

CITY/COUNTY PERSONNEL
DEPARTMENT

PERSONNEL DIRECTOR
Don Taute

LABOR
NEGOTIATIONS

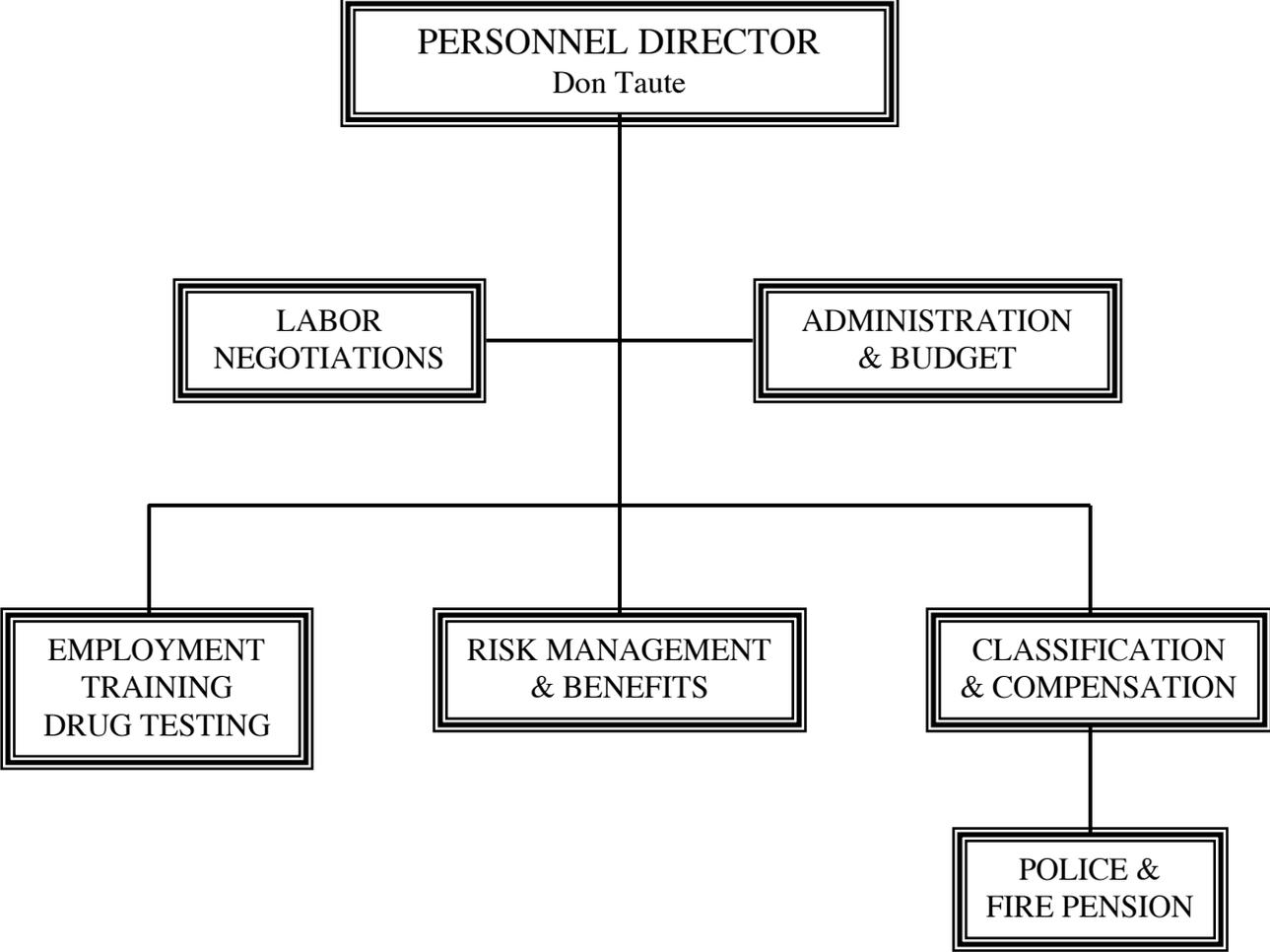
ADMINISTRATION
& BUDGET

EMPLOYMENT
TRAINING
DRUG TESTING

RISK MANAGEMENT
& BENEFITS

CLASSIFICATION
& COMPENSATION

POLICE &
FIRE PENSION



PERSONNEL DEPARTMENT

GOAL: To successfully carry out personnel responsibilities in a professional and ethical manner by providing support to all City and County departments and employees in the areas of recruitment, selection and placement of individuals in accordance with merit principles and Affirmative Action; by maintaining sound employee-employer relations through management of labor relations, compensation, classification, benefits and training; and by administering the Police and Fire pension plan. Risk Management's goal is to provide and administer insurance, training, loss control, claims, benefits and wellness services for our customers in a fair and efficient manner.

