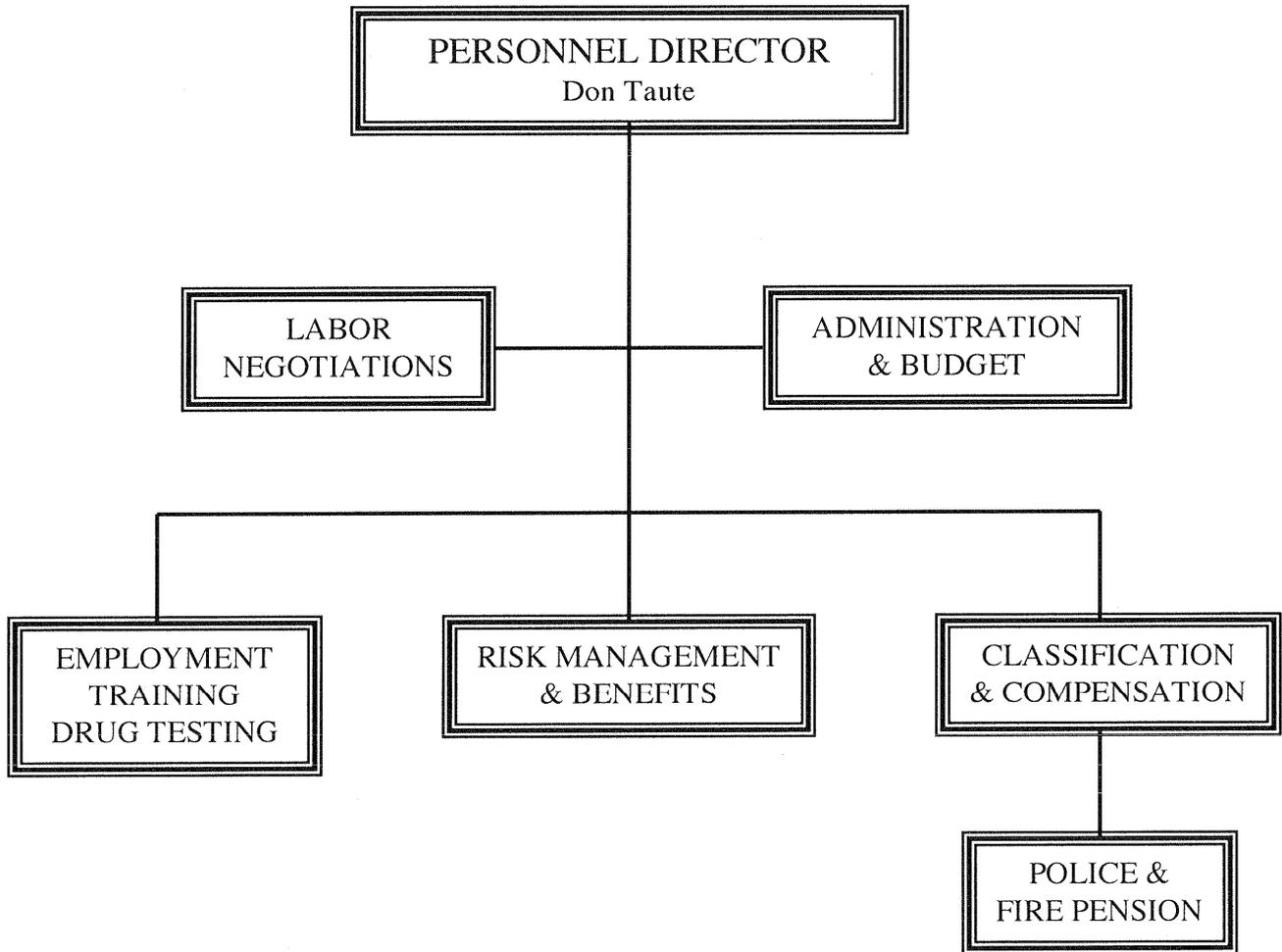


# CITY/COUNTY PERSONNEL DEPARTMENT



## 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

- **2001:** Contracted with St. Elizabeth's Company Care and LincCare facilities as our workers compensation care provider. Initiated a college savings plan benefit for employees.
- **2002:** Risk Management & benefits implemented a life, AD&D, supplemental and dependent life insurance RFP that allowed for a true open enrollment. Risk Management moved to 233 S. 10<sup>th</sup> Street, 2<sup>nd</sup> Floor, to allow for a better integration of division staff. Completed support staff audits and reclassifications. Completed Health Department re-organization.
- **2002-2003:** Risk Management implemented an electronic transmittal for reporting Workers Compensation claims to the Workers Compensation Court. Renewed contract with Walgreens for Workers Compensation medication discounts. The City of Lincoln earned a Bronze Award through the Wellness Councils of America (WELCOA) for our progressive wellness program.
- **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. Restructured P&F Pension asset allocation to allow for a more consistent return near our assumption of 7.5%.
- **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.

