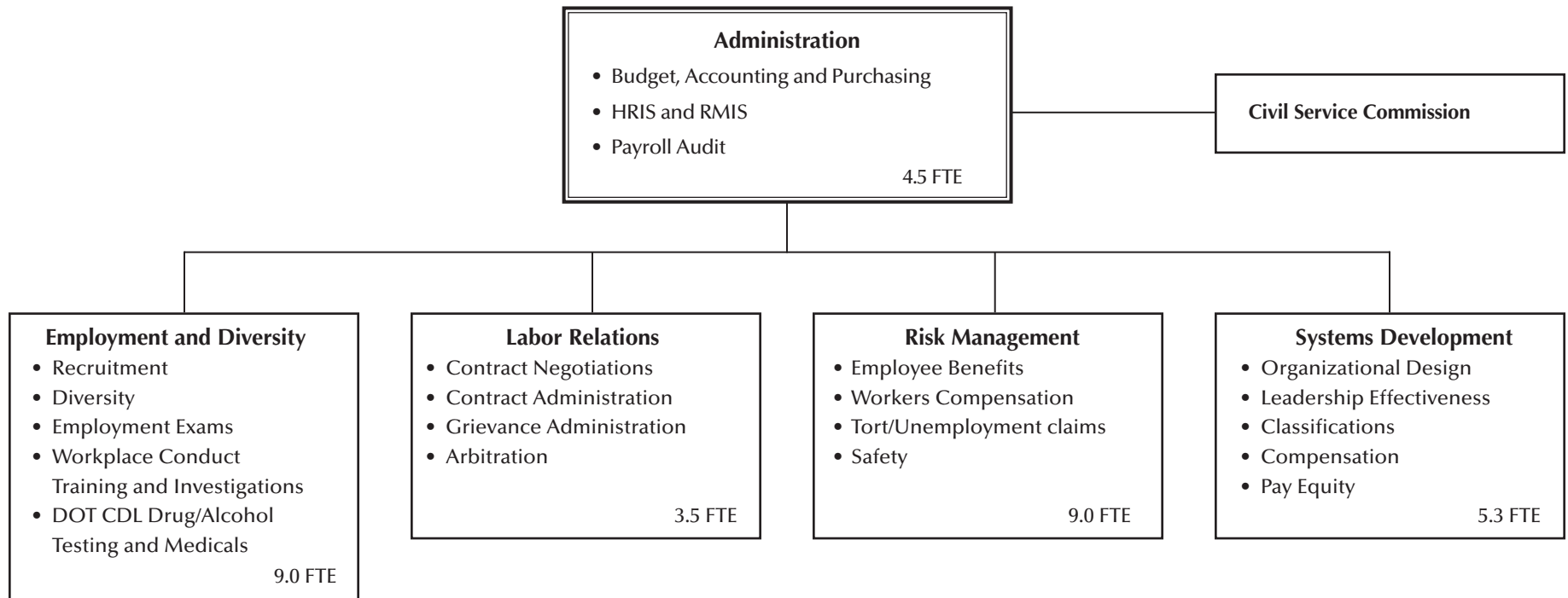


# Human Resources

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



(Total 31.3 FTEs)

7/23/08

## About the Human Resources Department

### What We Do (Description of Services)

HR provides service and support to City departments, offices and Saint Paul's 3,508 employees.

- Administration - Interpret personnel policies; Audit payroll to ensure accuracy; Maintain employee service records; Support the departments' information service needs.
- Employment and Diversity - Recruit qualified and diverse candidates for job openings and administer the employment testing and staffing processes; Conduct Workplace Conduct Policy training and investigation.
- Labor Relations - Negotiate and administer collective bargaining agreements with employee unions; Represent City management in arbitrations, labor management committees, policy development and grievance handling; Assist City managers on employee issues.
- Risk Management - Provide management assistance to all City risk treatment programs; Manage all City employee benefit functions; Measure, analyze and report risks; Administer the City's workers' compensation program.
- Systems Development - Develop organizational capacity by creating strategic and operational plans to address the City's needs; Perform job analyses and establish class specifications as a tool for management; Determine appropriate compensation based on comparable worth.

### Statistical Profile

- Number of active labor contracts: 22
- Number of organizational design studies: 300
- Total number of exams: 95
- Total number of job applicants: 3,269
- Number of tort files opened: 395
- Number of open tort files at year end: 143
- Number of work comp files opened: 766
- Number of open work comp files at year end: 496

### 2007-2008 Accomplishments

HR is proud of the follow 2007-08 Accomplishments:

- Recognized by the MN Department of Labor (DOL) for our strong claims management system in workers compensation reflected by a 99.1% prompt filing of First Report of injury forms in 2007.
- The workers compensation medical bill review process saved \$1.1 million for the first half of 2008, 45% of the cost of all bills received.
- Converted systems for workers' compensation managed care and bill review services to Corvel.
- Implemented on-line benefits open enrollment.
- Converted to daily processing for flexible spending reimbursement.
- Established insurance requirements, with the Risk Management Convention Group, to financially protect the City for the 2008 Republican National Convention (RNC).
- Conducted workers' compensation and general risk management training for City managers and supervisors.
- Maintained the City's Pay Equity Compliance.
- Provided effective, competency-based tools to better meet the City's needs in the areas of classification and structural design, performance management, and problem solving.
- Completed organizational studies in the Department of Safety and Inspection, the City Attorney's Office, Libraries, Planning and Economic Development, and the Accounting series to improve the effectiveness of core department functions.
- Created appeal process documents to adhere to Civil Service Rules and clarify the consistent and appropriate handling of these requests.
- Settled three-year collective bargaining agreements for 2008-2010 with twelve of the thirteen non-Trades Unions in record time; settled five open Trades union contracts.
- Successfully defended the City in arbitrations and Civil Service Commission hearings with a success rate of 80%.
- Launched the City's DiverCity website as a resource for internal events and community connections for information, education and entertainment.

