

# Personnel Office



**PERSONNEL OFFICE**

<b>Budget Highlights</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Adopted</b>	<b>FY 2014/15 Amended</b>	<b>FY 2015/16 Recomm'd</b>	<b>% Change from Adopted FY 2014/15</b>
Employee Expense	348,041	325,699	324,835	323,884	-0.6%
Supplies and Services	71,725	84,298	102,678	70,752	-16.1%
Machinery and Equipment	<u>1,056</u>	<u>2,500</u>	<u>2,500</u>	<u>2,100</u>	<u>-16.0%</u>
Total	420,822	412,497	430,013	396,736	-3.8%
<b><u>Resources</u></b>					
Administrative OH Recharges	147,993	174,365	174,365	123,662	-29.1%
Misc. Reimbursements	<u>9,169</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.0%</u>
Total	157,162	174,365	174,365	123,662	-29.1%
Property Tax Support	263,660	238,132	255,648	273,074	34,942
Percent Increase (Decrease)					14.67%
<b>Personnel - Authorized FTE</b>	<b>3.63</b>	<b>3.63</b>	<b>3.63</b>	<b>3.63</b>	

**Improvement Package Summary**

**1 of 2**

This decision package would provide funding for the purchase of a desktop computer for the Nurse Case Manager. A computer is needed in order to safely communicate with respective carriers and internal departments. With the added 8 hours a week of case management, there will be an improvement in how work injuries are managed, more accurate/appropriate care, and less stagnant claims. With better claims management, there will be an improvement in claims costs.

Related Cost: \$2,100 – Tax Funds – Non-Recurring	<b>Recommend - Yes</b>
Related Revenue: \$ 112 – Sanitary Sewer User Fees – Non-Recurring	
Related Revenue: \$ 78 – Stormwater User Fees – Non-Recurring	
Related Revenue: \$ 40 – Parking User Fees – Non-Recurring	
Related Revenue: \$ 0 – Water User Fees – Non-Recurring	
Related Revenue: \$ 303 – Refuse User Fees – Non-Recurring	
Related Revenue: \$ 125 – Landfill User Fees – Non-Recurring	
Total Net Cost: \$1,442	
Property Tax Impact: +\$.0006/+.01%	
Activity: Personnel Office	

**2 of 2**

This decision package would provide funding for the continuation of the Leadership Training Program for 165 supervisors and managers. The training will build on the theme of maintaining citizen services, moving forward with sustainability initiatives and building on the Guiding Principles of the Management Philosophy. Based on the training needs assessment conducted by Honkamp Krueger, the training topics will include:

- general leadership and supervisory skill building
- effective communication, including during conflict
- performance planning, measures and evaluation
- interpersonal skill development

The breakdown of cost is as follows:

- Two days of training for 165 employees in groups of 25-30 employees at one time- \$42,735 this includes hotel accommodations, transportation, and food and material costs.
- Achieving Styles Inventory and Organizational Achievement Styles Inventory- \$3,750
- One hour coaching for Department Managers - \$3,000

Related Cost: \$49,485 – Tax Funds – Non-Recurring **Recommend - No**  
 Related Revenue: \$ 2,635 – Sanitary Sewer User Fees – Non-Recurring  
 Related Revenue: \$ 1,839 – Stormwater User Fees – Non-Recurring  
 Related Revenue: \$ 949 – Parking User Fees – Non-Recurring  
 Related Revenue: \$ 0 – Water User Fees – Non-Recurring  
 Related Revenue: \$ 7,147 – Refuse User Fees – Non-Recurring  
 Related Revenue: \$ 2,936 – Landfill User Fees – Non-Recurring  
 Total Net Cost: \$33,979  
 Property Tax Impact: +\$.0151/+.14%  
 Activity: Personnel Office

**Significant Line Items at Maintenance Level**  
**(Without Recommended Improvement Packages)**

**Employee Expense**

1. The City wage plan for non-bargaining unit employees will not increase and bargaining unit employees will receive a 2.25% wage increase in FY 2016.
2. The Iowa Public Employee Retirement System (IPERS) City contribution remains at 8.93% and the employee contribution remains at 6.18% in FY 2016.
3. The City portion of health insurance expense decreased from \$1,190 in FY 2015 to \$1,040 in FY 2016 per month per contract, resulting in a savings of \$5,400.