### 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.
- Increase the current funding status, both in contributions and interest earned on Police & Fire Pension during economic down turn and the new millennium.
- Move Police and Fire Pension Analysis system to City Intranet.
- Create, develop and implement an accountancy for future Management to help the City in succession planning for the Management team of the City.
- Achieve full City normal cost contribution to Police and Fire Pension.
- Initiate a COBRA and Retiree Billing Service in 2006.
- Complete both Life Insurance and Workers Compensation Clinic RFP's in 2006.
- Initiate an Insurance Agreement for the Public Building Commission in 2006.

	ACTUAL 2004-05	BUDGET 2005-06	MAYOR'S RECOMM. 2006-07	COUNCIL ADOPTED 2006-07
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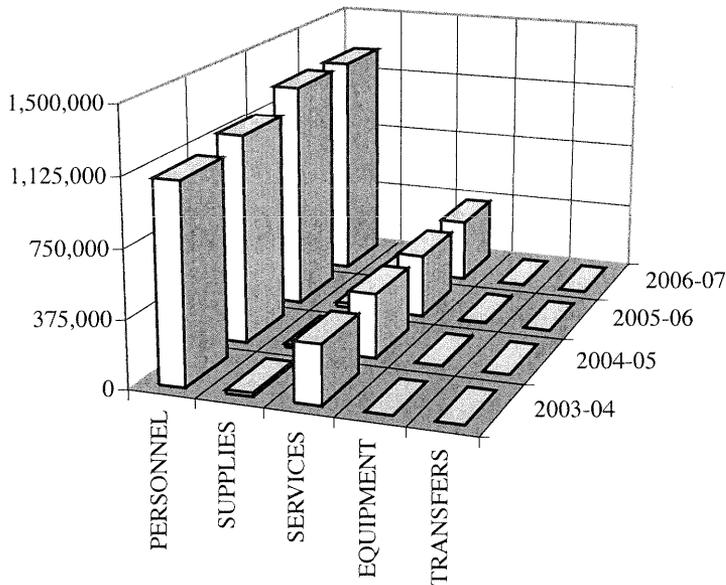
EXPENDITURE SUMMARY				
PERSONNEL	1,159,366	1,273,589	1,271,370	1,270,285
SUPPLIES	19,341	24,150	21,600	21,600
SERVICES	357,405	353,973	351,082	351,082
EQUIPMENT	2,808	3,584	3,500	3,500
TRANSFERS	0	0	0	0
	<u>1,538,920</u>	<u>1,655,296</u>	<u>1,647,552</u>	<u>1,646,467</u>

REVENUE SUMMARY				
GENERAL FUND		915,099	901,015	901,015
POLICE & FIRE PENSION FUND		109,762	109,801	109,528
USER FEES		740,197	746,537	745,452
		<u>1,765,058</u>	<u>1,757,353</u>	<u>1,755,995</u>

