

Department of Employee Services (DES)

FY 2016–17 Budget Presentation

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The Mission of the Department of Employee Services is to provide services to County Departments and Agencies so they have the resources to provide high quality services to achieve their strategic goals.

Divisions

- ▶ Human Resources (General Fund – 0103)
HR Administration
- ▶ Risk and Benefits Administration (General Fund – 0104)
- ▶ Benefits Self-Insurance Program (Fund 760)
- ▶ Risk Management Program (Fund 761)

Human Resources (0103)

General Fund Support: \$710,662

Other Sources of Revenue

Charges for Service = \$2,465,028

Financial Impact

A shortfall in DES maintenance budget as a result of (2) approved positions in the prior FY

Accomplishments

- Reorganized HR Administration to more effectively meet Recruitment, Classification/Compensation and Employee/Labor Relations demands
- Settled five of six labor contracts during the past year



Human Resources (0103)

▶ Current Workforce Challenges

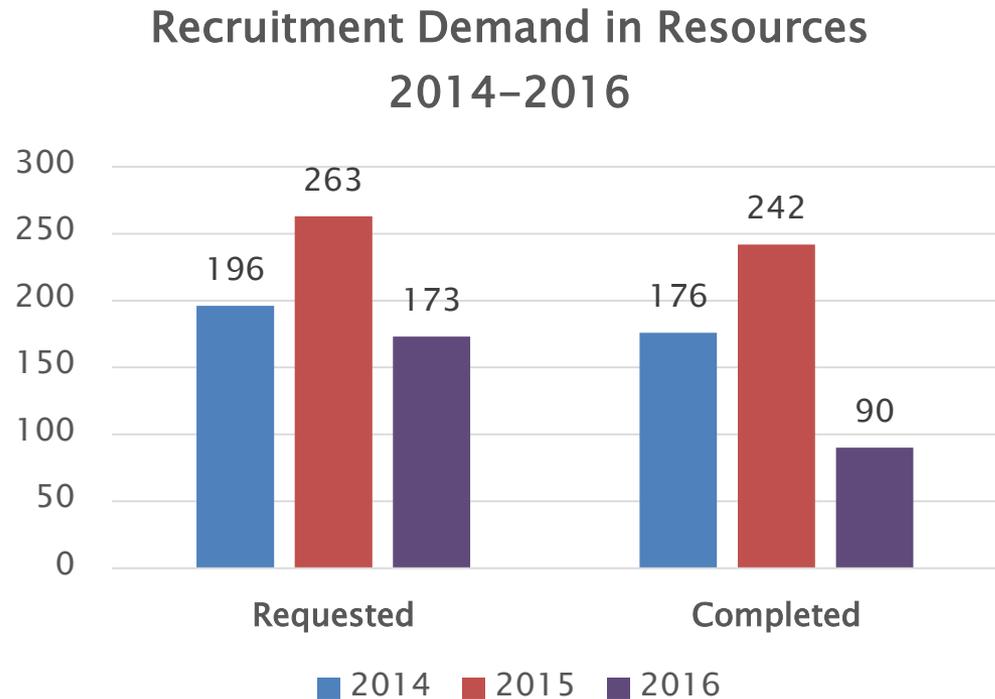
- Migration of retirees is occurring. 43 % of current workforce will have exited by 2021
- Increased demand to fill vacant positions and attract and retain qualified applicants in a competitive labor market
- Increased program backlogs – inability to meet the service demands required by departments, impacting their ability to readily deliver services



Human Resources (0103)

▶ Recruitment Demand on the Rise

	Calendar Totals		
	2014	2015	2016*
Requested	196	263	173
Completed	176	242	90



*As of 04/30/2016

Human Resources (0103)

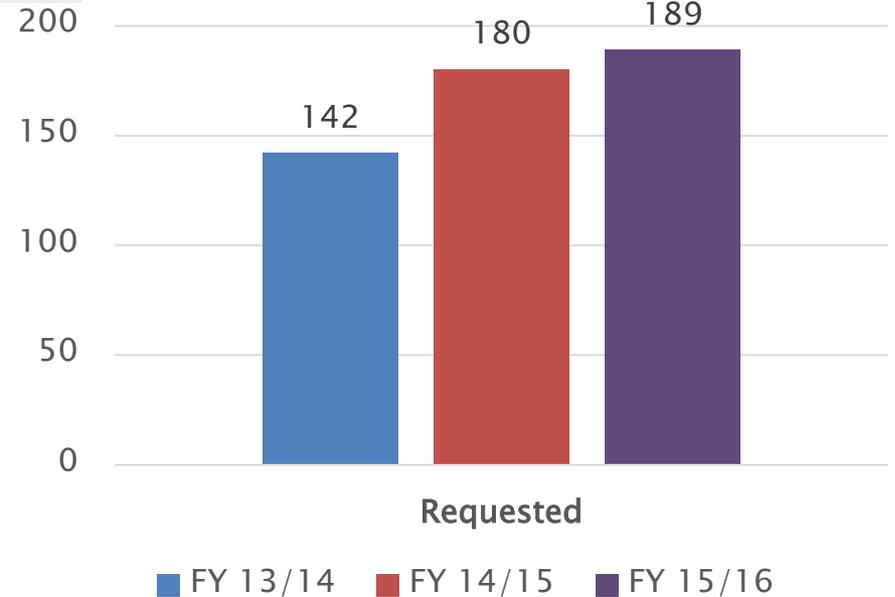
- ▶ **We are not alone**
Our local competitor jurisdictions are facing similar demands
- ▶ **Retirement & Recruitment Trends**

