6140	Life Insurance Allocation	130	169	185	222	195	10
6155	Workers' Comp Allocation	2,091	2,698	2,815	2,815	2,960	145
6160	LTD Insurance Allocation	392	525	550	668	575	25
6165	Unemployment Allocation	57	63	85	87	90	5
6175	Benefits/Flex Plan	13,137	16,267	16,150	12,246	16,150	-
6180	Deferred Comp/Employer Paid	405	540	540	405	540	-
PERSONNEL SUBTOTAL		80,839	101,702	104,785	105,755	108,790	4,005

BUDGET UNIT:

4250923000 HUMAN RESOURCES - RISK MANAGEMENT

Acct. #	DESCRIPTION	REVISED 15-16	YEAR END EST 15-16	PROPOSED 16-17	VARIANCE	Explanation
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OPERATIONS

6710	Ins/General Liability Premiums	525,000	815,000	850,000	325,000	Crime and Cyber Premiums were not considered.
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HUMAN RESOURCES RISK MANAGEMENT ACTIVITY DETAIL

Account Number		Description
4250923000	6230	<u>Dues/Subscriptions</u> - Membership fees Society of Human Resource Management (SHRM); Subscription costs for Risk Management publications.
	6235	<u>Meeting/Conferences</u> - Risk Management meeting and conference expenses.
	6480	<u>Insurance Claims Administration</u> - Third Party Administration fees for workers' compensation (Cal Claims Management Services - CCMS) and Liability Claims (Carl Warren).
	6563	<u>Supplies/Special</u> - Safety Committee expenses for the implementation and/or purchase of safety related items (emergency evacuation placards for each building, drop box for anonymous reporting, etc.).
	6710	<u>Insurance /General Liability Premiums</u> - Independent Cities Risk Management Authority (ICRMA) (Liability and Storage Tanks), California Transit Insurance Pool (CalTIP) (transportation vehicles), and Merriweather & Williams (Special Events).
	6715	<u>Insurance/Fire and Casualty Premiums</u> - ICRMA (Property/Earthquake and Auto Physical Damage) and CALTIP (transportation vehicles) .
	6720	<u>Insurance /Workers Compensation Premiums</u> - ICRMA
	6740	<u>Claims Expense/Liability</u> - Funds utilized in the litigation/management (Carl Warren, Ken Meyer, Best, Best & Krieger - BBK and settlement (payments made to claimants) of liability claims.
	6745	<u>Claims Expense/Workers Compensation</u> - Funds utilized by our Third Party Administrator - CCMS in the administration of workers compensation expenses (payments made to Inwindale Industrial Clinic, employees and various hospitals and doctors); Legal and investigation expenses in the litigation/management of claims (Kegel, Tobin & Truce; Ken Meyer); First Aid Workers Compensation, medical utilization review, medical billing review.
6755	<u>Claims Expense/Unemployment</u> - State mandated expenses for unemployment insurance.	

BUDGET UNIT:

HUMAN RESOURCES - RISK MANAGEMENT

Acct. #	DESCRIPTION	ACTUAL 13-14	ACTUAL 14-15	REVISED 15-16	YEAR End 15-16	ADOPTED 16-17	VARIANCE
<u>OPERATIONS</u>							
6220	Training Schools	875	-	-	1,650	-	-
6230	Dues & Subscriptions	-	343	-	-	-	-
6235	Meetings & Conferences	68	-	-	-	-	-
6301	Legal Fees	-	585	-	-	-	-
6350	Medical Services	4,871	14,910	-	-	-	-
6399	Prof Svcs/Other	-	23,311	15,780	10,000	-	(15,780)
6480	Ins Claims Administration	26,258	25,355	25,500	25,500	25,500	-
6480	Ins Claims Administration-L&W	-	-	2,000	-	-	(2,000)
6563	Supplies/Special	-	-	1,000	413	500	(500)
6710	Ins/General Liability Premiums	666,646	627,134	525,000	815,000	850,000	325,000
6715	Ins/Fire & Casualty Premiums	445,115	443,674	510,000	424,000	510,000	-
6720	Ins/Workers Comp Premiums	330,364	269,930	275,000	279,000	280,000	5,000
6740	Claims Expense/Liability	893,465	743,833	780,000	550,000	600,000	(180,000)
6745	Claims Expense/Workers Comp	456,612	396,872	300,000	350,000	250,000	(50,000)
6755	Claims Expense/Unemployment	2,977	2,371	5,000	2,190	3,000	(2,000)
6899	Repairs & Maintenance	8,879	-	-	-	-	-
OPERATIONS SUBTOTAL		2,836,129	2,548,318	2,439,280	2,457,753	2,519,000	79,720
RISK MGMT. FUND TOTAL		2,916,968	2,650,020	2,544,065	2,564,903	2,627,790	83,725