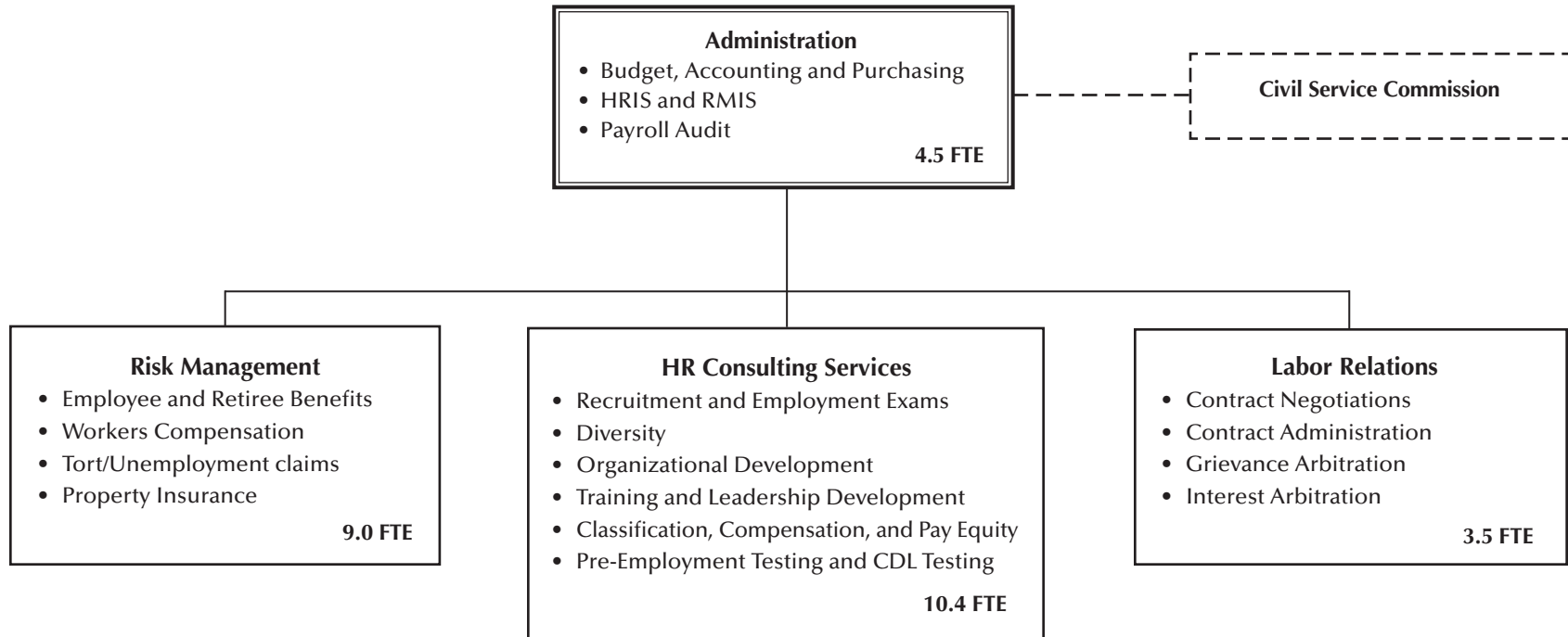


Human Resources

Be a strategic leader and partner, promoting organizational and individual effectiveness.



