

PERSONNEL

PROPOSED BUDGET • FY 2019-20 & 2020-21

PROPOSED BUDGET

All Funds	FY 2018-19	FY 2019-20	Δ	FY 2020-21	Δ
Revenues	2,617,972	2,696,329	3.0%	2,801,977	3.9%
<i>General Fund</i>	864,572	879,861	1.8%	877,742	-0.2%
Total Financing	3,482,544	3,576,190	2.7%	3,679,719	2.9%
Expenditures	3,482,544	3,576,190	2.7%	3,679,719	2.9%
Total Staffing	27.00	27.00	0.0%	27.00	0.0%
<i>Unfunded Staffing</i>	(1.00)	(1.00)	0.0%	(1.00)	0.0%
Funded Staffing	26.00	26.00	0.0%	26.00	0.0%

FOCUS AREAS



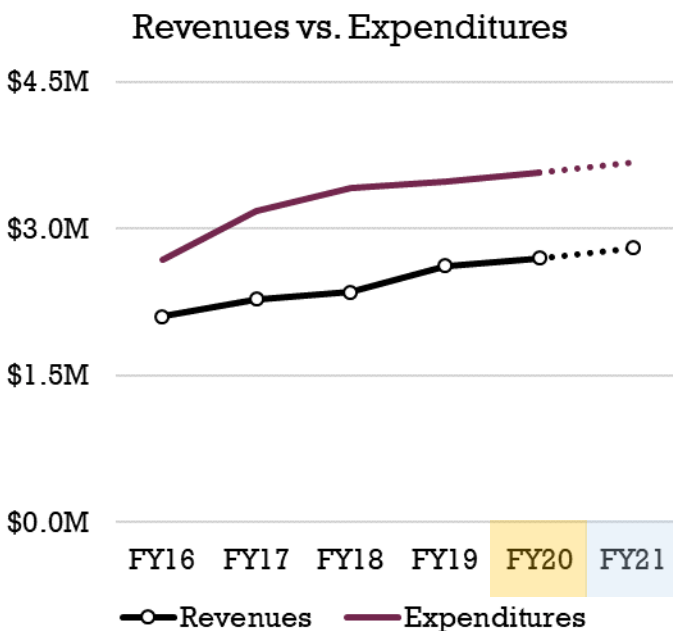
Reliable
Transportation



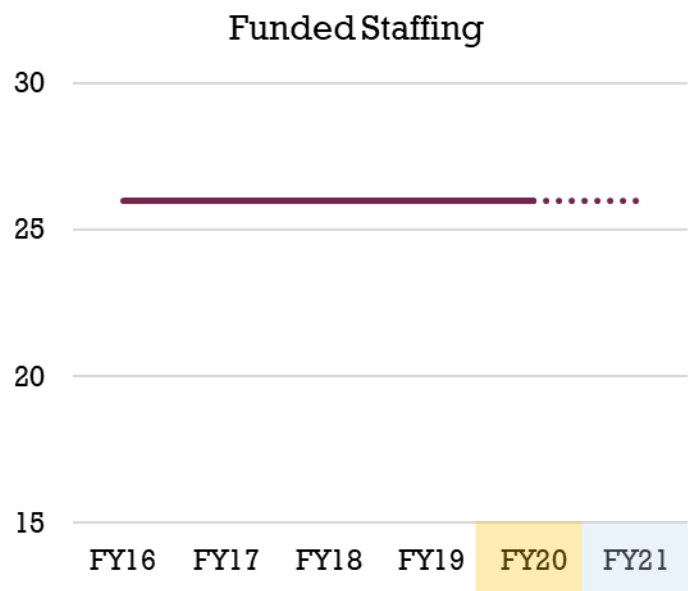
Operational
Excellence

For Department Priorities:
[Operational Plan Section III](#)

BUDGET TRENDS



The gap between revenues and expenditures is funded by General Fund contributions.



No changes to staffing have been made since 2014-15.

OVERVIEW

Mission

In collaboration with our customers, the Personnel Department will recruit, develop, support, and retain an ethical, professional, and diverse workforce dedicated to serving the community.

Personnel

Risk Management

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Employment
Services

Equal
Employment
Opportunity

Employee
Relations &
Salary Admin.

