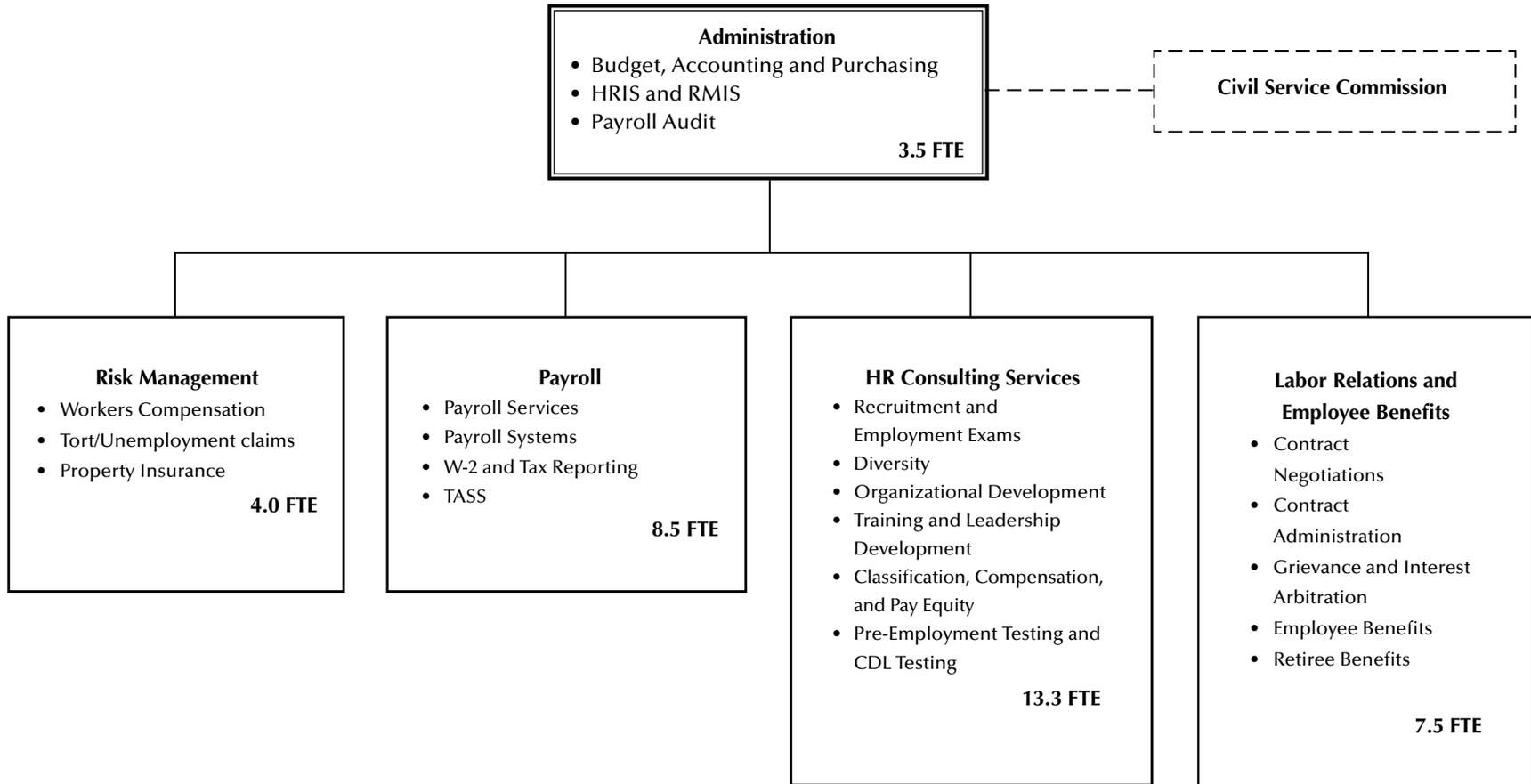


# Human Resources

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



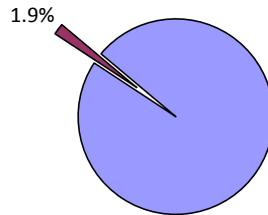
(Total 36.8 FTE)

**2014 Adopted 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. HR's major functions include: 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; advocacy work in Civil Service Commission hearings. 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. PAYROLL - Administer the city's payroll and payroll deduction system for all city employees. Ensure accurate and timely payroll processing and related activities including withholding and deductions. Ensure that necessary employee information is maintained and submitted in accordance with acceptable business and regulatory standards. RISK MANAGEMENT - provide management assistance to all City risk treatment programs; manage employee and retiree benefit functions; measure, analyze and report risks; administer the workers' compensation program.

