

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

- **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. 10th Street, 2nd 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. 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 Properties

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.
- Create a City Wellness Website under Personnel.
- Complete an insurance broker and a Workers Compensation Bill Review RFP.
- Complete a voluntary benefits, benefits consultant and a vision RFP.
- In 2007, develop and implement intragovernment centralized on-call nursing pool in order to reduce reliance upon agency staffing.

	ACTUAL 2005-06	BUDGET 2006-07	MAYOR'S RECOMM. 2007-08	COUNCIL ADOPTED 2007-08
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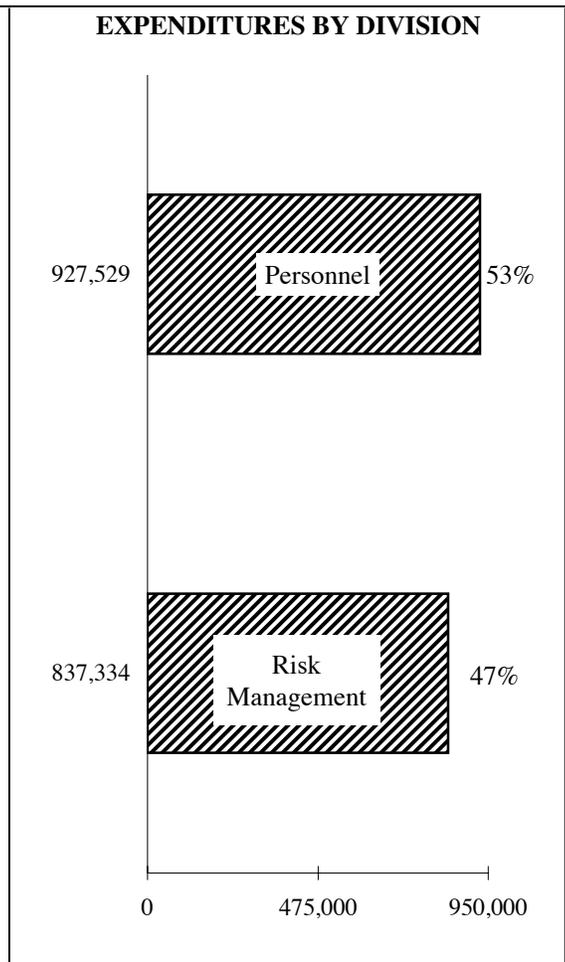
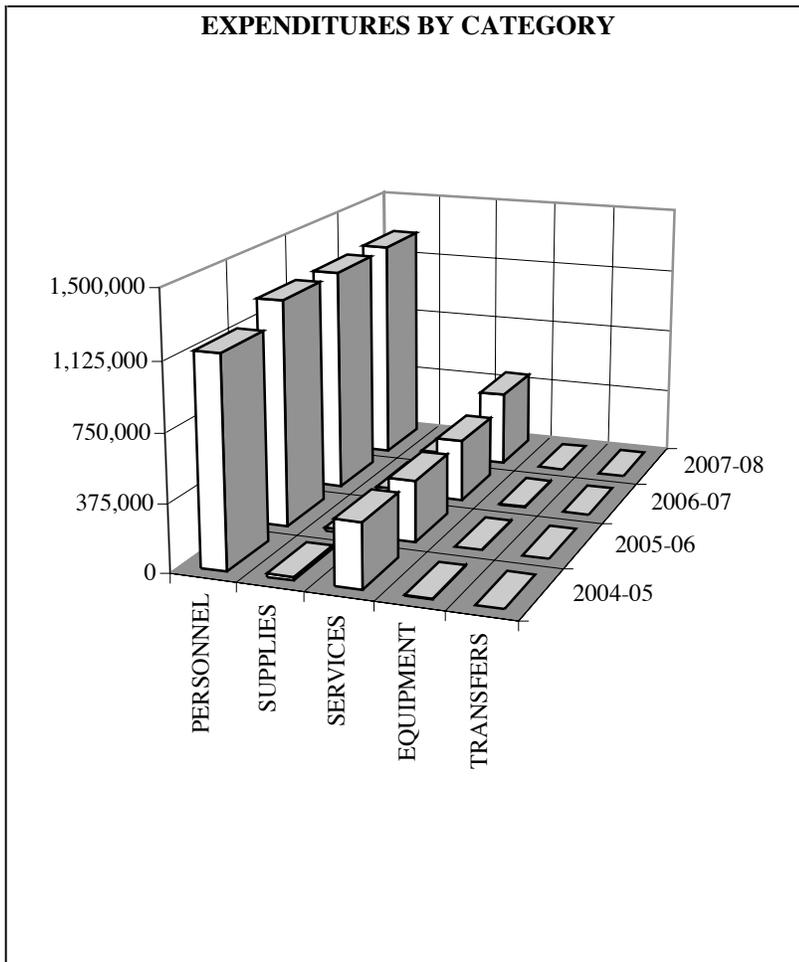
EXPENDITURE SUMMARY				
PERSONNEL	1,268,819	1,270,285	1,277,723	1,277,723
SUPPLIES	17,839	21,600	22,244	22,244
SERVICES	344,554	351,082	429,081	464,896
EQUIPMENT	2,007	3,500	0	0
TRANSFERS	0	0	0	0
	<u>1,633,219</u>	<u>1,646,467</u>	<u>1,729,048</u>	<u>1,764,863</u>