PERSONNEL

Employment Services handles the County's recruitment, testing and selection programs, as well as the bilingual proficiency testing, and oversight of decentralized recruitment activities.

The Equal Employment Opportunity and Americans with Disabilities Act Compliance programs is managed by the EE Officer who investigates discrimination and harassment complaints filed by or against County employees.

Employee Relations and Salary Administration handles the County's labor relations, assisting with negotiations on labor agreements, meet and confer sessions, interpreting contracts, classification and compensation studies, employee training, management of personnel records and payroll data and many other tasks.

Personnel is currently analyzing the lifecycle of job recruitments to identify and address inefficiencies and areas for improvement. In addition, a pilot program is being developed for shared workspaces which will help reduce employee commute burden and support improved work-life balance.

YEAR 1 BUDGET OVERVIEW

2019-20 RECOMMENDED BUDGET

The 2019-20 recommended budget provides for an increase of \$93,646 in expenditures and an increase of \$78,357 in revenues, which results in an increase of \$15,289 in General Fund contribution.

EXPENDITURES

The recommended increase in Salaries and Benefits of \$114,414 is due to cost increases for existing staff. The recommended increase in Services and Supplies of \$11,479 is due to the amount requested for professional and special services.

The recommended increase of \$32,247 in IntraFund Transfers reflects increased direct charges to Health Services and Human Services for provision of personnel services.

REVENUES

The recommended increase of \$77,077 in Charges for Services is to offset the increase in salary and benefit costs. The recommended increase of \$1,280 in Miscellaneous is due to an increase in anticipated interest.

STAFFING

Staffing is status quo for 2019-20.

YEAR 1 BUDGET DETAIL

Budget Unit: 51

All Funds	Actual 2017-18	Adopted 2018-19	Estimated 2018-19	Recommended 2019-20	Change from 2018-19	
Revenues						
Charges for Services	2,366,028	2,617,472	2,617,472	2,694,549	77,077	2.9%
Miscellaneous	1,165	500	3,070	1,780	1,280	256.0%
Total Revenues	2,367,193	2,617,972	2,620,542	2,696,329	78,357	3.0%
<i>General Fund</i>	<i>994,064</i>	<i>864,572</i>	<i>506,560</i>	<i>879,861</i>	<i>15,289</i>	<i>1.8%</i>
Total Financing	3,361,257	3,482,544	3,127,102	3,576,190	93,646	2.7%
Expenditures						
Salaries & Benefits	3,596,119	3,794,758	3,439,316	3,909,172	114,414	3.0%
Services & Supplies	584,299	782,323	782,323	793,802	11,479	1.5%
Other Charges	5,206	5,208	5,208	5,208	0	0.0%
Subtotal	4,185,624	4,582,289	4,226,847	4,708,182	125,893	2.7%
<i>IntraFund Transfers</i>	<i>(824,367)</i>	<i>(1,099,745)</i>	<i>(1,099,745)</i>	<i>(1,131,992)</i>	<i>(32,247)</i>	<i>2.9%</i>
Total Expenditures	3,361,257	3,482,544	3,127,102	3,576,190	93,646	2.7%
Total Staffing		27.00	27.00	27.00	0.00	0.0%
<i>Unfunded Staffing</i>		<i>(1.00)</i>	<i>(1.00)</i>	<i>(1.00)</i>	<i>0.00</i>	<i>0.0%</i>
Funded Staffing		26.00	26.00	26.00	0.00	0.0%