(Total 27.4 FTE)

8/05/09

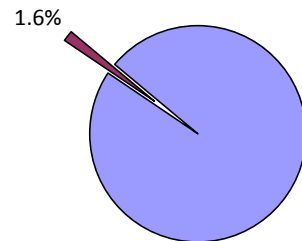
Mayor's 2010 Proposed Budget

Office of Human Resources

Department Description:

The Office of Human Resources plays a vital role in providing strategic organizational service and support to all City departments. We strive to promote individual effectiveness for Saint Paul's 3,200+ full and part time employees. HR provides services in these areas: CONSULTING SERVICES - create and interpret personnel policies; audit payrolls; recruit qualified and diverse candidates and administer the employment testing process; conduct investigations; develop organizational capacity through job analyses; determine appropriate compensation based on comparable worth. LABOR RELATIONS - negotiate and administer collective bargaining agreements with employee unions; represent management in arbitrations, labor management committees, policy development and grievance handling; assist managers on employee issues. RISK MANAGEMENT - provide management assistance to all City risk treatment programs; manage employee and retiree benefit functions; measure, analyze and report risks; administer the worker's compensation program.

Human Resources' Portion of General Fund Spending



Department Facts

- Total General Fund Budget: \$3,169,122
- Total Special Fund Budget: \$3,379,141
- Total FTEs: 27.4
- Number of active labor contracts: 22
- Number of organizational design studies in 2008: 268
- Administered 78 employment exams in 2008
- Number of tort files opened in 2008: 272 Number open at year end: 132
- Number of work comp files opened in 2008: 811 Number open at year end: 625
- Number of workplace conduct investigations conducted in 2008: 32

Department Goals

- Attract, develop, and retain a diverse, professional workforce.
- Increase the City's organizational development consulting capacity.
- Reduce/slow the growth of health care and workers compensation costs

Recent Accomplishments

- The 2008 department customer service rating was 4.63 (out of 5).
- Successfully defended the City in arbitrations and Civil Service Commission hearings with a success rate of 100%.
- Submitted the City's Pay Equity Compliance Report to the State with an underpayment ratio of 86.4; 80% or better is needed to be in compliance.
- Procured all the insurance policies needed protecting the City and the RNC Host Committee for the Republican National Convention.
- With the Labor Management Committee on Health Insurance, established a Voluntary Employee Benefit Association Trust and a Health Reimbursement Arrangement Program to assist employees to save tax free dollars for medical expenses.
- The Minnesota Department of Labor and Industry recognized the City for our prompt action on reporting workers compensation claims - our rate was a perfect 100%.
- Settled three-year collective bargaining agreements with three 2009 open labor contracts.
- Conducted national hiring processes for the directors of HREEO and Libraries.
- Held the following trainings: Systemic Racism, Project Management, and academies for Managers, First Line Supervisors, Professional/Technical, and Admin Support.
- Enhanced the Manager's Toolbox, in three categories: employment, topical issues, and five new "how-to" manuals.

Mayor's 2010 Proposed Budget

Human Resources

Fiscal Summary

	<u>2008 Actual</u>	<u>2009 Adopted</u>	<u>2010 Proposed</u>	<u>Change</u>	<u>% Change</u>	<u>2009 Adopted FTEs</u>	<u>2010 Proposed FTEs</u>
Spending							
General Fund	3,123,036	3,422,423	3,169,122	(253,301)	-7.4%	31.3	27.4
Fund 060: Risk Management Retention Fund	2,403,788	2,437,000	3,379,141	942,141	38.7%	-	-
Financing							
General Fund	251,821	242,143	390,331	148,188	61.2%		
Fund 060: Risk Management Retention Fund	2,421,502	2,437,000	3,379,141	942,141	38.7%		

Budget Changes Summary

Human Resources will eliminate 5.5 vacant FTEs from the Employment and Diversity and Systems Development divisions. With a City-wide hiring freeze in place, these reductions are manageable in the short term. However, once hiring begins again Human Resources will have to restructure the whole recruitment and selection process, pushing more work to line departments. In this strategy, departments will be required to conduct their own application reviews and rate Civil Service exams. This is a direct service reduction to line departments, adding to their workload whenever they need to hire. Human Resources will continue to coordinate and oversee these processes. In addition, citywide training programs and academies will be cut or given less often.