**Human Resource's Portion of  
General Fund Spending**



**Department Facts**

- Total General Fund Budget: 4,298,583
- Total Special Fund Budget: 3,662,748
- Total FTEs: 36.8
- Number of active labor contracts: 22
- Administered 65 employment exams in 2012.
- Completed 163 Organizational design studies in 2012, including 9 organizational/multiple incumbent studies, 32 class specification updates, 5 Development Programs, 46 Single-Incumbent Job Studies (Job Profiles) and 71 Special Projects.
- Work comp files opened in 2012: 781
- Work comp files open at year end: 458
- Tort files opened in 2012: 268
- Tort files open at year end: 92
- Workplace conduct investigations in 2012: 20
- Grievances processed in 2012: 51
- Complex Accommodation cases in 2012: 14

**Department Goals**

- Attract, develop, and retain a diverse, professional workforce.
- Align HR resources to city and department needs.
- Reduce the growth of health care costs.
- Increase the safety of employees and reduce workers' compensation costs.

**Recent Accomplishments**

- Provided three citywide development programs (Advanced Manager Academy, Network Saint Paul, and New Employee Orientation).
- Began electronic evaluation of applications and examinations.
- Enhanced the online Manager's Toolbox
- The Labor Management Committee on Health Insurance reached an agreement on retaining HealthPartners as the City's health benefit provider for 2013 through 2017. Premium rates for 2013 reflected a 13% reduction. Maximum rate increases for 2014-2017 are 1.3%, 1.7%, 6% and 6% respectively.
- Healthy Saint Paul introduced a "Healthy Numbers" (biometric screening) event for employees to emphasize knowing one's health status, and moving to an "outcomes" based incentive program.
- Workers Comp staff recognized by the MN Department of Labor & Industry for 100% Prompt First Action Reporting - fourth straight year.
- Renewed the City's property insurance coverage with a nominal premium increase despite a hardening property market.
- Split awards on two grievance arbitrations.
- Centralized payroll within HR.
- Implemented a new time and attendance system citywide.

**2014 Adopted Budget**

**Office of Human Resources**

**Fiscal Summary**

	<u>2012 Actual</u>	<u>2013 Adopted</u>	<u>2014 Adopted</u>	<u>Change</u>	<u>% Change</u>	<u>2013 Adopted FTE</u>	<u>2014 Adopted FTE</u>
<b>Spending</b>							
1000: General Fund	3,106,206	3,214,078	4,298,583	1,084,505	33.7%	27.90	36.80
7100: Central Services Internal	2,465,589	4,081,298	3,662,748	(418,550)	-10.3%	-	-
<b>Total</b>	<b>5,571,795</b>	<b>7,295,376</b>	<b>7,961,331</b>	<b>665,955</b>	<b>9.1%</b>	<b>27.90</b>	<b>36.80</b>
<b>Financing</b>							
1000: General Fund	366,463	377,663	589,123	211,460	56.0%		
7100: Central Services Internal	3,566,192	4,081,298	3,662,748	(418,550)	-10.3%		
<b>Total</b>	<b>3,932,655</b>	<b>4,458,961</b>	<b>4,251,871</b>	<b>(207,090)</b>	<b>-4.6%</b>		

**Budget Changes Summary**

As part of the ongoing implementation of the COMET project, the City's payroll function will be consolidated into the Human Resources budget. As a result of this change, the Office of Human Resources added 8.0 new FTEs and associated overhead to the 2014 budget, all of which were shifted from other departments' budgets. Further, HR reprioritized a high level vacancy to allow for the hiring of a Diversity Manager. The 2014 General Fund budget also includes expenses and revenue related to administering a new firefighter test.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<b><u>Current Service Level Adjustments</u></b>	41,962	66,460	-
Subtotal:	41,962	66,460	-
<b><u>Mayor's Proposed Changes</u></b>			
<b>Firefighter Examination</b>			
<p>The last fighter examination was administered in 2010. HR will administer a new exam in 2014 with a portion of the testing costs are recovered through an administrative fee paid by applicants. HR's costs and fee revenue are listed here. Additional testing costs are included in the Fire Department budget.</p>			
Test administration services and fee revenue	214,000	145,000	-
Subtotal:	214,000	145,000	-
<b>Racial Equity Program</b>			
<p>The 2014 budget includes funding for a training program focused on the development of racial equity goals, and addressing disparities in policies and actions.</p>			
Training cost	50,000	-	-
Subtotal:	50,000	-	-
<b>Staff Realignment Within Existing Resources</b>			
<p>Human Resources made personnel changes within existing resources. The 2014 budget reprioritizes budget authority from a high level vacancy to add a new Diversity Manager position. The budget also includes a small change in FTEs due to other position realignments.</p>			
Diversity Manager	119,283	-	1.00
Elimination of Risk Manager	(143,223)	-	(1.00)
Fill vacancies at lower steps	(41,573)	-	-
Other position realignment	65,513	-	0.90
Subtotal:	-	-	0.90