	Expected Retirement w/in 5 Yrs	2014 Recruitments	2015 Recruitments	% of Increase	2016 Expected
Beaverton	22%	39	65	67%	90
Tualatin	19%	25	44	76%	Ahead of 2015
Washington County	24%	247	296	20%	130-150
Salem	19%	106	137	29%	130-200

Human Resources (0103)

Classification/Compensation Demand on the Rise

	Classification Reviews Totals		
	FY13/14	FY14/15	FY15/16*
Requested	142	180	189



**As of 04/30/2016*

Human Resources (0103)

- ▶ **Increasing demand for Employee and Labor Relations consultation and resolution**

The past year:

- Active/Resolved Grievances – 45
- Performance Management Cases – 129
- Negotiation of Collective Bargaining Contracts and Agreements – 59

Risk & Benefits Administration (0104)

No General Fund support

- ▶ **Source of Revenue**

Charges for Services = \$2,560,636

- ▶ **Financial Impact**

No significant change in Revenue or Expenditures

Benefit Self Insurance Fund (Fund 760)

No General Fund support

- ▶ **Source of Revenue**

Premiums paid by departments, employees and retirees for health and welfare programs = \$34,110,772

- ▶ **Financial Impact**

Claims experience has increased; potential for increased claims payout

- ▶ **Accomplishments**

Affordable Care Act (ACA): Successful delivery of forms 1095C

Risk Management Program (Fund 761)

No General Fund Support

- ▶ **Source of Revenue**

Allocations for self-insured casualty/liability, workers compensation and unemployment = \$8,110,447

- ▶ **Financial Impact**

Self-insurance allocations decreased from FY15/16 by a little over \$300,000

- ▶ **Accomplishments**

The Casualty function anticipated to be just above actuarial 75th percentile by end of FY 16/17

Developed comprehensive physical job task analyses for fifteen (15) positions

Department-wide Budget Overview

- ▶ Total departmental budget = \$58,742,383
- ▶ Number of funds/divisions = Three
- ▶ Total General Fund support = \$710,662
1.2% of total budget
- ▶ **Major revenue sources:**
 - Charges for Services: 22.3% of budget
 - Insurance Premiums: 58.1% of budget
- ▶ **Major expenditure categories:**
 - Personnel Services: 8.0% of budget
 - Materials and Services: 62.1% of budget

Financial Trends

- ▶ Revenue trends
 - No significant changes
- ▶ Expenditure trends
 - No significant changes
- ▶ FTE:
 - FY 2015–16 total FTE = 37.80
 - FY 2016–17 total FTE = 36.80

Past PLP Funding Results

FY 2014–15 PLPs Funded

- ▶ None

FY 2015–16 PLPs Funded

- ▶ Human Resources Coordinator
 - Amount: \$113,112 on-going for two years
 - Results: Workforce Planning program reinstated
- ▶ HR Analyst (Recruitment)
 - Amount: \$104,347 on-going for two years
 - Results: Employee/Labor Relations resource through reorganization of programs

DES

FY 2016–17 Policy Level Proposals

HR Analyst, GF=\$112,000

HRIS* Analyst, GF = \$109,000

TOTAL FUNDING REQUESTED \$ 221,000

Total departmental budget: \$58,742,393

Total General Fund support: \$710,662

(1.2% of budget)

*Human Resources Information System

DES

FY 2016–17 Policy Level Proposals

- ▶ **HR Analyst (Recruitment)**

Expected Results

Allows for maintaining existing level of service (does not address backlog)

Failure to approve proposal will result in increased delays, backlogs and decreased service delivery

DES

FY 2016–17 Policy Level Proposals

- ▶ **HRIS Analyst**

 - Expected Results**

 - Allows DES to leverage existing PeopleSoft technology to meet critical demands in the areas of Classification/Compensation and Workforce Planning

 - Failure to approve proposal will result in continued failure to attract and retain qualified applicants and deliver services

Questions?



<http://www.clackamas.us/des/>