YEAR 1 FINANCING CHANGES

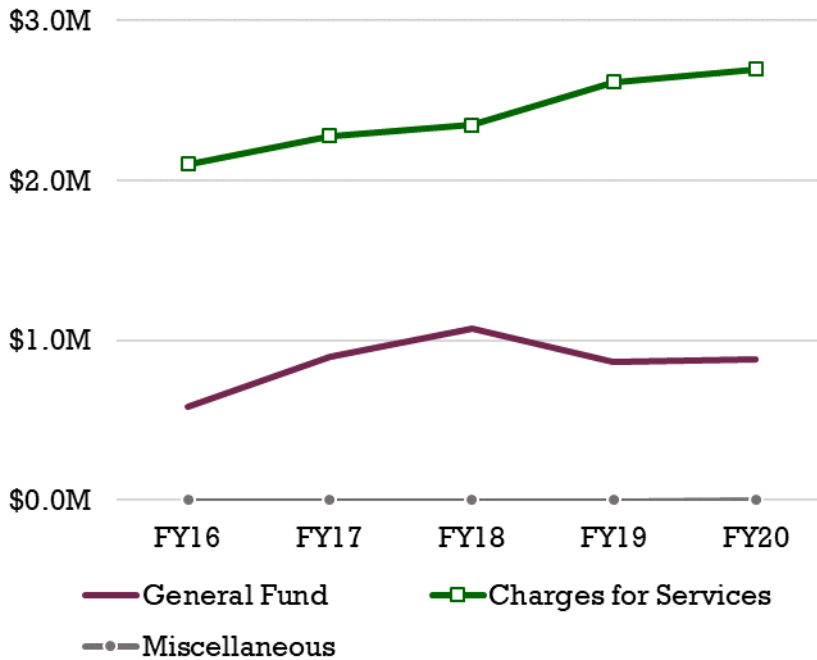
Financing Sources	Description/ Impact	Increase/ (Decrease)
Charges for Services	Increase in charges to cover increased costs.	77,077
Miscellaneous	Increase in anticipated interest.	1,280
General Fund	Increase in General Fund contribution.	15,289
Total		93,646

YEAR 1 EXPENDITURE CHANGES

Financing Uses	Description/ Impact	Cost/ (Savings)
Salaries & Benefits	Increase in costs for existing staff.	114,414
Services & Supplies	Increase in costs for professional services.	11,479
IntraFund Transfers	Increase in reimbursements from departments.	(32,247)
Total		93,646

FINANCING TRENDS

5-Year Financing by Sources



GENERAL FUND

The General Fund covers insurance for County-owned properties, and Personnel staff and services.

CHARGES FOR SERVICES

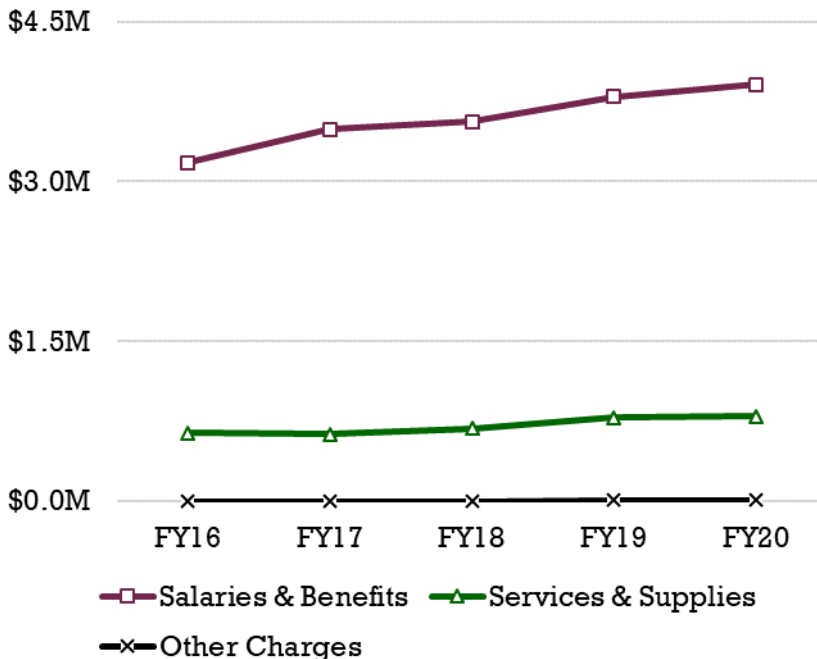
Personnel services such as recruitment, employee benefits, and employee relations are apportioned to County departments.

MISCELLANEOUS

Charges to departments.

EXPENDITURE TRENDS

5-Year Expenditures by Uses



SALARIES & BENEFITS

Personnel staff manage employment services, employee relations, and equal employment opportunity.

SERVICES & SUPPLIES

Includes costs for charges from other departments, insurance premiums and claims against the County.

OTHER CHARGES

Minor financing charges for copier.

ACCOMPLISHMENTS & ACCOUNTABILITY

PRIOR YEAR GOALS

Employment Services

1. Expand the Talent Acquisition Program, using advertising, social media and other communication to brand the County as the employer of choice in the community.
2. Consider holding a County of Santa Cruz job fair as well as explore other recruiting events.