SIGNIFICANT CHANGES FOR THE LAST FIVE YEARS

- **2003:** Implemented a benefits consultant RFP. Moved outsourced TPA position to in-house for greater cost efficiency. Risk Management co-sponsored back safety training for all Lincoln Fire & Rescue employees to reduce back injuries. The Wellness Committee structure was formally approved by an Executive Order.
- **2004:** Developed an electronic subsequent report form (Form Y) for reporting to the Workers Compensation Court. City of Lincoln earned a Silver Award through WELCOA. Completed a vision care RFP. Developed performance appraisal training course for supervisors.
- **2004-2005:** Developed internet access to the employment process, develop on-line job application process and automated rating process. Standardized benefits and prepared for a transition of management over the next few years. Completed RFP for long term care. Established new loss reporting forms and placed these on the internet and intranet. Updated AR-19. Completed an RFP for health insurance, saving money in the change of carriers. Initiated an ordinance change authorizing up to \$25,000 in tort settlements without Council approval necessary.
- **2005:** Developed an on-line requisition process. Developed an updated job interview training program. Developed a process to make local criminal history reports for all job applicant finalists. Participated in a Federal Department of Transportation audit of the FTA Drug and Alcohol Testing Program.
- **2006:** Enhanced the employee assistance program to include an on-line resource for employees and their immediate families. Completed an RFP for a Workers Compensation Clinic for the City with St. Elizabeth's Company Care & Linc Care Facilities. Completed a Life Insurance RFP, for the City and County; executed with the Hartford. Took COBRA and Retiree billing operations in-house. This conversion was completed for both the City and County. Created an insurance agreement between the City, County and Public Building Commission .
- **2006-2007:** Completed an insurance broker RFP; also, initiated fiduciary liability insurance for Police & Fire Pension fund and other funds with potential fiduciary liability. Completed a Voluntary Benefits RFP and a Benefits Consultant RFP. Completed an RFP for Workers Compensation bill review services. Completed a Risk Management & Benefits Division Annual Report, now on the Risk Management intranet page. Completed an RFP for Long Term Care Insurance, and began implementation. Initiated a City Wellness website under Personnel Department.

PROJECTED CHANGES FOR THE NEXT FIVE YEARS

- Achieve acceptable diversity in the City/County workforce.
- Develop reference booklets for supervisors for Applicant Background Checks and other employment processes.
- Move Police and Fire Pension Analysis system to City Intranet.
- Create a real COLA for the Police and Fire Pension to replace the 13th Check System.
- Develop an employee wellness program.
- Develop on line "fill in" and email reporting of all loss reports.
- Initiate wellness credits for employees.
- Assist with GASB 45 (OPEB Liability) study and alternatives.
- Initiate web based open enrollment of employee benefits.

	ACTUAL 2006-07	BUDGET 2007-08	MAYOR'S RECOMM. 2008-09	COUNCIL ADOPTED 2008-09
--	---------------------------	---------------------------	--	--