	2010 Spending Change	2010 Financing Change	2010 FTE Change	Layoffs
Current Service Level Adjustments				
	171,716	-	-	-
Subtotal	171,716	-	-	-
One Time Adjustments				
Human Resources had planned to conduct a Firefighter test in 2009, but the test was put on hold due to the City's hiring freeze. Now that the City has received federal grants for hiring new Firefighters, HR will conduct a test for the position in 2010. Using the one-time spending authority that was granted to the department in 2009, Human Resources was able to hold down 2010 costs. The department also plans to charge applicants a \$25 fee for administering the test.				
Additional funding need for 2010 Firefighter test	14,872	-	-	-
Revenue generated from test administration fee	-	62,500	-	-
Use of fund balance from 2009 budget savings to cover remainder of Firefighter test	-	85,688	-	-
Subtotal	14,872	148,188	-	-
Department Reorganization				
Through vacancies from attrition and retirement, and staff redeployment, Human Resources will be able to fund an organizational development specialist in 2010. Additionally, the ongoing hiring freeze has made it possible for the department to eliminate several positions in the Hiring and Diversity Division. However, once hiring comes back online, these staff reductions will result in more recruitment and hiring work being pushed onto operating departments and reduced organizational development capacity.				
Under fill manager and clerical positions, manage vacancies, add back interns	69,946	-	-	1.6
Eliminate vacant administrative support positions	(122,722)	-	-	(2.5)
Eliminate vacant professional positions	(274,835)	-	-	(3.0)
Subtotal	(327,611)	-	-	(3.9)
Miscellaneous Operations Changes				
To further cut costs, Human Resources made several changes to miscellaneous non-personnel line items, including reducing their rent after changing the location of their office.				
Aligned services and materials spending with historic levels, decreased rent	(94,278)	-	-	-
Subtotal	(94,278)	-	-	-
General Fund Budget Changes Total	(235,301)	148,188	-	-

Fund 060 Budget Changes
Human Resources

		<u>2010 Spending Change</u>	<u>2010 Financing Change</u>	<u>2010 FTE Change</u>	<u>Layoffs</u>
Current Service Level Adjustments		<u>119,500</u>	<u>119,500</u>	<u>-</u>	<u>-</u>
	Subtotal	119,500	119,500	-	-
Workers' Compensation					
The 2010 proposed budget for the Risk Management Retention fund accounts for payments the City will begin making to the State's Workers' Compensation Reinsurance Association (WCRA) for Deficient Premium Assessments and Deficiency Assessments, as well as increased claims costs. Fund 60 will assess these costs to City operating departments in the form of higher workers' compensation administrative charges.					
Increased Workers' Compensation claims costs, and WCRA payments		822,641	-	-	-
Additional revenue collected from departments for claims and admin costs		<u>-</u>	<u>822,641</u>	<u>-</u>	<u>-</u>
	Subtotal	822,641	822,641	-	-
Fund 060 Budget Changes Total		942,141	942,141	-	-