Change from 2013 Adopted

Spending                      Financing                      FTE

**Payroll Centralization**

The rollout of the Time Tracking and Attendance Scheduling Solution (TASS) component of the COMET project has allowed for a more centralized approach to the City’s payroll function. As a result, the 2014 budget shifts payroll personnel out of operating departments and into the Human Resources budget. This change consolidates payroll staff into one department, redeploys some existing resources, and results in net savings to the City. The impact of payroll centralization on the Office of Human Resources is reflected here.

Payroll personnel and overhead	785,593	-	8.00
Subtotal:	<u>785,593</u>	<u>-</u>	<u>8.00</u>

**Sales Tax Exemption**

During the 2013 legislative session, the State of MN Legislature exempted many purchases made by local governments from the state sales tax. This is expected to result in savings to many city departments. HR’s estimated General Fund savings are shown here.

Sales tax exemption savings	(7,050)	-	-
Subtotal:	<u>(7,050)</u>	<u>-</u>	<u>-</u>

**Fund 1000 Budget Changes Total**

<u>1,084,505</u>	<u>211,460</u>	<u>8.90</u>
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Budget for workers' compensation, property insurance, FSA reserves, and tort claims.

	Change from 2013 Adopted		
	Spending	Financing	FTE
<b><u>Current Service Level Adjustments</u></b>	(37,341)	(37,341)	-
Subtotal:	<u>(37,341)</u>	<u>(37,341)</u>	<u>-</u>
<b><u>Mayor's Proposed Changes</u></b>			
<b>Special Compensation Fund One-Time Claim Reimbursement</b>			
The 2013 budget included a one-time state reimbursement for a large workers' compensation claim paid by the City. The 2014 budget removes the costs and revenue associated with that one-time budget item.			
Remove one-time claim cost and state reimbursement	(381,209)	(381,209)	-
Subtotal:	<u>(381,209)</u>	<u>(381,209)</u>	<u>-</u>
<b>Fund 7100 Budget Changes Total</b>	<u><u>(418,550)</u></u>	<u><u>(418,550)</u></u>	<u><u>-</u></u>

**CITY OF SAINT PAUL**  
**Department Budget Summary**  
**(Spending and Financing)**

Department: HUMAN RESOURCES

Budget Year: 2014

		2011 Actuals	2012 Actuals	2013 Adopted	2014 Adopted	Change From 2013 Adopted
<b><u>Spending by Fund</u></b>						
1000	GENERAL FUND	3,044,715	3,106,206	3,214,078	4,298,583	1,084,506
7100	CENTRAL SERVICES INTERNAL	2,558,625	2,465,589	4,081,300	3,662,748	(418,552)
<b>TOTAL SPENDING BY FUND</b>		<b>5,603,340</b>	<b>5,571,795</b>	<b>7,295,378</b>	<b>7,961,331</b>	<b>665,954</b>
<b><u>Spending by Major Account</u></b>						
	EMPLOYEE EXPENSE	4,820,881	4,138,236	5,608,791	5,959,825	351,035
	SERVICES	732,045	1,386,582	1,315,087	1,617,153	302,066
	MATERIALS AND SUPPLIES	41,925	44,567	60,000	72,853	12,853
	CAPITAL OUTLAY	8,490				
	TRANSFER OUT AND OTHER SPEND		2,409	311,500	311,500	
<b>TOTAL SPENDING BY MAJOR ACCOUNT</b>		<b>5,603,340</b>	<b>5,571,795</b>	<b>7,295,378</b>	<b>7,961,331</b>	<b>665,954</b>
<b><u>Financing by Major Account</u></b>						
	GENERAL FUND REVENUES	277,000	366,463	377,663	589,123	211,460
	SPECIAL FUND REVENUES					
	BUDGET ADJUSTMENTS			10,000	10,000	
	TRANSFERS IN OTHER FINANCING	2,654,423	3,566,192	4,071,299	3,652,747	(418,552)
<b>TOTAL FINANCING BY MAJOR ACCOUNT</b>		<b>2,931,423</b>	<b>3,932,655</b>	<b>4,458,962</b>	<b>4,251,870</b>	<b>(207,092)</b>