**Supplies & Services**

4. Office Supplies decreased from \$3,852 in FY 2015 to \$2,236 in FY 2016 based on FY 2014 actual of \$2,192 plus 2%.

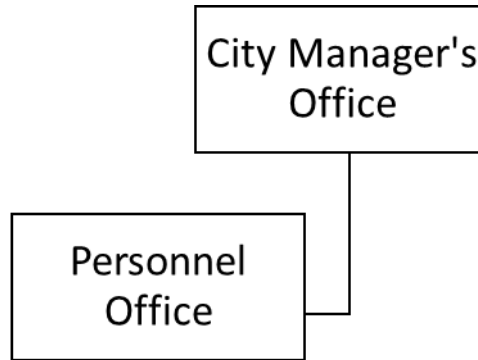
5. Copying and Reproduction decreased from \$2,857 in FY 2015 to \$1,670 in FY 2016 based on FY 2014 actual of \$2,385 less 30% due to switching vendors for multi-function copiers which has decreased the cost by 30%.
6. Consultant Services decreased from \$6,000 in FY 2015 to \$0 in FY 2016 due to a one-time improvement package approved in FY 2015 for a safety consulting firm to provide an assessment of compliance with regulations.
7. Criminal Background Check decreased from \$29,120 in FY 2015 to \$22,355 in FY 2016 based on actual cost for FY 2015.

## **Revenue**

8. Revenue received from Enterprise Funds for administrative overhead charges has decreased from \$174,365 in FY 2015 to \$123,662 in FY 2016.

# PERSONNEL OFFICE

The Personnel Office is committed to providing expertise in attracting, developing and sustaining a high quality workforce committed to excellent services.



## Expenditures and Resources by Department and Category

<b>Budget Highlights</b>	<b>FY 2013/14 Actual</b>	<b>FY 2014/15 Adopted</b>	<b>FY 2014/15 Amended</b>	<b>FY 2015/16 Recomm'd</b>	<b>% Change from Adopted FY 2014/15</b>
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<b>Total</b>	<b>420,822</b>	<b>412,497</b>	<b>430,013</b>	<b>396,736</b>	<b>-3.8%</b>
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# PERSONNEL OFFICE

**SUCCESS IS ABOUT PLANNING, PARTNERSHIPS AND PEOPLE LEADING TO OUTCOMES**



# PERSONNEL OFFICE

## Overview

The City of Dubuque Personnel Office is responsible for carrying out all the activities essential to the effective administration of the personnel function. Responsibilities for the Personnel Office include:

- Administering the position classification and pay plan
- Assisting operating departments in the areas of recruitment, selection, placement, and training of employees
- Representing the City in collective bargaining with five employee unions and administering union contracts
- Maintaining centralized personnel records
- Administering the Non-bargaining Unit Personnel Manual
- Administering all benefits
- Overseeing the safety function
- Ensuring compliance with state and federal employment related laws and regulations
- Administering, through the Health Care Committee, health, prescription drug, dental, life, and disability insurance plans
- Inputting and maintaining payroll data for all employees
- Maintaining all workers compensation records and coordinating claims management with the third party administrator and department managers

<b>Funding Summary</b>			
	FY 2013/14 Actual	FY 2014/15 Adopted	FY 2015/16 Recommended
Expenditures	\$420,822	\$412,497	\$396,736
Resources	\$157,162	\$174,365	\$123,662
<b>Position Summary</b>			
	FY 2015/16 FTE's		
Personnel Manager	1.00		
Personnel Assistant	1.00		
Secretary	1.63		
Total FTE's	3.63		