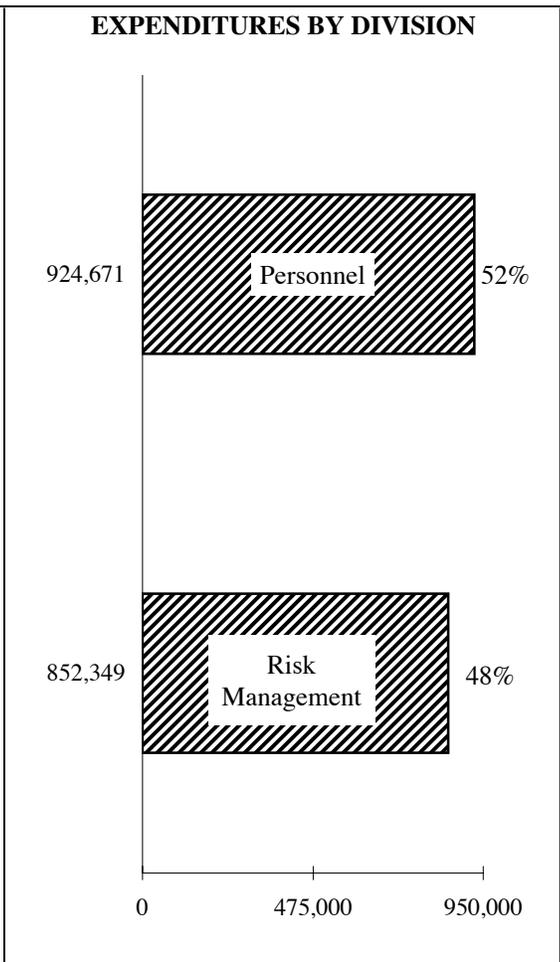
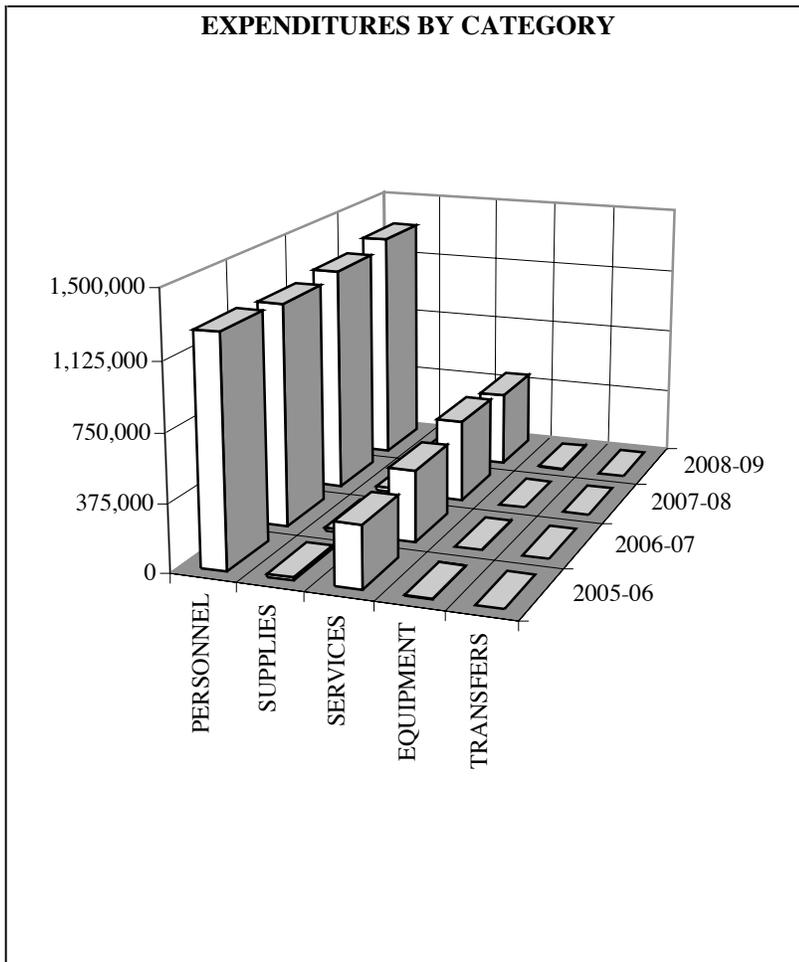
EXPENDITURE SUMMARY				
PERSONNEL	1,250,345	1,277,723	1,326,253	1,326,253
SUPPLIES	20,083	22,244	21,319	21,319
SERVICES	400,247	464,896	425,448	425,448
EQUIPMENT	2,364	0	4,000	4,000
TRANSFERS	0	0	0	0
	<u>1,673,039</u>	<u>1,764,863</u>	<u>1,777,020</u>	<u>1,777,020</u>

REVENUE SUMMARY				
GENERAL FUND		927,529	924,671	924,671
POLICE & FIRE PENSION FUND		115,872	119,233	119,233
USER FEES		837,334	852,349	852,349
		<u>1,880,735</u>	<u>1,896,253</u>	<u>1,896,253</u>

FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
PERSONNEL	15.00	14.00	14.00	14.00
RISK MANAGEMENT	6.19	6.00	6.00	6.00
POLICE & FIRE PENS.	1.00	1.00	1.00	1.00
	<u>22.19</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>