Spending Reports

Human Resources

Department/Office Director: **ANGELA S NALEZNY**

	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
<u>Spending By Unit</u>					
001 GENERAL FUND	3,045,750	3,123,036	3,422,423	3,169,122	-253,301
060 RISK MANAGEMENT RETENTION FUND	2,145,374	2,403,788	2,437,000	3,379,141	942,141
Total Spending by Unit	5,191,124	5,526,824	5,859,423	6,548,263	688,840
<u>Spending By Major Object</u>					
SALARIES	1,801,986	1,906,952	2,087,136	1,939,281	-147,855
SERVICES	1,124,799	1,128,676	1,260,072	1,296,084	36,012
MATERIALS AND SUPPLIES	53,685	79,008	68,321	57,820	-10,501
EMPLOYER FRINGE BENEFITS	2,210,654	2,395,711	2,185,394	2,996,578	811,184
MISC TRANSFER CONTINGENCY ETC		236	258,500	258,500	
DEBT					
STREET SEWER BRIDGE ETC IMPROVEMENT					
EQUIPMENT LAND AND BUILDINGS		16,239	0	0	
Total Spending by Object	5,191,124	5,526,824	5,859,423	6,548,263	688,840
Percent Change from Previous Year		6.5%	6.0%	11.8%	
<u>Financing By Major Object</u>					
GENERAL FUND	3,045,750	3,123,036	3,422,423	3,169,122	-253,301
SPECIAL FUND					
TAXES					
LICENSES AND PERMITS					
INTERGOVERNMENTAL REVENUE	147,628	27,575	100,000	100,000	
FEES, SALES AND SERVICES					
ENTERPRISE AND UTILITY REVENUES					
MISCELLANEOUS REVENUE	1,836,497	2,393,927	2,327,000	3,269,141	942,141
TRANSFERS					
FUND BALANCES			10,000	10,000	
Total Financing by Object	5,029,875	5,544,538	5,859,423	6,548,263	688,840
Percent Change from Previous Year		10.2%	5.7%	11.8%	

City of Saint Paul

2010 Budget Division Spending Plan Summary

Mayor's Proposed Budget

Fund: **001 GENERAL FUND**

Fund Manager: LORI J LEE

Department: **03 EXECUTIVE ADMINISTRATION**Division: **0350 HUMAN RESOURCES**

Division Manager: ANGELA S NALEZNY

Division Mission:

TO ATTRACT, DEVELOP, AND RETAIN A DIVERSE, PROFESSIONAL WORKFORCE, AND TO MINIMIZE RISK THROUGH INTEGRATED STRATEGIC POLICIES AND PROCEDURES.

	Spending Amount						Personnel FTE/Amount (salary+Allowance+Negotiated Increase)							
	2007	2008	2009	2010			2007	2008	2009	2010		Change from		
	2nd Prior	Last Year	Adopted	Mayor's Proposed			Authorized		Adopted	Mayor's Proposed		2009		
	Exp. & Enc.	Exp. & Enc.		Amount	Change/Percent		FTE	FTE/Amount	FTE/Amount	FTE/Amount	FTE/Amount			
<u>by Type of Expenditure</u>														
SALARIES	1,801,986	1,906,952	2,087,136	1,939,281	-147,855	-7.1%								
SERVICES	610,783	495,210	613,072	529,584	-83,488	-13.6%								
MATERIALS AND SUPPLIES	53,630	59,833	68,321	57,820	-10,501	-15.4%								
EMPLOYER FRINGE BENEFITS	579,351	644,565	652,894	641,437	-11,457	-1.8%								
MISC TRANSFER CONTINGENCY ETC		236	1,000	1,000										
DEBT														
STREET SEWER BRIDGE ETC IMPROVEMENT														
EQUIPMENT LAND AND BUILDINGS		16,239	0	0										
Division Total	3,045,750	3,123,036	3,422,423	3,169,122	-253,301	-7.4%								
<u>by Activity</u>														
00165 HUMAN RESOURCES	3,045,750	3,123,036	3,422,423	3,169,122	-253,301	-7.4%	32.6	31.3	31.3	2,087,136	27.4	1,939,281	-3.9	-147,855
Division Total	3,045,750	3,123,036	3,422,423	3,169,122	-253,301	-7.4%	32.6	31.3	31.3	2,087,136	27.4	1,939,281	-3.9	-147,855
Percent Change from Previous Year		2.5%	9.6%				-4.0%	0.0%				-12.5%	-7.1%	

City of Saint Paul
2010 Budget Fund Spending Plan Summary
Mayor's Proposed Budget

Fund: **060 RISK MANAGEMENT RETENTION FUND**Fund Manager: **ANGELA S NALEZNY**Department: **0350 HUMAN RESOURCES**Department Director: **ANGELA S NALEZNY**

Fund Purpose:

THE RISK MANAGEMENT RETENTION FUND IS A CONSOLIDATION OF CITY-WIDE RISK RELATED ACTIVITIES INCLUDING PROPERTY INSURANCE, TORT CLAIMS, FLEXIBLE SPENDING ACCOUNTS AND WORKERS COMPENSATION COSTS.