## Supporting City and Community Goals

### Partnering for a Better Dubuque

- The Personnel Office works with local partners including United Way, Prescott School, Crescent Community Health Center, Marie House, Multicultural Family Center, The Dubuque Area Labor Management Council and the Road to Success/Bridges Initiative



# PERSONNEL OFFICE

## **Financially Responsible City Government and High Performance Organization**

- Identify opportunities to contain the increase in cost of the health insurance program
- Analyze the impact of the Affordable Care Act
- Continue succession planning efforts
- Work with City departments to ensure a safe and healthy work environment
- Review and modify the City's recruitment effort to attract a larger number of women and people of color to apply for City positions.
- Continue to seek out opportunities and best management practices in leadership training
- Seek out additional opportunities to use employee involvement teams and labor management committee

## **Social/Cultural Vibrancy**

- Support Every Child/Every Promise and assist departments in implementing this policy
- Continue staff participation on the ICC Steering Committee to increase understanding across cultures when delivering City services and creating a welcoming community and organization.
- Continue staff participation in sustainability education

## **Performance Measures**

### **Personnel Office – Activity Statement**

The Personnel Office is committed to providing expertise in attracting, developing and sustaining a high quality workforce committed to excellent services.

### **Goals**

- Promote a safe, equitable and healthy work environment for all employees and to create an organization of intercultural competencies.
- Provide compensation and benefits plan that promotes a satisfied and engaged workforce.
- Insure fair, equitable and uniform treatment of bargaining unit employees and to insure uninterrupted City operations.
- Ensure equal employment opportunities for all employees and applicants for employment.

# PERSONNEL OFFICE

**Objective: Assist City Departments in the areas of recruitment, selection, placement, retention and training of employees.**

*The Personnel Office provides leadership and services to maximize the potential and ability of employees and promote employee success.*

- Top talent is recruited by coordinating advertising, screening, interviewing, testing and selection
- Support the development and maintenance of the City’s classification system to ensure competitive salaries to enable the City to hire and retain the best qualified employees

	Calendar Year 2012	Calendar Year 2013	Calendar Year 2014
Retirements	28	20	17
Vacancies	90	86	88
Applications Processed	6,035	3,909	3,173
Civil Service Applications	794	1,062	949

**Objective: Provide City of Dubuque employees and their families with a competitive benefits package consisting of a comprehensive, yet cost effective program for health, life and long-term disability benefits.**

*The City is able to attract and retain highly skilled employees by providing a competitive compensation and benefit package resulting in high quality and innovative services for the Citizens of Dubuque.*

Maintain a comprehensive and sustainable benefits package:

- Analyze benefits and recommend changes as needed to ensure a competitive benefit package
- Oversee the medical, prescription drug, disability and life insurance programs, the flexible spending program and all other employee benefit programs
- Minimize healthcare premium increases for the City and employees

**Objective: Promote collaborative and effective labor management relationships while representing the public’s interests in all bargaining matters.**

*The Personnel Office collaborates with City Department’s to achieve mutually beneficial labor agreements while providing assistance in resolving disputes, addressing performance issues and preventing or mitigating disciplinary matters.*

- Represent the City in collective bargaining and administer union contracts for five employee unions

**Recommended Operating Revenue Budget - Department Total**  
**67 - PERSONNEL**

<b>Fund</b>	<b>Account</b>	<b>Account Title</b>	<b>FY13 Actual Revenue</b>	<b>FY14 Actual Revenue</b>	<b>FY15 Adopted Budget</b>	<b>FY16 Recomm'd Budget</b>
100	53605	MISCELLANEOUS REVENUE	6,419	9,148	0	0
100	53620	REIMBURSEMENTS-GENERAL	0	21	0	0
<b>53 - MISCELLANEOUS</b>			<b>6,419</b>	<b>9,169</b>	<b>0</b>	<b>0</b>
100	59610	FR WPC OPERATING	32,269	36,031	41,491	21,014
100	59620	FR STORMWATER OPERATING	1,347	1,388	8,226	14,667
100	59630	FR PARKING OPERATING	9,869	6,380	7,366	7,567
100	59640	FR WATER UTILITY	0	34,779	40,286	0
100	59670	FR REFUSE COLLECTION	33,053	48,752	53,708	56,999
100	59940	FR DMASWA	20,051	20,663	23,288	23,415
<b>59 - TRANSFER IN AND INTERNAL</b>			<b>96,589</b>	<b>147,993</b>	<b>174,365</b>	<b>123,662</b>
<b>67 - PERSONNEL TOTAL</b>			<b>103,008</b>	<b>157,162</b>	<b>174,365</b>	<b>123,662</b>