# Human Resources

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

		2006	2007	2008	2009	2009	Change from	
		2nd Prior	Last Year	Adopted	Mayor's	Council	Mayor's	2008
		Exp. & Enc.	Exp. & Enc.		Proposed	Adopted	Proposed	Adopted
<b>Spending By Unit</b>								
001	GENERAL FUND	2,979,306	3,003,496	3,161,786	3,422,423	3,422,423		260,637
060	RISK MANAGEMENT RETENTION FUND	1,797,821	2,145,374	2,348,000	2,437,000	2,437,000		89,000
Total Spending by Unit		<b>4,777,127</b>	<b>5,148,870</b>	<b>5,509,786</b>	<b>5,859,423</b>	<b>5,859,423</b>	<b>0</b>	<b>349,637</b>
<b>Spending By Major Object</b>								
	SALARIES	1,857,780	1,801,986	1,981,334	2,087,136	2,087,136		105,802
	SERVICES	962,122	1,087,777	1,068,866	1,260,072	1,260,072		191,206
	MATERIALS AND SUPPLIES	59,844	48,453	59,349	68,321	68,321		8,972
	EMPLOYER FRINGE BENEFITS	1,783,428	2,210,654	2,141,737	2,185,394	2,185,394		43,657
	MISC TRANSFER CONTINGENCY ETC	113,954		258,500	258,500	258,500		
	DEBT							
	STREET SEWER BRIDGE ETC IMPROVEMENT							
	EQUIPMENT LAND AND BUILDINGS			0	0	0		
Total Spending by Object		<b>4,777,127</b>	<b>5,148,870</b>	<b>5,509,786</b>	<b>5,859,423</b>	<b>5,859,423</b>	<b>0</b>	<b>349,637</b>
Percent Change from Previous Year			<b>7.8%</b>	<b>7.0%</b>	<b>6.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>6.3%</b>
<b>Financing By Major Object</b>								
	GENERAL FUND	2,979,306	3,003,496	3,161,786	3,422,423	3,422,423		260,637
	SPECIAL FUND							
	TAXES							
	LICENSES AND PERMITS							
	INTERGOVERNMENTAL REVENUE		20,607	400,000	100,000	100,000		-300,000
	FEES, SALES AND SERVICES							
	ENTERPRISE AND UTILITY REVENUES							
	MISCELLANEOUS REVENUE	1,794,988	1,836,497	1,730,000	2,327,000	2,327,000		597,000
	TRANSFERS							
	FUND BALANCES			218,000	10,000	10,000		-208,000
Total Financing by Object		<b>4,774,294</b>	<b>4,860,600</b>	<b>5,509,786</b>	<b>5,859,423</b>	<b>5,859,423</b>	<b>0</b>	<b>349,637</b>
Percent Change from Previous Year			<b>1.8%</b>	<b>13.4%</b>	<b>6.3%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>6.3%</b>

## 2009 Budget Plan

### 2009 Goals

- Successfully administer the 2009 Firefighter exam.
- Create and implement a Citywide Diversity Strategic Plan to attract, develop, and maintain a diverse workforce.
- Submit a compliant Pay Equity Report with an 80% or higher underpayment ratio by January 31, 2009.
- Maintain equitable market position for job classes.
- Provide great customer service to City departments by identifying HR services needing improvement.
- Work to choose and begin implementation of a new Enterprise Resource Planning (ERP) system.
- Continue implementing a competency-based HR system.
- Provide development opportunities for all levels of the organization.
- Practice financially sound claims handling practices.
- Maintain and administer all property insurance billing for the City and Saint Paul Regional Water Services.
- Resolve conflicts in an equitable manner.
- Train employees to conduct workplace conduct investigations.
- Explore with the Labor Management Committee on Health Insurance (LMCHI) new Health Saving Account (HSA) options.
- Continue to work with departments to reduce workers' compensation expenditures.
- Work with the LMCHI to promote a cost-effective health education/wellness program.
- Increase the number of participants in the medical flexible spending account program.
- Continue to administer the City's workers' compensation program in a timely, fiscally-responsible manner, and in accordance with State Statutes.

### 2009 Budget Explanation

#### Base Adjustments

The 2008 adopted budget was adjusted to set the budget base for 2009. The base includes the anticipated growth in salaries and fringes for 2009 for employees related to the bargaining process. It also includes inflation on services and materials.

#### Mayor's Recommendations

The proposed general fund budget for Human Resources is \$3,422,423, which is an increase of \$260,637 over the 2008 adopted budget. A portion of this spending increase, approximately \$93,542, is due to higher rents, inflation, and increased personnel spending. The remainder of this increase is spending to cover the costs associated with the 2009 Firefighter Test. This test will cost the department approximately \$167,095, including overtime and personnel expenses. HR's portion of the test is in addition to the additional costs incurred by the City's fire department. HR was able to avoid reducing their staffing and keep their FTE count at 31.3, in part due to approved increased spending, and in part using funds approved for the firefighter test.

The special fund proposed budget for is \$2,437,000, an increase of \$89,000 over the 2008 adopted budget. This fund is the City's Risk Management fund, and includes activities such as property insurance, tort claims, workers' compensation, and flexible spending accounts. The growth in this fund is due to continued growth in these areas citywide.

#### Council Actions

The City Council adopted the Human Resources budget and recommendations as proposed by the Mayor.

The 2009 adopted budget is \$3,422,423 in the General Fund and \$2,437,000 in special funds. The FTE count is 31.3 in the General Fund.