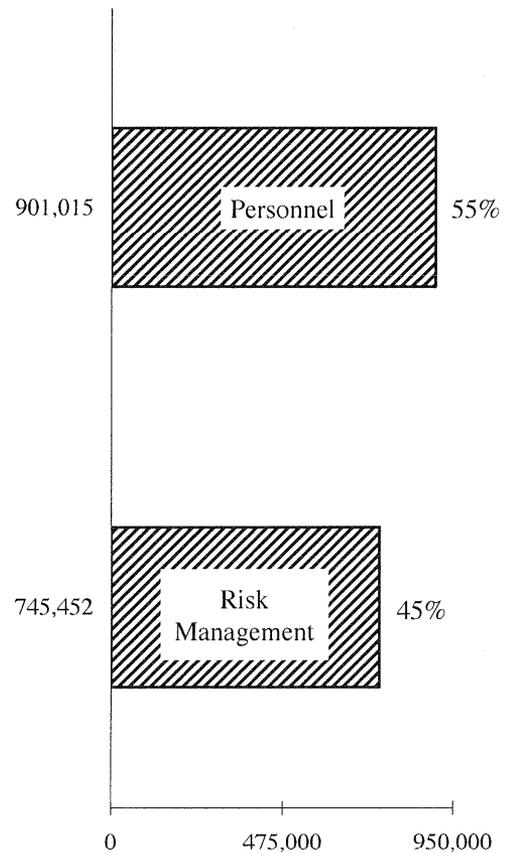
FULL TIME EQUIVALENT EMPLOYEES SUMMARY				
PERSONNEL	14.00	15.00	15.00	15.00
RISK MANAGEMENT	6.38	6.19	6.19	6.19
POLICE & FIRE PENS.	1.00	1.00	1.00	1.00
	<u>21.38</u>	<u>22.19</u>	<u>22.19</u>	<u>22.19</u>

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**EXPENDITURES BY CATEGORY**



**EXPENDITURES BY DIVISION**



## PERSONNEL DEPARTMENT

PERSONNEL DIVISION PROGRAM STATEMENTS	GENERAL FUND AND POLICE & FIRE PENSION FUND		
OBJECTIVES PERFORMANCE MEASURES	ACTUAL 2004-05	ESTIMATED 2005-06	PROJECTED 2006-07

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.	4,110	4,200	4,300
2. Actual number of City and County employee benefit questions received during the year.	11,800	10,000	10,500
3. Actual number of City and County open enrollment meetings held to provide useful information to employees selecting benefits.	105	100	100
B. Retain employees, increase morale and provide improved service to the public.			
1. Employees utilizing Employee Assistance Program.	8%	8%	8%
C. Maintain and process employee records.			
1. Error rate in processing approximately 9,000 personnel action (PA) forms.	.005%	<2.0%	<1.5%
D. Coordinate the development and application of the classification, compensation and labor relations functions.			
1. Conduct classification audits to ensure employees properly allocated.	45	50	50
2. Labor contracts signed during the next fiscal year.	6	6	2
3. Conduct on-going review of classification system revising and creating classes as required.	43	100	50
E. Administer the Police and Fire Pension Fund.			
1. Return on investments.	13.51%	7.5%	7.5%
2. Cost of administration as a percentage of market value.	.10%	.15%	.15%
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.	14,573	10,000	14,000
2. Number of employment requisitions.	538	440	500
B. Number of pre-employment examinations administered to applicants.	1,321	1,200	1,200

**PERSONNEL DEPARTMENT**

**GENERAL FUND AND  
POLICE FIRE PENSION FUND**

**PERSONNEL DIVISION**

**COMMENTS:**

1. Reduced \$700 from the Office supplies budget, \$1,800 from the postage budget, \$4,180 from the printing/photocopying budget and \$2,023 from the data processing budget for system maintenance on the applicant tracking system.

<b>EQUIPMENT DETAIL</b>		
	<b>MAYOR</b>	<b>COUNCIL</b>
	<b>2006-07</b>	<b>2006-07</b>
MICRO FUND:		
Monitor Replacement:	2,992	2,992
	<hr/>	<hr/>
	2,992	2,992

	<b>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>
	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>

<b>EXPENDITURE SUMMARY</b>				
PERSONNEL	719,407	798,876	794,321	794,321
SUPPLIES	15,275	15,950	13,450	13,450
SERVICES	108,556	100,273	93,244	93,244
EQUIPMENT	0	0	0	0
TRANSFERS	0	0	0	0
<b>TOTAL</b>	<b>843,238</b>	<b>915,099</b>	<b>901,015</b>	<b>901,015</b>