REVENUE SUMMARY				
GENERAL FUND		901,015	891,714	927,529
POLICE & FIRE PENSION FUND		109,528	115,872	115,872
USER FEES		745,452	837,334	837,334
		<u>1,755,995</u>	<u>1,844,920</u>	<u>1,880,735</u>

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

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PERSONNEL DEPARTMENT

PERSONNEL DIVISION	GENERAL FUND AND		
	POLICE & FIRE PENSION FUND		
	PROGRAM STATEMENTS		
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2005-06	2006-07	2007-08
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.	5,005	4,300	4,500
2. Actual number of City and County employee benefit questions received during the year.	13,496	10,500	10,500
3. Actual number of City and County open enrollment meetings held to provide useful information to employees selecting benefits.	103	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.	.004%	<1.5%	<1.255%
D. Coordinate the development and application of the classification, compensation and labor relations functions.			
1. Conduct classification audits to ensure employees properly allocated.	42	50	35
2. Labor contracts signed during the next fiscal year.	1	2	6
3. Conduct on-going review of classification system revising and creating classes as required.	46	50	40
E. Administer the Police and Fire Pension Fund.			
1. Return on investments.	10.9%	7.5%	7.5%
2. Cost of administration as a percentage of market value.	.16%	.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.	14,314	14,000	14,000
2. Number of employment requisitions.	552	500	525
B. Number of pre-employment examinations administered to applicants.	1,366	1,200	1,200

PERSONNEL DEPARTMENT

**GENERAL FUND AND
POLICE FIRE PENSION FUND**

PERSONNEL DIVISION

COMMENTS:

1. Eliminated 1.0 Compensation Tech II that was a position on the hiring freeze.
2. The City Council eliminated funding for the Affirmative Action Division, but transferred \$35,815 to the Personnel Department to achieve affirmative action functions.

EQUIPMENT DETAIL	ACTUAL	BUDGET	MAYOR	COUNCIL
MAYOR COUNCIL	2005-06	2006-07	2007-08	2007-08
2007-08 2007-08				
None	EXPENDITURE SUMMARY			
	PERSONNEL	803,652	794,321	782,833
	SUPPLIES	13,895	13,450	14,094
	SERVICES	91,043	93,244	94,787
	EQUIPMENT	946	0	0
	TRANSFERS	0	0	0
	TOTAL	909,537	901,015	891,714
	REVENUE SUMMARY			
	GENERAL FUND		901,015	927,529
	POLICE & FIRE PENSION		109,528	115,872
	TOTAL		1,010,543	1,007,586
	SERVICES SUMMARY			
	Contractual	40,344	43,153	42,763
	Travel/Mileage	199	290	290
	Print/Copying	9,250	9,007	10,170
	Insurance	1,590	1,763	2,333
	Utilities	5,509	5,000	5,000
	Maint./Repair	148	175	175
	Rentals	32,681	32,681	32,681
	Miscellaneous	1,323	1,175	1,375
	TOTAL	91,043	93,244	94,787
0	0			

CLASS		EMPLOYEES		BUDGET	MAYOR	COUNCIL
CODE	CLASS	PAY RANGE	06-07	07-08	2006-07	2007-08
				2006-07	2007-08	2007-08
GENERAL FUND						
X	0032 Excluded Senior Office Asst.	25,922-36,631	1.00	1.00	34,936	35,190
X	0608 Employment Clerk	26,829-37,869	2.00	2.00	69,284	70,766
E	0610 Compensation Technician II	39,937-56,253	2.00	1.00	100,026	47,811
X	0612 Personnel Clerk	26,829-37,869	3.00	3.00	96,927	99,084
E	0614 Employment Technician II	39,937-56,253	2.00	2.00	103,918	107,014
M	0615 Benefits Specialist	47,347-81,040	1.00	1.00	66,751	69,552
M	0617 Personnel Coordinator	48,822-99,569	1.00	1.00	88,973	92,509
M	0618 Compensation Manager	48,822-99,569	1.00	1.00	89,870	92,431
D	0619 Personnel Director	54,639-129,452	1.00	1.00	95,738	99,568
E	0634 Personnel Operations Specialist	39,937-56,253	1.00	1.00	54,499	54,500
	Salary Adjustment					20,665
	Vacancy/Turnover Savings				-8,009	-7,891
	Fringe Benefits (Workers Compensation)				1,408	1,634
			15.00	14.00	794,321	782,833
POLICE & FIRE PENSION FUND						
M	0620 Pension Officer	48,822-99,569	1.00	1.00	79,764	81,976
	Salary Adjustment					2,255
	Fringe Benefits				29,764	31,641
			1.00	1.00	109,528	115,872

