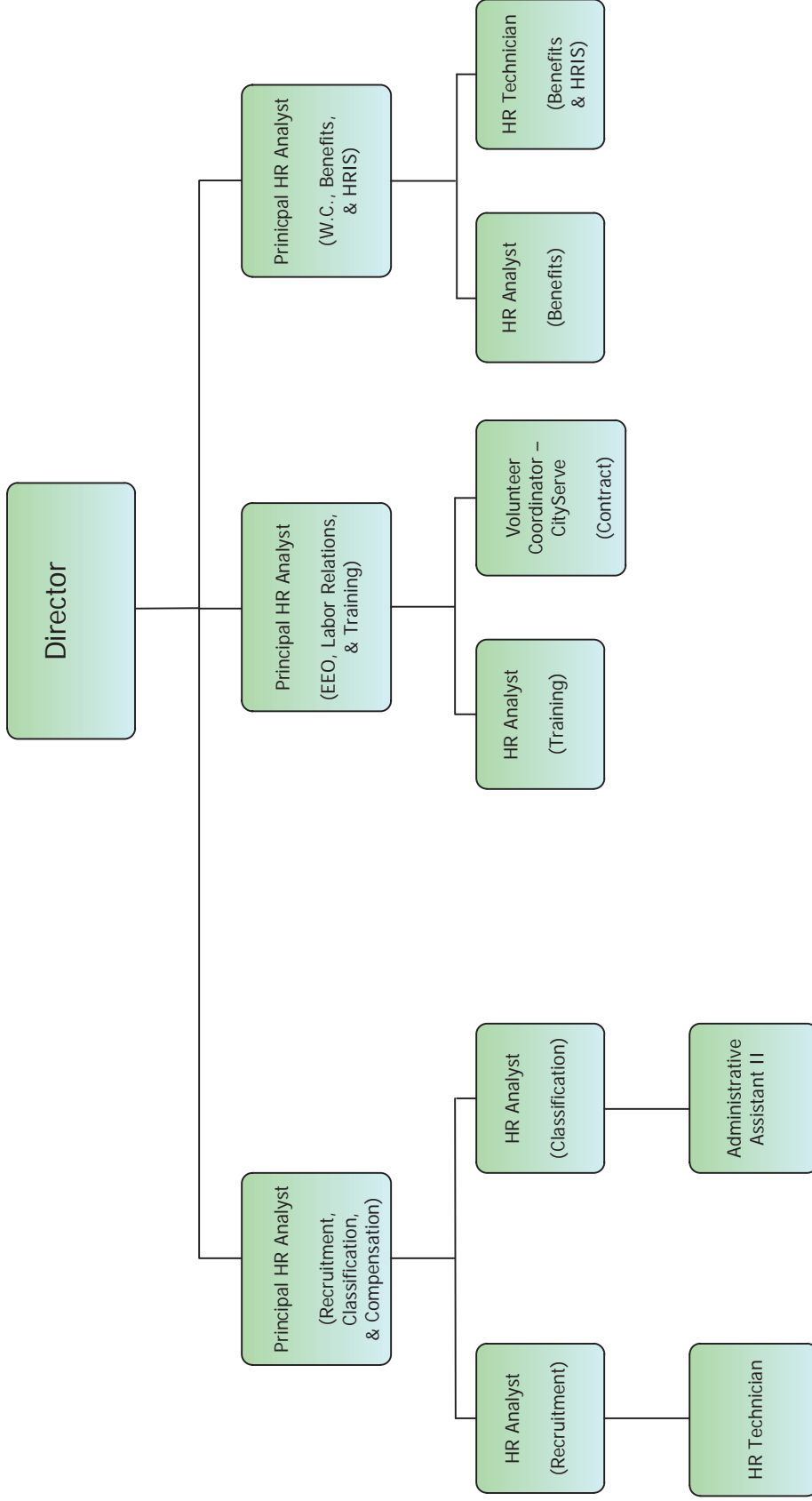


Human Resources



City of Santa Cruz Human Resources Department



DEPARTMENT DESCRIPTION

Human Resources Department provides support to all of the City Departments. We accomplish this by providing recruitment and retention, professional development, training, compensation and classification administration, employee relations, benefit administration, and workers' compensation administration.

FY 2016 ACCOMPLISHMENTS

- Completed successor MOU negotiations with all bargaining units which contain future costs and retains and attracts top quality employees.
- Launched a revamped Employee and Leadership Development program.
- Developed a new job competency model.
- Redeveloped the performance evaluation system.
- Completed multiple reclassification projects throughout the City.
- Conducted over 125 recruitments .

