2027 Proposed Budget: Human Resources

Department Mission: To act as strategic leaders and partners supporting departments to attract, develop, and retain a diverse workforce and to foster an inclusive workplace culture that supports equity, inclusion, and innovation. **Learn More:** **stpaul.gov/HR**

Department Facts

- **Total General Fund Budget:** $6,663,288
- **Total Special Fund Budget:** $5,957,634
- **Total FTEs:** 48.00

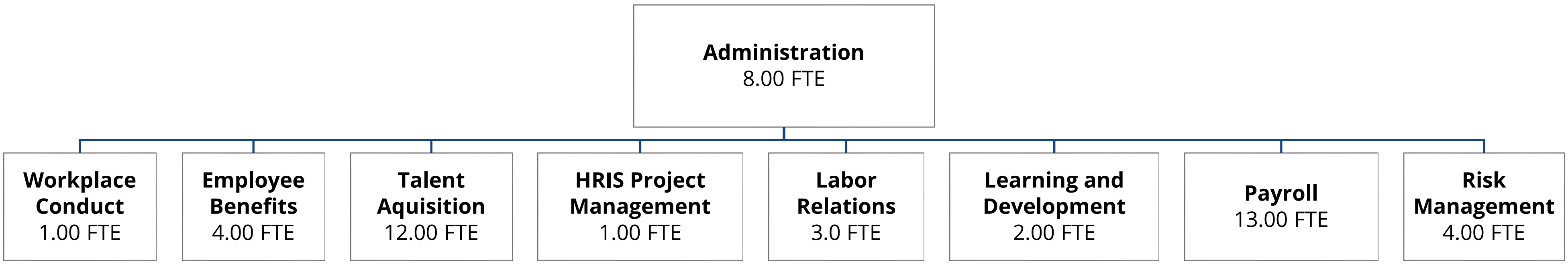
Department Goals

- Foster an inclusive workplace culture.
- Amplify the experiences of City employees that promotes learning, growth, and development.
- Foster and build relationships across departments with a customer service focus.
- Improve overall operations to create more efficient and effective services.

Recent Accomplishments

- Outsourced FMLA & MNPFML services and implemented a new process.
- Hosted 20 webinars on mental health, family support, and financial wellness.
- Processed 13,505 applications, 251 job postings, and 363 requisitions.
- Completed 87 job studies and 38 class specification revisions; submitted pay equity data, passing all compliance tests.
- Offered 12 learning paths, 40 training sessions, and achieved a 64% attendance rate.
- Welcomed 621 new employees.
- Implemented a new onboarding module.
- Attended 35 career fairs, engaging ~1,200 individuals.
- Partnered with local organizations for career training and job coaching programs.
- Negotiated 18 labor contracts

Human Resources Organizational Chart



Total FTE 48.00

Department Division Descriptions

Human Resources includes the following divisions:

- **Administration** – Budget, accounting and purchasing, HRIS and RMIS, operations, workplace culture, collaboration, and conflict management.
- **Workplace Conduct** – Conflict management and investigations.
- **Employee Benefits** – Employee and retiree benefits**.**
- **Talent Acquisition** – Employee selection hiring processes, pre-employment testing, and CDL drug pool maintenance, job studies, pay equity organization design and compensation planning, resident recruitment and position recruitment.
- **HRIS Project Management**
- **Labor Relations** – Contract negotiations, contract administration, grievance, and interest arbitration.
- **Learning and Development** – Supervisor training, training and leadership development, and new employee orientation.
- **Payroll** – Payroll services and systems, payroll audit, W-2 tax reporting, and TASS timecard system.
- **Risk Management** – Workers' compensation, tort claims, unemployment claims, property insurance, and contract review.

Fiscal Summary: Human Resources

2027 Proposed Budget

Spending	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year	2026 Adopted FTE	2027 Proposed FTE
100: CITY GENERAL FUND	6,360,191	6,497,044	6,824,148	6,663,288	(160,860)	47.00	43.75
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	1,160,892	1,160,892	-	4.25
710: CENTRAL SERVICE FUND	3,164,412	4,239,364	4,641,807	4,796,742	154,935	-	-
Total	**9,524,603**	**10,736,408**	**11,465,955**	**12,620,922**	**1,154,967**	**47.00**	**48.00**

Financing	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
100: CITY GENERAL FUND	-	-	-	-	-
211: GENERAL GOVT SPECIAL PROJECTS	-	-	-	1,160,892	1,160,892
710: CENTRAL SERVICE FUND	2,864,713	4,239,364	4,641,807	4,796,742	154,935
Total	**2,864,713**	**4,239,364**	**4,641,807**	**5,957,634**	**1,315,827**

Budget Changes Summary

The 2027 Human Resources General Fund budget reflects current service level adjustments for salaries and benefits. Investments in the proposed budget include two new positions, a Human Resources Liaison Coordinator and a Workers' Compensation Analyst.

