

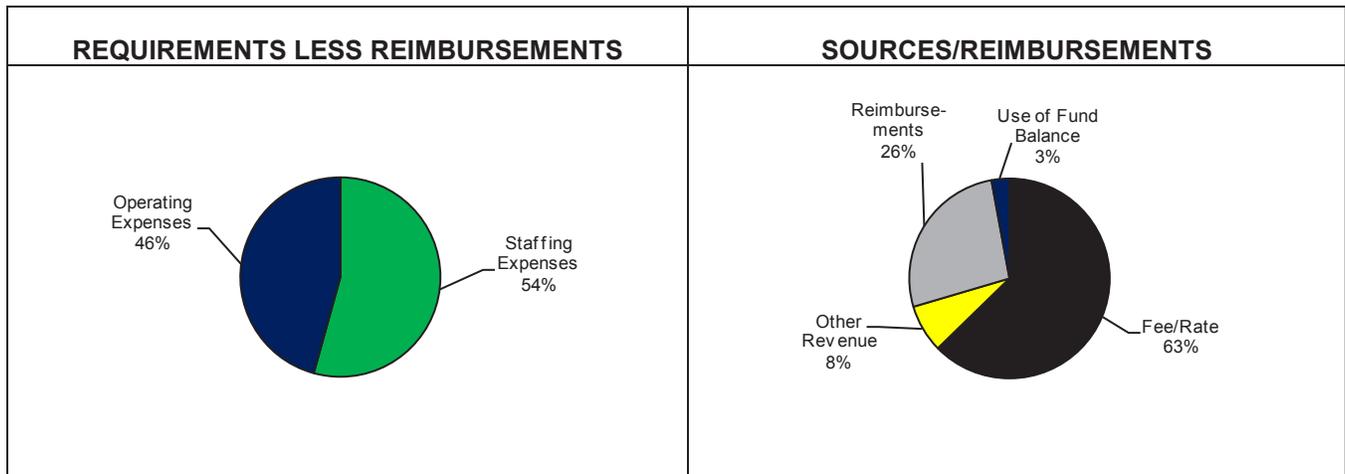
## Employee Benefits and Services

### 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	\$4,720,918
Sources/Reimbursements	\$4,584,897
Use of/ (Contribution to) Fund Balance	\$136,021
Total Staff	31

### 2015-16 ADOPTED BUDGET



## ANALYSIS OF 2015-16 ADOPTED BUDGET

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

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

	2011-12 Actual	2012-13 Actual	2013-14 Actual	2014-15 Actual	2014-15 Final Budget	2015-16 Adopted Budget	Change From 2014-15 Final Budget
<b>Requirements</b>							
Staffing Expenses	2,419,254	2,375,534	2,505,545	2,217,195	2,609,955	2,563,004	(46,951)
Operating Expenses	1,743,437	1,516,799	1,556,527	1,820,432	2,067,597	2,157,914	90,317
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	4,162,691	3,892,333	4,062,072	4,037,627	4,677,552	4,720,918	43,366
Reimbursements	(1,192,760)	(1,262,986)	(1,269,285)	(1,251,412)	(1,252,713)	(1,255,762)	(3,049)
Total Appropriation	2,969,931	2,629,347	2,792,787	2,786,215	3,424,839	3,465,156	40,317
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,969,931	2,629,347	2,792,787	2,786,215	3,424,839	3,465,156	40,317
<b>Sources</b>							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	52,837	0	0	0
State, Fed or Gov't Aid	14,419	15,145	17,597	0	0	15,000	15,000
Fee/Rate	2,587,225	2,581,807	3,065,639	2,700,194	2,987,135	2,950,135	(37,000)
Other Revenue	1,024	66,983	(8,266)	146,439	363,100	364,000	900
Total Revenue	2,602,668	2,663,935	3,074,970	2,899,470	3,350,235	3,329,135	(21,100)
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,602,668	2,663,935	3,074,970	2,899,470	3,350,235	3,329,135	(21,100)
<b>Fund Balance</b>							
Use / (Contribution to) Fund Balance	367,263	(34,588)	(282,183)	(113,255)	74,604	136,021	61,417
Available Reserves					815,897	867,735	51,838
Total Fund Balance					890,501	1,003,756	113,255
Budgeted Staffing*	30	28	30	31	31	31	0

\*Data represents final budgeted staffing

## MAJOR EXPENDITURES AND REVENUE IN 2015-16 ADOPTED BUDGET

Staffing expenses of \$2.6 million make up the majority of the department's requirements 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 \$40,317 primarily as a result of increased departmental expenditures for the Wellness Program which include: fitness classes, health club membership reimbursements, various wellness incentives, and application system upgrades for the Steps to Success online activity portal. Expenditure increases are offset by wellness funding that is reimbursed by the County's healthcare providers, Kaiser Permanente and Blue Shield. Sources are decreasing overall by \$21,100 as a result of reduced administrative overhead fees.

## ANALYSIS OF FUND BALANCE

Fund balance of \$136,021 will be used to fund one-time expenditures for the Wellness Program. Expenditures include consulting services, printing/mail services and administrative overhead charges.



**2015-16 POSITION SUMMARY\***

Division	2014-15 Final Staffing	Adds	Deletes	Re-Orgs	2015-16 Adopted	Limited	Regular
Employee Benefits and Services	31	1	-1	0	31	1	30
Total	31	1	-1	0	31	1	30

\*Detailed classification listing available in Appendix D

**STAFFING CHANGES AND OPERATIONAL IMPACT**

Staffing expenses of \$2.6 million fund 31 budgeted positions of which 30 are regular positions and 1 is a limited term position. Budgeted staffing changes include the addition of 1 regular Personnel Technician and the deletion of 1 extra help Public Service Employee. In addition, the budget includes the reclassification of a vacant Staff Analyst II to Human Resources Analyst I.