<b>REVENUE SUMMARY</b>			
GENERAL FUND		915,099	901,015
POLICE & FIRE PENSION		109,762	109,801
<b>TOTAL</b>		<b>1,024,861</b>	<b>1,010,816</b>

<b>SERVICES SUMMARY</b>				
Contractual	38,233	45,120	43,153	43,153
Travel/Mileage	428	290	290	290
Print/Copying	22,742	13,187	9,007	9,007
Insurance	1,436	1,545	1,763	1,763
Utilities	7,006	6,000	5,000	5,000
Maint./Repair	313	175	175	175
Rentals	37,068	32,681	32,681	32,681
Miscellaneous	1,331	1,275	1,175	1,175
<b>TOTAL</b>	<b>108,556</b>	<b>100,273</b>	<b>93,244</b>	<b>93,244</b>

<b>PERSONNEL DETAIL</b>								
<b>CLASS</b>			<b>EMPLOYEES</b>		<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
<b>CODE</b>	<b>CLASS</b>	<b>PAY RANGE</b>	<b>05-06</b>	<b>06-07</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	
GENERAL FUND								
X	0032	Excluded Senior Office Asst.	25,265-35,735	1.00	1.00	35,551	34,344	34,936
X	0608	Employment Clerk	26,150-36,942	2.00	2.00	69,476	68,105	69,284
E	0609	Compensation Technician I	33,574-47,504	1.00		42,567		
E	0610	Compensation Technician II	38,868-54,782	1.00	2.00	55,199	97,625	100,026
X	0612	Personnel Clerk	26,150-36,942	3.00	3.00	95,586	95,276	96,927
E	0614	Employment Technician II	38,868-54,782	2.00	2.00	103,030	101,422	103,918
M	0615	Benefits Specialist	46,081-78,872	1.00	1.00	67,013	66,091	66,751
M	0617	Personnel Coordinator	47,516-96,906	1.00	1.00	89,835	88,093	88,973
M	0618	Compensation Manager	47,516-96,906	1.00	1.00	90,564	88,981	89,870
D	0619	Personnel Director	53,177-125,987	1.00	1.00	95,570	94,790	95,738
E	0634	Personnel Operations Specialist	38,868-54,782	1.00	1.00	53,097	53,195	54,499
		Salary Adjustment					13,000	
		Vacancy/Turnover Savings					-8,009	-8,009
		Fringe Benefits (Workers Compensation)				1,388	1,408	1,408
				15.00	15.00	798,876	794,321	794,321
POLICE & FIRE PENSION FUND								
M	0620	Pension Officer	47,516-96,906	1.00	1.00	80,687	78,975	79,764
		Salary Adjustment					789	
		Fringe Benefits				29,075	30,037	29,764
				1.00	1.00	109,762	109,801	109,528

**PERSONNEL DEPARTMENT**

**RISK MANAGEMENT DIVISION**

**WORKER'S COMPENSATION LOSS FUND**

<b>PROGRAM STATEMENTS</b>			
<b>OBJECTIVES</b>	<b>ACTUAL</b>	<b>ESTIMATED</b>	<b>PROJECTED</b>
<b>PERFORMANCE MEASURES</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>
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.	\$1,404,101	\$1,550,000	\$1,600,000
B. Review coverage, budget annual costs and maintain actuarial soundness of self-insured claim funds.			
1. Cost of self-insured liability coverage.	\$692,000	\$700,000	\$1,000,000
2. Cost of self-insured worker's compensation coverage.	\$2,489,000	\$2,400,000	\$2,500,000
3. Cost of coverage as a percent of total payroll.	1.78%	2%	2%
2. Administer the self-insured claims programs.			
A. Cost effectively administer Worker's Compensation claims.			
1. Worker's Compensation claims paid and/or reserved.	256	275	295
2. Claims reported per \$1,000,000 of payroll.	1.83	2.0	2.0
3. Total amount of claims paid and/or reserved.	\$1,054,110	\$1,750,000	\$1,950,000
4. Injury leave hours paid.	16,754	18,000	20,000
B. Cost effectively administer general liability claims.			
1. Liability number of claims paid and/or reserved.	67	75	75
2. Claims per \$1,000,000 of operating budget.	.28	.50	.50
3. Total amount of claims paid and/or reserved.	\$135,486	\$150,000	\$175,000
C. Cost effectively administer transit liability claims.			
1. Transit liability number of claims paid and/or reserved.	31	75	50
2. Claims paid per 1,000,000 of miles driven.	19.38	25	25
3. Total amount of claims paid and/or reserved.	\$97,941	\$175,000	\$175,000
D. Cost effectively administer police liability claims.			
1. Police liability number of claims paid and/or reserved.	3	5	7
2. Claims paid per \$1,000,000 of payroll.	.13	.25	.35
3. Total amount of claims paid and reserved.	\$3,531	\$150,000	\$200,000
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. There are no significant changes proposed in this budget.