**P
E
R
S
O
N
N
E
L

D
E
P
A
R
T
M
E
N
T**



PERSONNEL DEPARTMENT

PERSONNEL DIVISION		GENERAL FUND AND POLICE & FIRE PENSION FUND		
PROGRAM STATEMENTS				
OBJECTIVES		ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES		2006-07	2007-08	2008-09
1.	Provide improved service to the Public by ensuring employee effectiveness, retention and job satisfaction.			
A.	Administer employee benefit plans.			
1.	Actual number of City and County health and dental enrollment forms received during the year.	5,450	4,500	4,500
2.	Actual number of City and County employee benefit questions received during the year.	12,624	10,500	10,700
3.	Actual number of City and County open enrollment meetings held to provide useful information to employees selecting benefits.	101	100	100
B.	Retain employees, increase morale and provide improved service to the public.			
1.	Employees utilizing Employee Assistance Program.			1,200
C.	Maintain and process employee records.			
1.	Error rate in processing approximately 9,000 personnel action (PA) forms.	.005%	<1.25%	<1.0%
D.	Coordinate the development and application of the classification, compensation and labor relations functions.			
1.	Conduct classification audits to ensure employees properly allocated.	56	50	50
2.	Labor contracts signed during the next fiscal year.	1	6	7
3.	Conduct on-going review of classification system revising and creating classes as required.	40	50	50
E.	Administer the Police and Fire Pension Fund.			
1.	Return on investments.	13.7%	7.5%	7.5%
2.	Cost of administration as a percentage of market value.	.13%	.15%	.20%
2.	Provide support to City and County departments in the areas of recruitment and selection adhering to equal opportunity, affirmative action and merit principles.			
A.	Process job requisitions, evaluate and certify qualified candidates and notify unsuccessful applicants.			
1.	Number of job applicants.	10,843	14,000	12,000
2.	Number of employment requisitions.	319	525	425
B.	Number of pre-employment examinations administered to applicants.	951	1,200	1,000

PERSONNEL DEPARTMENT

**GENERAL FUND AND
POLICE FIRE PENSION FUND**

PERSONNEL DIVISION

COMMENTS:

- Moved the funding for the Affirmative Action Program to the Mayor's Office.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Laptop Computer			PERSONNEL	782,134	782,833	813,173	813,173
Projector	1,000	1,000	SUPPLIES	14,591	14,094	12,990	12,990
			SERVICES	89,624	130,602	97,508	97,508
			EQUIPMENT	1,596	0	1,000	1,000
			TRANSFERS	0	0	0	0
			TOTAL	887,945	927,529	924,671	924,671
			REVENUE SUMMARY				
			GENERAL FUND		927,529	924,671	924,671
			POLICE & FIRE PENSION		115,872	119,233	119,233
			TOTAL		1,043,401	1,043,904	1,043,904
			SERVICES SUMMARY				
			Contractual	40,113	78,578	44,018	44,018
			Travel/Mileage	221	290	290	290
			Print/Copying	7,882	10,170	11,640	11,640
			Insurance	1,852	2,333	2,404	2,404
			Utilities	5,371	5,000	5,000	5,000
			Maint./Repair	148	175	175	175
			Rentals	32,681	32,681	32,681	32,681
			Miscellaneous	1,355	1,375	1,300	1,300
			TOTAL	89,624	130,602	97,508	97,508
	1,000	1,000					

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09	
GENERAL FUND								
X	0032	Excluded Senior Office Asst.	28,330-37,344	1.00	1.00	36,086	36,085	36,799
X	0608	Employment Clerk	29,324-38,609	2.00	2.00	72,581	74,062	75,532
E	0610	Compensation Technician II	40,572-57,125	1.00	1.00	49,118	51,532	52,347
X	0612	Personnel Clerk	29,324-38,609	3.00	3.00	101,635	103,918	105,997
E	0614	Employment Technician II	40,572-57,125	2.00	2.00	109,905	111,596	113,341
M	0615	Benefits Specialist	47,938-82,053	1.00	1.00	71,465	73,459	74,377
M	0617	Personnel Coordinator	49,432-100,814	1.00	1.00	95,053	97,573	98,792
M	0618	Compensation Manager	49,432-100,814	1.00	1.00	94,973	97,674	98,895
D	0619	Personnel Director	55,950-132,559	1.00	1.00	102,305	104,352	106,856
E	0634	Personnel Operations Specialist	40,572-57,125	1.00	1.00	55,969	55,968	56,841
		Salary Adjustment					13,422	
		Vacancy/Turnover Savings				-7,891	-8,062	-8,198
		Fringe Benefits (Workers Compensation)				1,634	1,594	1,594
				14.00	14.00	782,833	813,173	813,173
POLICE & FIRE PENSION FUND								
M	0620	Pension Officer	48,821-99,569	1.00	1.00	84,231	86,515	87,596
		Salary Adjustment					1,081	
		Fringe Benefits				31,641	31,637	31,637
				1.00	1.00	115,872	119,233	119,233