Employee Relations and Salary Administration

1. Develop a training website on the County Intranet where employees can easily access information on a full array of trainings.
2. Host California State Association of Counties (CSAC) Institute for Excellence in County Government classroom.
3. Develop and institute resources for employee engagement activities.

Equal Employment Opportunity

1. Update the Personnel Administrative Manual to ensure adherence to best practices.
2. Complete implementation of SB 179 requirements in the workforce composition reports and records system.
3. Conduct voluntary employee survey to obtain input to promote a more inclusive and diverse workplace.

2018-19 ACCOMPLISHMENTS

Employment Services

1. Increased social media follower by 35 percent, updated the weekly job announcement flyer and Personnel Department website, and increased advertising on social media.
2. Employment Services is in the process of organizing a career fair for the County of Santa Cruz scheduled on May 22, 2019.

Employee Relations and Salary Administration

1. The new countywide training website is nearly complete and is expected to go live before the end of the current fiscal year.
2. In January 2019, the CSAC Institute for Excellence in County Government began offering courses in the Sheriffs Community Room and will continue doing so monthly through 2020. Personnel and the County Administrative Office have partnered to serve as on-site hosts for these courses.
3. Personnel staff have provided key administrative support at numerous employee mixers and other employee engagement events this fiscal year.

Equal Employment Opportunity

1. Assisted with edits to County Code sections pertaining to advisory commissions to reflect current state and federal law. Currently, Personnel is reviewing all Equal Employment Opportunity sections of the Personnel Administrative Manual to ensure consistency with recent legal developments and best practices.
2. Assisted with updating the payroll system, personnel forms, records policies and procedures and the workforce composition reports to comply with legal requirements pursuant to the Gender Recognition Act (SB 179). Currently, Personnel is developing a gender sensitivity training and gender transition guidelines.
3. Performed an Equal Employment Opportunity climate survey to measure employee's satisfaction with and experience of the workplace environment. Currently, Personnel is developing a voluntary, countywide diversity and inclusion survey as an employee engagement initiative.

YEAR 2 PROJECTED BUDGET OVERVIEW

2020-21 PROJECTED BUDGET

The estimates included in the 2020-21 projected budget assume a status quo operation and reflect any known changes, resulting in a decrease of \$2,119 in General Fund contribution.

EXPENDITURES

The projected increase in Salaries and Benefits of \$192,365 is due to cost increases for existing staff. The projected decrease in Services and Supplies of \$88,836 is due to the amount requested for professional and special services.

REVENUES

The projected increase of \$105,648 in Charges for Services is to offset the increase in salary and benefit costs.

STAFFING

Staffing is status quo for 2020-21.

YEAR 2 PROJECTED BUDGET DETAIL

Budget Unit: 51

All Funds	Adopted 2018-19	Recommended 2019-20	Projected 2020-21	Change from 2019-20	
Revenues					
Charges for Services	2,617,472	2,694,549	2,800,197	105,648	3.9%
Miscellaneous	500	1,780	1,780	0	0.0%
Total Revenues	2,617,972	2,696,329	2,801,977	105,648	3.9%
<i>General Fund</i>	<i>864,572</i>	<i>879,861</i>	<i>877,742</i>	<i>(2,119)</i>	<i>-0.2%</i>
Total Financing	3,482,544	3,576,190	3,679,719	103,529	2.9%
Expenditures					
Salaries & Benefits	3,794,758	3,909,172	4,101,537	192,365	4.9%
Services & Supplies	782,323	793,802	704,966	(88,836)	-11.2%
Other Charges	5,208	5,208	5,208	0	0.0%
Subtotal	4,582,289	4,708,182	4,811,711	103,529	2.2%
<i>IntraFund Transfers</i>	<i>(1,099,745)</i>	<i>(1,131,992)</i>	<i>(1,131,992)</i>	<i>0.00</i>	<i>0.0%</i>
Total Expenditures	3,482,544	3,576,190	3,679,719	103,529	2.9%
Total Staffing	27.00	27.00	27.00	0.00	0.0%
<i>Unfunded Staffing</i>	<i>(1.00)</i>	<i>(1.00)</i>	<i>(1.00)</i>	<i>0.00</i>	<i>0.0%</i>
Funded Staffing	26.00	26.00	26.00	0.00	0.0%