## Recommended Operating Expenditure Budget - Department Total 67 - PERSONNEL

Fund	Account	Account Title	FY13 Actual Expense	FY14 Actual Expense	FY15 Adopted Budget	FY 16 Recomm'd Budget
100	61010	FULL-TIME EMPLOYEES	208,651	214,886	215,041	219,033
100	61020	PART-TIME EMPLOYEES	21,762	24,601	22,289	22,702
100	61050	OVERTIME PAY	5,168	3,244	0	0
100	61099	WAGE ADJUSTMENT	0	0	4,847	0
100	61310	IPERS	20,420	21,671	21,194	21,587
100	61320	SOCIAL SECURITY	17,196	17,808	18,156	18,493
100	61410	HEALTH INSURANCE	33,123	43,322	42,840	37,440
100	61411	INSURANCE PREMIUM	690	1,037	0	0
100	61413	ADMINISTRATION COSTS	19,890	20,364	0	3,300
100	61415	WORKMENS' COMPENSATION	1,006	925	901	890
100	61416	LIFE INSURANCE	184	184	431	439
100	61660	EMPLOYEE PHYSICALS	372	0	0	0
<b>61 - WAGES AND BENEFITS</b>			<b>328,463</b>	<b>348,041</b>	<b>325,699</b>	<b>323,884</b>
100	62010	OFFICE SUPPLIES	3,776	2,192	3,852	2,236
100	62030	POSTAGE AND SHIPPING	3,080	3,620	3,234	3,801
100	62031	PROCESSING MATERIALS	312	322	325	345
100	62061	DP EQUIP. MAINT CONTRACTS	1,356	1,189	1,072	1,338
100	62090	PRINTING & BINDING	281	773	967	788
100	62110	COPYING/REPRODUCTION	2,801	2,385	2,857	1,670
100	62130	LEGAL NOTICES & ADS	0	723	0	0
100	62170	SUBSCRIPTIONS-BOOKS-MAPS	5,393	5,851	5,403	5,881
100	62190	DUES & MEMBERSHIPS	384	215	755	770
100	62208	GENERAL LIABILITY INSURAN	2,086	2,101	2,164	2,234
100	62310	TRAVEL-CONFERENCES	161	125	1,000	1,000
100	62320	TRAVEL-CITY BUSINESS	310	152	1,500	1,500
100	62360	EDUCATION & TRAINING	5,666	19,298	8,680	9,310
100	62421	TELEPHONE	1,507	1,051	1,070	1,051
100	62436	RENTAL OF SPACE	920	480	480	480
100	62660	DATA PROCESSING	3,054	3,206	3,795	3,955
100	62663	SOFTWARE LICENSE EXP	9,024	9,024	9,024	9,038
100	62697	LABOR RELATIONS	1,598	2,235	3,000	3,000
100	62716	CONSULTANT SERVICES	0	0	6,000	0
100	62717	CRIMINAL BACKGROUND CHECK	19,662	16,733	29,120	22,355
100	62731	MISCELLANEOUS SERVICES	55	52	0	0
<b>62 - SUPPLIES AND SERVICES</b>			<b>61,426</b>	<b>71,726</b>	<b>84,298</b>	<b>70,752</b>
100	71111	DICTATION EQUIPMENT	0	1,056	0	0
100	71124	MICRO-COMPUTER	0	0	0	2,100
100	71214	FILES	0	0	2,500	0
<b>71 - EQUIPMENT</b>			<b>0</b>	<b>1,056</b>	<b>2,500</b>	<b>2,100</b>
<b>67 - PERSONNEL TOTAL</b>			<b>389,889</b>	<b>420,822</b>	<b>412,497</b>	<b>396,736</b>