<b>EQUIPMENT DETAIL</b>			<b>ACTUAL</b>	<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
	<b>MAYOR</b>	<b>COUNCIL</b>	<b>2004-05</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	
	<b>2006-07</b>	<b>2006-07</b>	<b>EXPENDITURE SUMMARY</b>				
Upgrade Computers	3,500	3,500	PERSONNEL	439,959	474,713	477,049	475,964
			SUPPLIES	4,066	8,200	8,150	8,150
			SERVICES	248,849	253,700	257,838	257,838
			EQUIPMENT	2,808	3,584	3,500	3,500
			TRANSFERS	0	0	0	0
			<b>TOTAL</b>	<b>695,682</b>	<b>740,197</b>	<b>746,537</b>	<b>745,452</b>
			<b>REVENUE SUMMARY</b>				
			USER FEES	740,197	746,537	745,452	745,452
			<b>TOTAL</b>	<b>740,197</b>	<b>746,537</b>	<b>745,452</b>	<b>745,452</b>
			<b>SERVICES SUMMARY</b>				
			Contractual	68,539	65,776	74,411	74,411
			Travel/Mileage	2,653	2,650	600	600
			Print/Copying	3,195	5,000	5,000	5,000
			Insurance	0	1,351	1,524	1,524
			Utilities	2,904	3,500	3,600	3,600
			Maint./Repair	0	0	0	0
			Rentals	26,784	25,407	25,408	25,408
			Miscellaneous	144,773	150,016	147,295	147,295
			<b>TOTAL</b>	<b>248,849</b>	<b>253,700</b>	<b>257,838</b>	<b>257,838</b>
	<b>3,500</b>	<b>3,500</b>					

<b>PERSONNEL DETAIL</b>								
<b>CLASS</b>			<b>EMPLOYEES</b>		<b>BUDGET</b>	<b>MAYOR</b>	<b>COUNCIL</b>	
<b>CODE</b>	<b>CLASS</b>	<b>PAY RANGE</b>	<b>05-06</b>	<b>06-07</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2006-07</b>	
X	0032	Excluded Senior Office Asst.	25,265-35,735	1.00	1.00	32,777	32,661	33,229
M	1320	Risk Manager	47,516-96,906	1.00	1.00	88,347	86,752	87,620
E	1321	Workers Comp Claims Specialist	35,248-49,804	1.00	1.00	50,441	48,623	49,805
M	1322	Claims & Insurance Coordinator	46,081-78,872	1.00	1.00	66,939	66,091	66,751
M	1324	Safety and Training Coordinator	46,081-78,872	1.00	1.00	57,590	57,713	58,290
M	1326	Workers' Compensation Claims Coord	46,081-78,872	1.00	1.00	55,377	54,673	55,220
U	4903	Para-Professional/Technical Worker	\$5.90-\$11.70/Hr	0.19	0.19	4,000	4,000	4,000
		Salary Adjustment				4,402		
		Fringe Benefits			119,242	122,134	121,049	
		<b>TOTAL</b>		<b>6.19</b>	<b>6.19</b>	<b>474,713</b>	<b>477,049</b>	<b>475,964</b>