

Employee Benefits and Services

DESCRIPTION OF MAJOR SERVICES

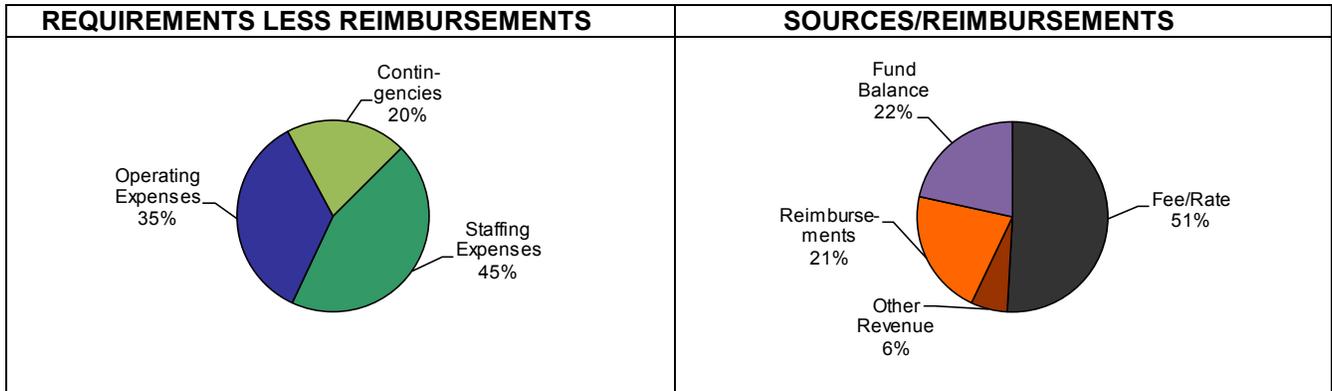
Employee Benefits and Services, under the direction of the Human Resources Department, administers the County's health, dental, vision and life insurance plans as well as its integrated leave programs.

Budget at a Glance

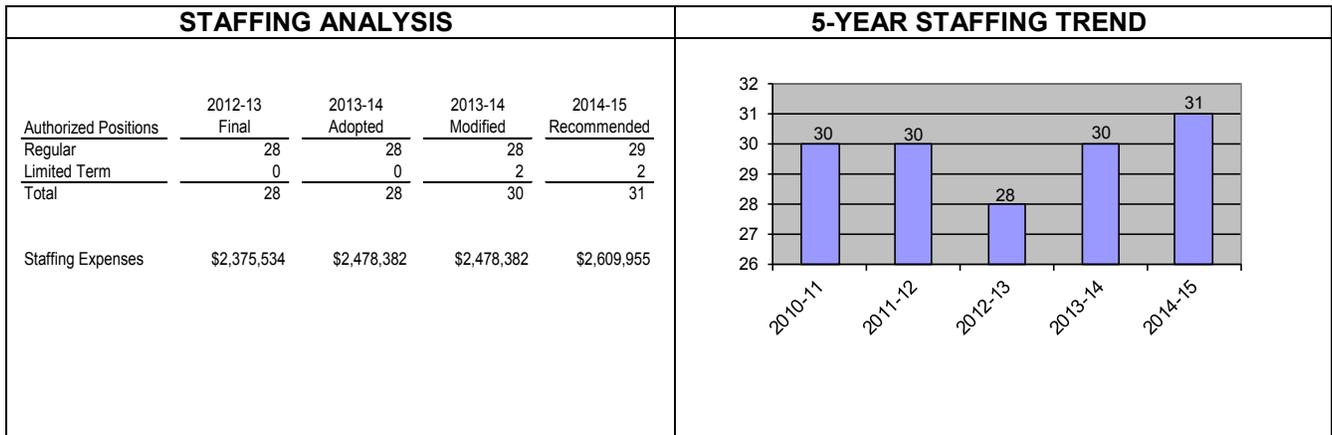
Requirements Less Reimbursements*	\$5,869,665
Sources/Reimbursements	\$4,602,948
Fund Balance	\$1,266,717
Use of Fund Balance	\$74,604
Total Staff	31