FY 2017 GOALS

- Develop a Succession Planning/Workforce Development Program for the City.
- Conduct an employee engagement survey.
- Implement Respectful Workplace Policy.
- Continue to lead the implementation of the Organizational Development goals of the City.
- Implement new performance evaluation system.
- Create a Succession Development program for the City.
- Continue to lead the implementation of the goals of the City Council through the following projects:
 - Conduct an employee engagement survey
 - Implement the Respectful Workplace Policy
 - Implement new performance evaluation system

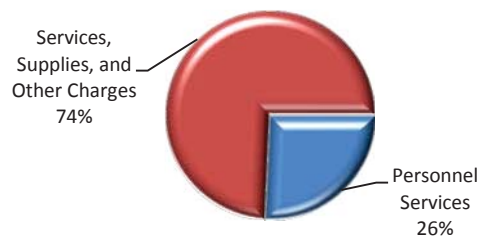
CITY COUNCIL STRATEGIC PLAN 3-YEAR GOALS:

1. Environmental Sustainability & Well-Managed Resources
2. Community Safety & Well-Being
3. Economic Vitality
4. Financial Stability & Organizational Health
5. Reliable & Forward-Thinking Infrastructure and Facilities
6. Engaged & Informed Community

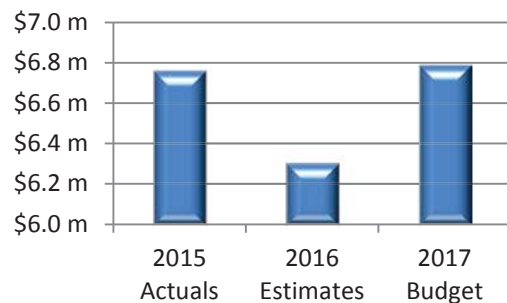
PERCENTAGE OF PRIMARY GENERAL FUND BUDGET



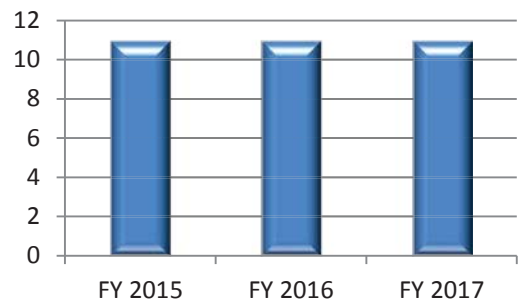
EXPENDITURES BY CHARACTER Fiscal Years 2016-2017



EXPENDITURE HISTORY



AUTHORIZED PERSONNEL



Human Resources

DEPARTMENT SUMMARY

		Fiscal Year* 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
			Adopted Budget	Amended* Budget	Estimated Actual	
EXPENDITURES BY CHARACTER:						
Personnel Services		1,542,606	1,663,097	1,663,097	1,441,778	1,746,818
Services, Supplies, and Other Charges		5,220,212	5,048,887	5,143,817	4,866,056	5,044,906
Total Expenditures		<u>6,762,818</u>	<u>6,711,984</u>	<u>6,806,914</u>	<u>6,307,834</u>	<u>6,791,724</u>
EXPENDITURES BY ACTIVITY:						
Human Resources	1230	1,485,569	1,521,782	1,603,609	1,257,925	1,609,531
Volunteer Program	1231	34,196	40,000	40,000	40,000	42,500
IT-Operations	1234	(176)	-	-	-	-
Subtotal General Fund		<u>1,519,589</u>	<u>1,561,782</u>	<u>1,643,609</u>	<u>1,297,925</u>	<u>1,652,031</u>
Unemployment Insurance Trust	1232	132,630	205,000	205,000	202,500	205,000
Subtotal Other General Funds		<u>132,630</u>	<u>205,000</u>	<u>205,000</u>	<u>202,500</u>	<u>205,000</u>
Workers Compensation Insurance	7820	3,403,259	2,998,719	3,011,822	2,960,943	3,026,818
Medical/Dental/Vision Insurance	7823	1,707,340	1,946,483	1,946,483	1,846,466	1,907,875
Subtotal Other Funds		<u>5,110,599</u>	<u>4,945,202</u>	<u>4,958,305</u>	<u>4,807,409</u>	<u>4,934,693</u>
Total Expenditures		<u>6,762,818</u>	<u>6,711,984</u>	<u>6,806,914</u>	<u>6,307,834</u>	<u>6,791,724</u>
RESOURCES BY FUND						
General Fund	101	648,879	646,991	646,991	648,879	583,674
Unemployment Insurance	140	423,757	457,794	457,794	459,400	475,000
Workers' Compensation Insurance	841	3,405,398	3,592,653	3,592,653	3,469,029	3,603,939
Group Health Insurance	843	2,042,260	2,046,727	2,046,727	2,074,227	2,074,227
Total Resources		<u>6,520,294</u>	<u>6,744,165</u>	<u>6,744,165</u>	<u>6,651,535</u>	<u>6,736,840</u>
Net General Fund Cost		<u>(870,710)</u>	<u>(914,791)</u>	<u>(996,618)</u>	<u>(649,046)</u>	<u>(1,068,357)</u>
		FY 2015			FY 2016	FY 2017
TOTAL AUTHORIZED PERSONNEL:		<u>11.00</u>			<u>11.00</u>	<u>11.00</u>