The 2027 proposed budget includes a restructuring of the department's personnel, with changes including the elimination of a Human Resources Manager and a Management Assistant III, repurposing a Human Resources Consultant III position to a Human Resources Consultant II, the addition of a Human Resources Consultant II, the promotion of a Human Resources Manager to Human Resources Manager II, and adjustments to vacant positions. It also includes an increase in the reserve for promotions, to allow for flexibility in hiring, and reductions to the equity and membership budgets. The budget also shifts 4.25 FTE of benefits staff to a special fund, reducing the proposed General Fund budget by $551,278.

The 2027 proposed special fund budget establishes funding for benefits administration. This budget includes 4.25 FTE of benefits staff shifted from the General Fund, temporary staff funding of $312,000 for two years, and one-time funding of $250,000 for vendor support for benefits implementation. Additional special fund changes include current service level adjustments.

Current Service Level Adjustments

	Change from 2026 Adopted		
	Spending	Financing	FTE
Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services, and other revenue and expense adjustments.			
Current service level adjustments	405,395	-	-
Subtotal:	405,395	-	-

Mayor's Proposed Changes

	Change from 2026 Adopted		
	Spending	Financing	FTE
Department Budget Reductions and Restructuring			
As part of a review of department operations, the 2027 Human Resources budget includes personnel restructuring and reductions to non-personnel spending. The restructuring eliminates a Human Resources Manager and a Management Assistant III, and adds a Human Resources Consultant II. It also repurposes a Human Resources Consultant III to a Human Resources Consultant II, promotes a Human Resources Manager to Human Resources Manager II, increases in the salary needs account to allow for flexibility in hiring, and adjusts a vacant position. Non-personnel reductions impact equity and memberships budgets.			
Eliminate Human Resources Manager	(202,972)	-	(1.00)
Eliminate Management Assistant III	(156,169)	-	(1.00)
Human Resources Consultant II	112,677	-	1.00
Repurpose Human Resources Consultant III position to Human Resources Consultant II	(11,590)	-	-
Promotion of Human Resources Manager to Human Resources Manager II	9,801	-	-
Increase to reserve for promotions	14,757	-	-
Vacant position adjustment	(23,893)	-	-
Reduction to equity and memberships budgets	(15,611)	-	-
Subtotal:	(273,000)	-	(1.00)
Internal Service Delivery Improvements			
The 2027 proposed budget adds two positions to the Human Resources department to improve internal service delivery. A Human Resources Liaison Coordinator will work with department-based human resources liaisons to improve compliance and efficiency. A Workers' Compensation Analyst will increase the City's capacity to process workers' compensation claims.			
Human Resources Liaison Coordinator	145,346	-	1.00
Workers' Compensation Analyst	112,677	-	1.00
Subtotal:	258,023	-	2.00
Benefits Administration			
The budget shifts the Benefits Manager, two Benefits Specialists, a Benefits System Support Specialist, and a portion of the Deputy Director to a new special fund for benefits administration. A corresponding increase exists in the General Government Special Projects section.			
Shift benefits staff to special fund	(551,278)		(4.25)
Subtotal:	(551,278)	-	(4.25)

Fund 100 Budget Changes Total	**(160,860)**	**-**	**(3.25)**

211: General Government Special Projects

Budget for benefits administration expenses and revenues are in the Special Projects fund.

Mayor's Proposed Changes

The Mayor's proposed budget establishes a special fund for benefits administration and shifts the Benefits Manager, two Benefits Specialists, a Benefits System Support Specialist and a portion of the Deputy Director from the General Fund. A corresponding reduction can be seen in the General Fund section. Additional investments for benefits implementation include two-year funding for temporary staff of $312,000 and one-time funding for vendor support of $250,000.

	Change from 2026 Adopted		
	Spending	Financing	FTE
Benefits staff	598,892	598,892	4.25
Temporary implementation staff (year 1 of 2)	312,000	312,000	-
One-time vendor support	250,000	250,000	-
Subtotal:	1,160,892	1,160,892	4.25

Fund 211 Budget Changes Total	**1,160,892**	**1,160,892**	**4.25**

710: Central Service Fund

This fund includes Workers' Compensation, Property Insurance, Flexible Spending Account Reserves, and Tort Claims.

Current Service Level Adjustments

Current service level adjustments include inflationary increases due to salary and benefit costs, adjustments to department contributions to citywide services such as property insurance and telephone monthly charges, and other revenue and expense adjustments.