*Includes Contingencies

2014-15 RECOMMENDED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2014-15 RECOMMENDED BUDGET

GROUP: Administration
DEPARTMENT: Human Resources
FUND: Employee Benefits & Services

BUDGET UNIT: SDG HRD
FUNCTION: Health and Sanitation
ACTIVITY: Health

	2010-11 Actual	2011-12 Actual	2012-13 Actual	2013-14 Estimate	2013-14 Modified Budget	2014-15 Recommended Budget	Change From 2013-14 Modified Budget
Requirements							
Staffing Expenses	2,490,428	2,419,254	2,375,534	2,438,623	2,478,382	2,609,955	131,573
Operating Expenses	1,714,059	1,743,437	1,516,799	1,618,400	1,663,602	2,067,597	403,995
Capital Expenditures	29,299	0	0	0	0	0	0
Contingencies	0	0	0	0	671,354	1,192,113	520,759
Total Exp Authority	4,233,786	4,162,691	3,892,333	4,057,023	4,813,338	5,869,665	1,056,327
Reimbursements	(1,251,795)	(1,192,760)	(1,262,986)	(1,269,885)	(1,269,885)	(1,252,713)	17,172
Total Appropriation	2,981,991	2,969,931	2,629,347	2,787,138	3,543,453	4,616,952	1,073,499
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,981,991	2,969,931	2,629,347	2,787,138	3,543,453	4,616,952	1,073,499
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	13,654	14,419	15,145	15,845	0	0	0
Fee/Rate	2,679,292	2,587,225	2,581,807	3,146,434	2,950,135	2,987,135	37,000
Other Revenue	11,104	1,024	66,983	301,258	3,000	363,100	360,100
Total Revenue	2,704,050	2,602,668	2,663,935	3,463,537	2,953,135	3,350,235	397,100
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,704,050	2,602,668	2,663,935	3,463,537	2,953,135	3,350,235	397,100
				Fund Balance	590,318	1,266,717	676,399
				Budgeted Staffing	30	31	1

MAJOR EXPENDITURES AND REVENUE IN 2014-15 RECOMMENDED BUDGET

Staffing expenses are the majority of the department's expenditures within this budget unit. These expenses are necessary to manage the County employee health, dental, vision, life insurance and integrated leave plan benefits. Sources of \$3.3 million primarily represent revenue from Administrative Fees for managing the employee benefit programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are increasing by \$1.1 million as a result of an additional position, increased costs for computer replacement, desktop support, and data processing. This increase in expenses is offset with additional revenue collected for Family Medical Leave (FML) administration fees and the use of a portion of fund balance. During 2014-15 the administrative charges that are collected from employees participating in benefit plans and programs will be reviewed as these charges are meant to offset increases in operating costs. Contingencies have increased due to an increase of available fund balance for future one-time costs.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing expenses of \$2.6 million fund 31 budgeted positions of which 29 are regular positions and 2 are limited term positions. The department is adding a Fiscal Specialist position to assist with the accounts receivable and accounts payable for health and dental premiums.



2014-15 POSITION SUMMARY

<u>Division</u>	<u>Regular</u>	<u>Limited Term</u>	<u>Total</u>	<u>Filled</u>	<u>Vacant</u>	<u>New</u>	<u>Total</u>
Employee Benefits and Services	29	2	31	30	0	1	31
Total	29	2	31	30	0	1	31

Employee Benefits and Services

Classification

- 1 Human Resources Division Chief
- 2 Human Resources Analyst II
- 5 Human Resources Analyst I
- 3 Staff Analyst II
- 1 Accounting Technician
- 1 Fiscal Specialist
- 2 Supervising Office Specialist
- 11 Office Specialist
- 1 Executive Secretary I
- 2 Office Assistant III
- 2 Public Service Employee
- 31 Total