## Recommended Expenditure Budget Report by Activity & Funding Source 67 - PERSONNEL

### HUMAN RESOURCES - 72700

#### FUNDING SOURCE: GENERAL

Account	FY13 Actual Expense	FY14 Actual Expense	FY15 Adopted Budget	FY16 Recomm'd Budget
EQUIPMENT	0	1,056	2,500	2,100
SUPPLIES AND SERVICES	61,426	71,726	84,298	70,752
WAGES AND BENEFITS	328,463	348,041	325,699	323,884
<b>HUMAN RESOURCES</b>	<b>389,889</b>	<b>420,822</b>	<b>412,497</b>	<b>396,736</b>
<b>PERSONNEL TOTAL</b>	<b>\$389,888.64</b>	<b>\$420,822.49</b>	<b>\$412,497.00</b>	<b>\$396,736.00</b>

CITY OF DUBUQUE, IOWA  
DEPARTMENT DETAIL - PERSONNEL COMPLEMENT

67 PERSONNEL DEPT.

FD	JC	WP-GR	JOB CLASS	FY 2014		FY 2015		FY 2016	
				FTE	BUDGET	FTE	BUDGET	FTE	BUDGET
<b>61010 Full Time Employee Expense</b>									
100	9300	GE-41	HUMAN SERVICES MANAGER	1.00	109,291	1.00	110,930	1.00	111,317
100	9100	GE-31	PERSONNEL ASSISTANT	1.00	60,907	1.00	61,821	1.00	62,042
100	0225	GE-25	SECRETARY	1.00	44,624	1.00	45,516	1.00	45,674
			TOTAL FULL TIME EMPLOYEES	3.00	214,822	3.00	218,267	3.00	219,033
<b>61020 Part Time Employee Expense</b>									
100	0225	GE-25	SECRETARY	0.63	22,289	0.63	22,623	0.63	22,702
			TOTAL PART TIME EMPLOYEES	0.63	22,289	0.63	22,623	0.63	22,702
			<b>TOTAL PERSONNEL DEPT</b>	<b>3.63</b>	<b>237,111</b>	<b>3.63</b>	<b>240,890</b>	<b>3.63</b>	<b>241,735</b>

**CITY OF DUBUQUE, IOWA  
ACTIVITY PERSONNEL COMPLEMENT SUMMARY**

Run Date: 01/21/15

ACCT	FD	JC	WP-GR	POSITION CLASS	FY 2014		FY 2015		FY 2016		
					FTE	BUDGET	FTE	BUDGET	FTE	BUDGET	
<b>Personnel/Human Services - FT General Fund</b>											
10072700	61010	100	0225	GE-25	SECRETARY	1.00	44,624	1.00	45,516	1.00	45,674
10072700	61010	100	9300	GE-41	PERSONNEL MANAGER	1.00	109,291	1.00	110,930	1.00	111,317
10072700	61010	100	9100	GE-31	PERSONNEL ASSISTANT	1.00	60,907	1.00	61,821	1.00	62,042
					Total	3.00	214,822	3.00	218,267	3.00	219,033
<b>Personnel/Human Services - PT General Fund</b>											
10072700	61020	100	0225	GE-25	SECRETARY	0.63	22,289	0.63	22,623	0.63	22,702
					Total	0.63	22,289	0.63	22,623	0.63	22,702
<b>TOTAL PERSONNEL DEPT.</b>											
						<b>3.63</b>	<b>237,111</b>	<b>3.63</b>	<b>240,890</b>	<b>3.63</b>	<b>241,735</b>