	Change from 2026 Adopted		
	Spending	Financing	FTE
Current service level adjustments	154,935	154,935	-
Subtotal:	154,935	154,935	-

Fund 710 Budget Changes Total	**154,935**	**154,935**	**-**

Human Resources Spending Reports

Spending Plan by Department: Human Resources

Budget Year: 2027

Fund: 100 - CITY GENERAL FUND

Spending by Major Account	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
Employee Expense	5,411,074	5,830,902	6,229,989	6,084,897	(145,092)
Services	799,474	626,857	554,874	539,106	(15,768)
Materials And Supplies	49,624	39,285	39,285	39,285	-
Additional Expenses	20	-	-	-	-
Other Financing Uses	100,000	-	-	-	-
Total Spending by Major Account	**6,360,191**	**6,497,044**	**6,824,148**	**6,663,288**	**(160,860)**

Spending by Accounting Unit	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
10014100 - HUMAN RESOURCES	6,360,191	6,497,044	6,824,148	6,663,288	(160,860)
Total Spending by Accounting Unit	**6,360,191**	**6,497,044**	**6,824,148**	**6,663,288**	**(160,860)**

Fund: 211 - GENERAL GOVT SPECIAL PROJECTS

Spending by Major Account	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
Employee Expense	-	-	-	551,278	551,278
Services	-	-	-	609,614	609,614
Total Spending by Major Account	**-**	**-**	**-**	**1,160,892**	**1,160,892**

Spending by Accounting Unit	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
21114100 - HUMAN RESOURCES BENEFITS ADMIN	-	-	-	1,160,892	1,160,892
Total Spending by Accounting Unit	**-**	**-**	**-**	**1,160,892**	**1,160,892**

Spending Plan by Department: Human Resources

Budget Year: 2027

Fund: 710 - CENTRAL SERVICE FUND

Spending by Major Account	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
Employee Expense	1,581,959	2,283,115	2,533,115	2,533,115	-
Services	1,579,051	1,815,163	2,026,192	2,181,127	154,935
Materials And Supplies	1,903	-	-	-	-
Additional Expenses	1,500	141,086	82,500	82,500	-
Total Spending by Major Account	**3,164,412**	**4,239,364**	**4,641,807**	**4,796,742**	**154,935**

Spending by Accounting Unit	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
71014200 - WORKERS COMPENSATION	1,753,441	2,344,518	2,344,307	2,345,242	935
71014210 - TORT CLAIMS	1,500	10,000	10,000	10,000	-
71014220 - PROPERTY INSURANCE	1,409,471	1,636,846	2,039,500	2,193,500	154,000
71014230 - FLEX SPEND ACCOUNT RESERVE	-	248,000	248,000	248,000	-
Total Spending by Accounting Unit	**3,164,412**	**4,239,364**	**4,641,807**	**4,796,742**	**154,935**

Human Resources Financing Reports

Financing Plan by Department: Human Resources

Fund: 211 - GENERAL GOVT SPECIAL PROJECTS

Budget Year: 2027

Financing by Major Account	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
Charges For Services	-	-	-	1,160,892	1,160,892
Total Financing by Major Account	**-**	**-**	**-**	**1,160,892**	**1,160,892**

Financing by Accounting Unit	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
21114100 - HUMAN RESOURCES BENEFITS ADMIN	-	-	-	1,160,892	1,160,892
Total Financing by Accounting Unit	**-**	**-**	**-**	**1,160,892**	**1,160,892**

Fund: 710 - CENTRAL SERVICE FUND

Financing by Major Account	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
Charges For Services	2,864,178	2,953,249	3,105,903	3,592,488	486,585
Miscellaneous Revenue	535	848,000	848,000	694,254	(153,746)
Other Financing Sources	-	438,115	687,904	510,000	(177,904)
Total Financing by Major Account	**2,864,713**	**4,239,364**	**4,641,807**	**4,796,742**	**154,935**

Financing by Accounting Unit	2024 Actuals	2025 Adopted	2026 Adopted	2027 Proposed	Change From Prior Year
71014200 - WORKERS COMPENSATION	1,610,089	2,344,518	2,344,307	2,345,242	935
71014210 - TORT CLAIMS	-	10,000	10,000	10,000	-
71014220 - PROPERTY INSURANCE	1,254,624	1,636,846	2,039,500	2,193,500	154,000
71014230 - FLEX SPEND ACCOUNT RESERVE	-	248,000	248,000	248,000	-
Total Financing by Accounting Unit	**2,864,713**	**4,239,364**	**4,641,807**	**4,796,742**	**154,935**