

Employee Benefits and Services

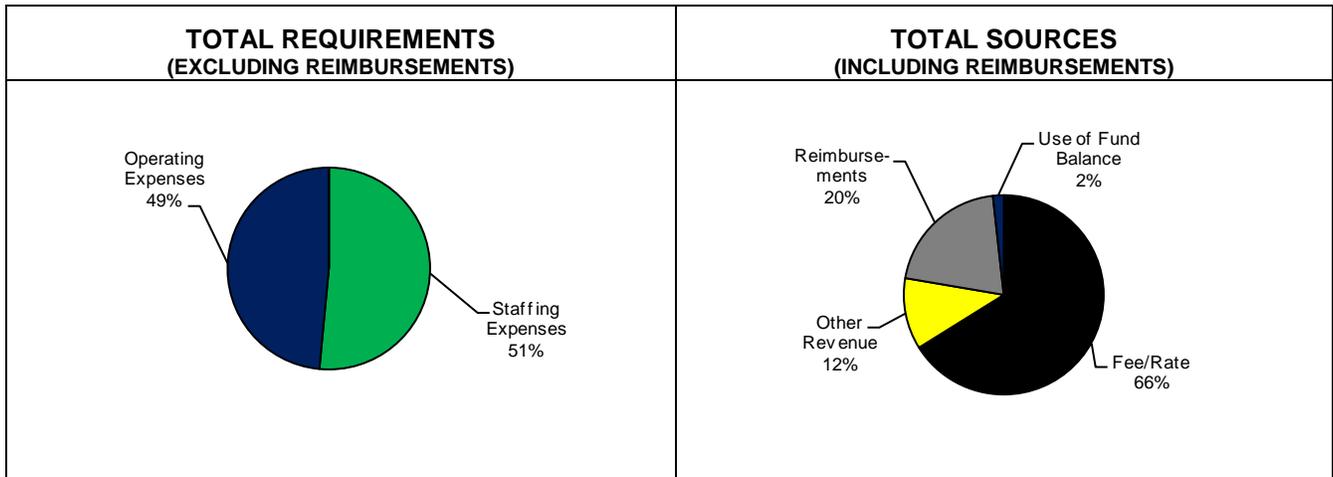
DESCRIPTION OF MAJOR SERVICES

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

Total Requirements (Excl. Reimb.)	\$4,492,708
Total Sources (Incl. Reimb.)	\$4,414,403
Use of/ (Contribution to) Fund Balance	\$78,305
Total Staff	29

2016-17 RECOMMENDED BUDGET



ANALYSIS OF 2016-17 RECOMMENDED BUDGET

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

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

	2012-13	2013-14	2014-15	(A) 2015-16	2015-16	(B) 2016-17	(B-A) Change From Prior Year Modified Budget
	Actual	Actual	Actual	Modified Budget	Estimate	Recommended Budget	
Requirements							
Staffing Expenses	2,375,534	2,505,545	2,217,195	2,577,593	2,463,036	2,313,079	(264,514)
Operating Expenses	1,516,799	1,556,527	1,820,432	2,368,914	2,169,910	2,179,629	(189,285)
Capital Expenditures	0	0	0	0	0	0	0
Total Exp Authority	3,892,333	4,062,072	4,037,627	4,946,507	4,632,946	4,492,708	(453,799)
Reimbursements	(1,262,986)	(1,269,285)	(1,251,412)	(1,270,351)	(1,231,706)	(924,068)	346,283
Total Appropriation	2,629,347	2,792,787	2,786,215	3,676,156	3,401,240	3,568,640	(107,516)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,629,347	2,792,787	2,786,215	3,676,156	3,401,240	3,568,640	(107,516)
Sources							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	52,837	0	0	0	0
State/Fed/Other Government	15,145	17,597	0	15,000	(24,999)	0	(15,000)
Fee/Rate	2,581,807	3,065,639	2,700,194	2,950,135	2,779,611	2,970,335	20,200
Other Revenue	66,983	(8,266)	146,439	509,000	506,228	520,000	11,000
Total Revenue	2,663,935	3,074,970	2,899,470	3,474,135	3,260,840	3,490,335	16,200
Operating Transfers In	0	0	0	0	0	0	0
Total Financing Sources	2,663,935	3,074,970	2,899,470	3,474,135	3,260,840	3,490,335	16,200
Fund Balance							
Use of / (Contribution to) Fund Balance	(34,588)	(282,183)	(113,255)	202,021	140,400	78,305	(123,716)
Available Reserves				801,735	863,356	785,051	(16,684)
Total Fund Balance				1,003,756	1,003,756	863,356	(140,400)
Budgeted Staffing*	28	30	31	31	31	29	(2)

*Data represents modified budgeted staffing

MAJOR REQUIREMENTS AND SOURCES IN 2016-17 RECOMMENDED BUDGET

Staffing Expenses of \$2.3 million make up the majority of the department's Requirements within this budget unit. These expenses are necessary to manage the County's employee health, dental, vision, life insurance and integrated leave plan benefits. Sources of \$3.5 million primarily represent revenue from administrative fees for managing the employee benefit programs.

BUDGET CHANGES AND OPERATIONAL IMPACT

Requirements are decreasing by \$107,516 primarily due to the deletion of three positions that are being transferred to the Human Resources budget unit to align the budget with operations. The decrease in Staffing Expenses will be offset by decreased Reimbursements from Human Services for the three transferred positions to the Human Resources budget unit. Sources are increasing slightly by \$16,200 as a result of additional revenue from Family Medical Leave (FML) administration fees and Vision management fees. In addition, Operating Expenses for application development maintenance and support are lower.

ANALYSIS OF FUND BALANCE

Fund balance of \$78,305 will be used to fund one-time expenditures to support the administration of the County's health, dental, vision, life insurance and integrated leave plans and will include computer software, hardware and application development charges.



2016-17 POSITION SUMMARY*

Division	2015-16				2016-17		
	Modified Staffing	Adds	Deletes	Re-Orgs	Recommended	Limited	Regular
Employee Benefits and Services	31	1	-3	0	29	1	28
Total	31	1	-3	0	29	1	28

*Detailed classification listing available in Appendix D.

STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing Expenses of \$2.3 million fund 29 budgeted positions of which 28 are regular positions and one is limited term. Changes in the budgeted staffing is a result of deletion of three positions that are transferred to the Human Resources budget unit to better align the positions and functions and an adjustment to a job-share position to reflect headcount of two instead of one.

Three regular positions have been deleted as follows:

- 2 Human Resources Analyst I (transferred to Human Resources budget unit)
- 1 Staff Analyst II (transferred to Human Resources budget unit)