*Sums may have discrepancies due to rounding

Human Resources

Activity Number: 1230
 Fund(s): General Fund (101)
 Department: Human Resources

ACTIVITY SUMMARY

Activity Description:

The functions performed by the Human Resources activity include: Employee recruitment and selection testing, including examination development and administration; equal employment opportunity, including outreach recruitment and investigation of harassment and discrimination complaints; benefits coordination, including administration of the employee insurance and retirement benefit programs; employee relations, including labor negotiations; classification and compensation, including development and maintenance of job descriptions and compensation plans; employee development, including coordination of the city-wide employee training program; and administration of workers compensation claims against the City.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	961,245	963,260	963,260	828,328	1,087,759
Services, Supplies, and Other Charges	524,324	558,522	640,349	429,597	521,772
Total Expenditures	<u>1,485,569</u>	<u>1,521,782</u>	<u>1,603,609</u>	<u>1,257,925</u>	<u>1,609,531</u>
ACTIVITY RESOURCES:					
Charges for Services	648,879	646,991	646,991	648,879	583,674
Total Resources	<u>648,879</u>	<u>646,991</u>	<u>646,991</u>	<u>648,879</u>	<u>583,674</u>

*Sums may have discrepancies due to rounding

Volunteer Program

Activity Number: 1231
Fund(s): General Fund (101)
Department: Human Resources

ACTIVITY SUMMARY

Activity Description:

Provides for City-wide volunteer opportunities to participate in City government.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Services, Supplies, and Other Charges	34,196	40,000	40,000	40,000	42,500
Total Expenditures	<u>34,196</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>42,500</u>

*Sums may have discrepancies due to rounding

Unemployment Insurance Trust

Activity Number: 1232

ACTIVITY SUMMARY

Fund(s): Unemployment Insurance (140)

Department: Human Resources

Activity Description:

This activity includes the cost for self-funded reimbursements for benefits paid to eligible displaced workers.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Services, Supplies, and Other Charges	132,630	205,000	205,000	202,500	205,000
Total Expenditures	132,630	205,000	205,000	202,500	205,000
ACTIVITY RESOURCES:					
Charges for Services	423,757	457,794	457,794	459,400	475,000
Total Resources	423,757	457,794	457,794	459,400	475,000

*Sums may have discrepancies due to rounding

Workers Compensation Insurance

Activity Number: 7820

ACTIVITY SUMMARY

Fund(s): Workers' Compensation Insurance (841)

Department: Human Resources

Activity Description:

Provides funds to cover premiums, claims payable under the self-insurance program, administration, and legal services. Funding for the program requirements comes from apportioned charges to City departments based on gross wages within various classifications of employment, and from accumulated workers' compensation reserves.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	183,531	210,469	210,469	198,175	208,299
Services, Supplies, and Other Charges	3,219,728	2,788,250	2,801,353	2,762,768	2,818,519
Total Expenditures	<u>3,403,259</u>	<u>2,998,719</u>	<u>3,011,822</u>	<u>2,960,943</u>	<u>3,026,818</u>
ACTIVITY RESOURCES:					
Charges for Services	3,405,398	3,592,653	3,592,653	3,469,029	3,603,939
Total Resources	<u>3,405,398</u>	<u>3,592,653</u>	<u>3,592,653</u>	<u>3,469,029</u>	<u>3,603,939</u>

*Sums may have discrepancies due to rounding

Medical/Dental/Vision Insurance

Activity Number: 7823

ACTIVITY SUMMARY

Fund(s): Group Health Insurance (843)

Department: Human Resources

Activity Description:

Provides funds for the contracted medical plan premiums as well as funds for self-insured dental and vision employee claim payments and related administrative expenses. Also includes payments for negotiated retiree health insurance payments for eligible retired workers. Funding for the program requirements comes from apportioned charges to City departments based on the number of insured employees and their level of coverage, as well as employee deductions.

	Fiscal Year 2015 Actuals	Fiscal Year 2016			Fiscal Year 2017 Adopted
		Adopted Budget	Amended Budget	Estimated Actual	
EXPENDITURES BY ACTIVITY:					
Personnel Services	397,830	489,368	489,368	415,275	450,760
Services, Supplies, and Other Charges	1,309,510	1,457,115	1,457,115	1,431,191	1,457,115
Total Expenditures	1,707,340	1,946,483	1,946,483	1,846,466	1,907,875
ACTIVITY RESOURCES:					
Charges for Services	2,039,493	2,046,727	2,046,727	2,071,727	2,071,727
Rents, & Misc Revenues	2,767	-	-	2,500	2,500
Total Resources	2,042,260	2,046,727	2,046,727	2,074,227	2,074,227

*Sums may have discrepancies due to rounding