PERSONNEL DEPARTMENT

RISK MANAGEMENT DIVISION

WORKER'S COMPENSATION LOSS FUND

PROGRAM STATEMENTS	ACTUAL	ESTIMATED	PROJECTED
OBJECTIVES	2006-07	2007-08	2008-09
PERFORMANCE MEASURES			

1.	Administer insurance and self-insurance programs for the City.			
	A. Research insurance markets, prepare bid specifications and cost effectively purchase insurance coverage.			
	1. Cost of insurance coverage.	\$1,576,009	\$1,600,000	\$1,400,000
	B. Review coverage, budget annual costs and maintain actuarial soundness of self-insured claim funds.			
	1. Cost of self-insured liability coverage.	\$937,000	\$1,000,000	\$1,000,000
	2. Cost of self-insured worker's compensation coverage.	\$2,433,000	\$2,700,000	\$2,800,000
	3. Cost of coverage as a percent of total payroll.	1.65%	2%	2%
2.	Administer the self-insured claims programs.			
	A. Cost to effectively administer Worker's Compensation claims.			
	1. Worker's Compensation claims paid and/or reserved.	261	280	270
	2. Claims reported per \$1,000,000 of payroll.	1.77	1.85	1.80
	3. Total amount of claims paid and/or reserved.	\$2,038,425	\$2,000,000	\$2,100,000
	4. Injury leave hours paid.	26,662	23,000	25,000
	B. Cost to effectively administer general liability claims.			
	1. Liability number of claims paid and/or reserved.	62	70	65
	2. Claims per \$1,000,000 of operating budget.	.24	.35	.35
	3. Total amount of claims paid and/or reserved.	\$400,185	\$500,000	\$600,000
	C. Cost to effectively administer transit liability claims.			
	1. Transit liability number of claims paid and/or reserved.	27	40	40
	2. Claims paid per 1,000,000 of miles driven.	14.96	20	18
	3. Total amount of claims paid and/or reserved.	\$42,573	\$200,000	\$200,000
	D. Cost to effectively administer police liability claims.			
	1. Police liability number of claims paid and/or reserved.	2	7	5
	2. Claims paid per \$1,000,000 of payroll.	.01	.15	.10
	3. Total amount of claims paid and reserved.	\$12,075	\$150,000	\$150,000
	E. Cost to effectively administer auto liability claims.			
	1. Auto liability number of claims paid and/or reserved.			75
	2. Claims paid per \$1,000,000 of payroll.			.50
	3. Total amount of claims paid.			\$500,000
3.	Administer a safety program for all departments.			
4.	Coordinate all employee safety training.			

PERSONNEL DEPARTMENT

WORKERS COMPENSATION LOSS FUND

RISK MANAGEMENT DIVISION

COMMENTS:

1. No significant changes are proposed in this budget.

EQUIPMENT DETAIL			ACTUAL	BUDGET	MAYOR	COUNCIL	
	MAYOR	COUNCIL	2006-07	2007-08	2008-09	2008-09	
	2008-09	2008-09	EXPENDITURE SUMMARY				
Replace Computers	3,000	3,000	PERSONNEL	468,212	494,890	513,080	513,080
			SUPPLIES	5,491	8,150	8,329	8,329
			SERVICES	310,623	334,294	327,940	327,940
			EQUIPMENT	768	0	3,000	3,000
			TRANSFERS	0	0	0	0
			TOTAL	785,094	837,334	852,349	852,349
			REVENUE SUMMARY				
			USER FEES		837,334	852,349	852,349
			TOTAL		837,334	852,349	852,349
			SERVICES SUMMARY				
			Contractual	60,040	77,020	68,204	68,204
			Travel/Mileage	762	600	750	750
			Print/Copying	2,138	4,000	4,300	4,300
			Insurance	1,626	2,112	2,469	2,469
			Utilities	2,967	3,600	3,750	3,750
			Maint./Repair	0	0	0	0
			Rentals	25,407	25,408	25,408	25,408
			Miscellaneous	217,682	221,554	223,059	223,059
			TOTAL	310,623	334,294	327,940	327,940
	3,000	3,000					

PERSONNEL DETAIL							
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	07-08	08-09	2007-08	2008-09	2008-09
X	0032	Excluded Senior Office Asst.	1.00	1.00	35,602	35,831	36,545
M	1320	Risk Manager	1.00	1.00	93,040	95,617	96,812
E	1321	Workers Comp Claims Specialist	1.00	1.00	51,137	51,137	51,929
M	1322	Claims & Insurance Coordinator	1.00	1.00	71,465	74,172	75,100
M	1324	Safety and Training Coordinator	1.00	1.00	62,293	62,124	62,900
M	1326	Workers' Compensation Claims Coord	1.00	1.00	59,115	61,278	62,044
		Salary Adjustment				5,171	
		Fringe Benefits			122,238	127,750	127,750
		TOTAL	6.00	6.00	494,890	513,080	513,080