	Spending Amount					Personnel FTE/Amount (salary+Allowance+Negotiated Increase)				
	2007	2008	2009	2010		2007	2008	2009	2010	Change from
	2nd Prior Exp. & Enc.	Last Year Exp. & Enc.	Adopted	Amount	Change/Percent	Authorized FTE	FTE/Amount	Adopted FTE/Amount	Mayor's Proposed FTE/Amount	2009 FTE/Amount
by Type of Expenditure										
SALARIES										
SERVICES	514,017	633,466	647,000	766,500	119,500	18.5%				
MATERIALS AND SUPPLIES	55	19,175								
EMPLOYER FRINGE BENEFITS	1,631,303	1,751,147	1,532,500	2,355,141	822,641	53.7%				
MISC TRANSFER CONTINGENCY ETC			257,500	257,500						
DEBT										
STREET SEWER BRIDGE ETC IMPROVEMEN										
EQUIPMENT LAND AND BUILDINGS										
Spending Total	2,145,374	2,403,788	2,437,000	3,379,141	942,141	38.7%				
by Activity										
10120WORKERS COMPENSATION	1,666,484	1,770,322	1,555,000	2,382,641	827,641	53.2%				
10121PROPERTY INSURANCE	471,666	503,893	750,000	800,000	50,000	6.7%				
10122FSA RESERVE	7,225	129,573	122,000	186,500	64,500	52.9%				
10123TORT CLAIMS			10,000	10,000						
Fund Total	2,145,374	2,403,788	2,437,000	3,379,141	942,141	38.7%				
Percent Change from Previous Year		12.0%	1.4%						0.0	0

Financing Reports

Financing by Major Object Code

Department: **0350HUMAN RESOURCES**

GENERAL FUND

		2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
4098	APPLICATION FEE				62,500	62,500
4299	SALES N.O.C.		25			
4306	DUPLICATING -XEROX-MULTILIT-ETC.	34	147			
4399	SERVICES N.O.C.			241,543	241,543	
	FEES, SALES AND SERVICES	34	172	241,543	304,043	62,500
6905	CONTRIB. & DONATIONS - OUTSIDE	1,600	2,350	600	600	
6914	REFUNDS - JURY DUTY PAY	60	40			
6915	REFUNDS - NOT OTHERWISE CLASSIFIED		291			
6965	REFUND FOR PRIOR YR OVERPAYMENT	237				
6999	OTHER MISCELLANEOUS REVENUE N.O.C.	257,995	248,969			
	MISCELLANEOUS REVENUE	259,892	251,650	600	600	0
7305	TRANSFER FROM SPECIAL REVENUE FUND				85,688	85,688
	TRANSFERS	0	0	0	85,688	85,688
	Fund Total	259,926	251,822	242,143	390,331	148,188

Financing by Major Object Code

Department: **0350HUMAN RESOURCES**

SPECIAL FUNDS

		2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009 Adopted
3404	WORKERS COMP BENEFITS	147,628	27,575	100,000	100,000	
	INTERGOVERNMENTAL REVENUE	147,628	27,575	100,000	100,000	0
6906	CONTRIBUTIONS FROM OTHER FUNDS	1,609,670	2,049,222	2,000,000	2,877,641	877,641
6908	DAMAGE CLAIM RECOVERY FROM OTHERS	178,019		205,000	205,000	
6915	REFUNDS - NOT OTHERWISE CLASSIFIED		425			
6917	REFUNDS - OVERPAYMENTS	7,798	296			
6998			285,085			
6999	OTHER MISCELLANEOUS REVENUE N.O.C.	41,010	58,899	122,000	186,500	64,500
	MISCELLANEOUS REVENUE	1,836,497	2,393,927	2,327,000	3,269,141	942,141
9830	USE OF FUND BALANCE			10,000	10,000	
	FUND BALANCES	0	0	10,000	10,000	0
	Fund Total	1,984,125	2,421,502	2,437,000	3,379,141	942,141