PERSONNEL DEPARTMENT

RISK MANAGEMENT DIVISION

WORKER'S COMPENSATION LOSS FUND

PROGRAM STATEMENTS			
OBJECTIVES	ACTUAL	ESTIMATED	PROJECTED
PERFORMANCE MEASURES	2005-06	2006-07	2007-08
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.	\$1,548,742	\$1,600,000	\$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.	\$718,000	\$1,000,000	\$1,000,000
2. Cost of self-insured worker's compensation coverage.	\$2,430,000	\$2,500,000	\$2,700,000
3. Cost of coverage as a percent of total payroll.	1.65%	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.	264	295	280
2. Claims reported per \$1,000,000 of payroll.	1.79	2.0	1.85
3. Total amount of claims paid and/or reserved.	\$1,369,881	\$1,950,000	\$2,000,000
4. Injury leave hours paid.	26,785	20,000	23,000
B. Cost effectively administer general liability claims.			
1. Liability number of claims paid and/or reserved.	57	75	70
2. Claims per \$1,000,000 of operating budget.	.23	.50	.35
3. Total amount of claims paid and/or reserved.	\$572,846	\$175,000	\$500,000
C. Cost effectively administer transit liability claims.			
1. Transit liability number of claims paid and/or reserved.	28	50	40
2. Claims paid per 1,000,000 of miles driven.	17.12	25	20
3. Total amount of claims paid and/or reserved.	\$75,326	\$175,000	\$200,000
D. Cost effectively administer police liability claims.			
1. Police liability number of claims paid and/or reserved.	3	7	7
2. Claims paid per \$1,000,000 of payroll.	.02	.35	.15
3. Total amount of claims paid and reserved.	\$6,550	\$200,000	\$150,000
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. Eliminated .19 Para-Professional/Technical Worker.
2. The Worker's Compensation Court passed on additional fees of \$80,474 that will be funded by user fees from the rest of the departments.

EQUIPMENT DETAIL	ACTUAL	BUDGET	MAYOR	COUNCIL	
MAYOR	2005-06	2006-07	2007-08	2007-08	
COUNCIL					
2007-08					
2007-08					
None	EXPENDITURE SUMMARY				
	PERSONNEL	465,167	475,964	494,890	494,890
	SUPPLIES	3,943	8,150	8,150	8,150
	SERVICES	253,511	257,838	334,294	334,294
	EQUIPMENT	1,062	3,500	0	0
	TRANSFERS	0	0	0	0
	TOTAL	723,682	745,452	837,334	837,334
	REVENUE SUMMARY				
	USER FEES		745,452	837,334	837,334
	TOTAL		745,452	837,334	837,334
	SERVICES SUMMARY				
	Contractual	70,894	74,411	77,020	77,020
	Travel/Mileage	4,156	600	600	600
	Print/Copying	2,183	5,000	4,000	4,000
	Insurance	1,351	1,524	2,112	2,112
	Utilities	2,917	3,600	3,600	3,600
	Maint./Repair	0	0	0	0
	Rentals	25,407	25,408	25,408	25,408
	Miscellaneous	146,603	147,295	221,554	221,554
	TOTAL	253,511	257,838	334,294	334,294
0					0

PERSONNEL DETAIL								
CLASS			EMPLOYEES		BUDGET	MAYOR	COUNCIL	
CODE	CLASS	PAY RANGE	06-07	07-08	2006-07	2007-08	2007-08	
X	0032	Excluded Senior Office Asst.	25,922-36,631	1.00	1.00	33,229	34,713	35,602
M	1320	Risk Manager	48,822-99,569	1.00	1.00	87,620	90,550	93,040
E	1321	Workers Comp Claims Specialist	36,216-51,136	1.00	1.00	49,805	49,804	51,137
M	1322	Claims & Insurance Coordinator	47,347-81,040	1.00	1.00	66,751	69,552	71,465
M	1324	Safety and Training Coordinator	47,347-81,040	1.00	1.00	58,290	60,626	62,293
M	1326	Workers' Compensation Claims Coord	47,347-81,040	1.00	1.00	55,220	57,533	59,115
U	4903	Para-Professional/Technical Worker	\$5.90-\$11.70/hr	0.19		4,000		
		Salary Adjustment					9,874	
		Fringe Benefits				121,049	122,238	122,238
		TOTAL		6.19	6.00	475,964	494,890	494,890