<u>Department Total</u>	<u>2,244,051</u>	<u>2,673,324</u>	<u>2,679,143</u>	<u>3,769,472</u>	<u>1,090,329</u>
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City of Saint Paul

Financing Plan by Department and Activity

Fund: **001 GENERAL FUND**

Fund Manager: LORI J LEE

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

THE GENERAL FUND RECEIVES THE VAST MAJORITY OF ITS REVENUE FROM PROPERTY TAXES, STATE AIDS AND FRANCHISE FEES.

Department	Activity	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009
0350	HUMAN RESOURCES					
00165	HUMAN RESOURCES	259,926	251,822	242,143	390,331	148,188
	Department Total	259,926	251,822	242,143	390,331	148,188
	<u>Financing by Major Object</u>					
	TAXES					0
	LICENSES AND PERMITS					0
	INTERGOVERNMENTAL REVENUE					0
	FEES, SALES AND SERVICES	34	172	241,543	304,043	62,500
	ENTERPRISE AND UTILITY REVENUES					0
	MISCELLANEOUS REVENUE	259,892	251,650	600	600	0
	TRANSFERS				85,688	85,688
	FUND BALANCES					0
	Total Financing by Object	259,926	251,822	242,143	390,331	148,188

City of Saint Paul

Financing Plan by Department and Activity

Fund: **060 RISK MANAGEMENT RETENTION FUND**

Fund Manager: ANGELA S NALEZNY

Assumptions for Major Revenue Sources and Explanation for Significant Financing Changes:

REVENUE FOR THIS FUND COMES FROM CITY DEPARTMENTS' SHARE OF WORKERS COMPENSATION AND PROPERTY INSURANCE COSTS.

Department	Activity	2007 2nd Prior Exp. & Enc.	2008 Last Year Exp. & Enc.	2009 Adopted	2010 Mayor's Proposed	Change from 2009
0350	HUMAN RESOURCES					
10120	WORKERS COMPENSATION	1,362,679	1,627,797	1,555,000	2,382,641	827,641
10121	PROPERTY INSURANCE	580,436	734,806	750,000	800,000	50,000
10122	FSA RESERVE	41,010	58,899	122,000	186,500	64,500
10123	TORT CLAIMS			10,000	10,000	0
Department Total		1,984,125	2,421,502	2,437,000	3,379,141	942,141
<u>Financing by Major Object</u>						
TAXES						0
LICENSES AND PERMITS						0
INTERGOVERNMENTAL REVENUE		147,628	27,575	100,000	100,000	0
FEES, SALES AND SERVICES						0
ENTERPRISE AND UTILITY REVENUES						0
MISCELLANEOUS REVENUE		1,836,497	2,393,927	2,327,000	3,269,141	942,141
TRANSFERS						0
FUND BALANCES				10,000	10,000	0
Total Financing by Object		1,984,125	2,421,502	2,437,000	3,379,141	942,141



Personnel Reports

City of Saint Paul
Personnel Summary by Fund, Department, Division and Activity

Page 1

GENERAL FUND

Department		2007	2008	2009	2010	Change from
Division	Activity	Adopted FTE	Adopted FTE	Adopted FTE	Mayor's Proposed FTE	2009 Adopted
0350	HUMAN RESOURCES					
0350	HUMAN RESOURCES					
	00165 HUMAN RESOURCES	32.6	31.3	31.3	27.4	-3.9
	Division Total	32.6	31.3	31.3	27.4	-3.9
	Department Total	32.6	31.3	31.3	27.4	-3.9