



Department Description

The Personnel Department is governed by the Civil Service Commission which is appointed by the Mayor and confirmed by the City Council. The main responsibilities of the Personnel Department are to provide supervision over the selection, promotion, and removal of all classified employees and maintain a competitive merit system that provides equal opportunity for all applicants.

The Department's mission is:

To proactively provide the highest quality personnel services in support of the City's overall mission

Service Efforts and Accomplishments

Liaison Division

The Liaison Division conducted pre-employment medical processing for 968 employees, administered the certification system for filling job vacancies, and processed the City-wide payroll for 8,343 full-time and part-time employees for accuracy on a bi-weekly basis.

Employee Background Records Check Division

The Employee Background Records Check Division fingerprinted 1,762 new and current employees and conducted conviction record review checks.

Classification Division

The Classification Division conducted 816 classification and compensation surveys.

Exam Management and Recruiting Division

The Exam Management and Recruiting Division developed and administered 194 examination processes which established lists of persons eligible for employment or promotion within the classified service. The Recruiting Section worked with departments to develop and implement broad-based recruiting efforts by attending 27 job fairs and making contact with 1,878 potential applicants. Additionally, the Recruiting Section reports on the status of the City's Equal Opportunity Employment Program.

Everyl Everylouve and Luvestics tions Office	
Equal Employment Investigations Office The Equal Employment Investigations Office investigated and resolved 35 internal and 2 discrimination complaints filed with federal and State compliance agencies.	0 external

Department Summary

Personnel									
		FY 2007 BUDGET		FY 2008 BUDGET		FY 2009 FINAL		FY 2008-2009 CHANGE	
Positions		65.38		60.20		59.00		(1.20)	
Personnel Expense	\$	6,114,928	\$	5,975,259	\$	5,830,957	\$	(144,302)	
Non-Personnel Expense	\$	876,457	\$	644,743	\$	627,458	\$	(17,285)	
TOTAL	\$	6,991,385	\$	6,620,002	\$	6,458,415	\$	(161,587)	

Department Staffing

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
GENERAL FUND			
Personnel			
Administration	3.00	3.00	3.00
Civil Service Commission Support	2.10	2.10	2.10
Classifications/Salary	5.25	5.65	5.65
Data Systems Administration	2.00	2.00	2.00
Employee Records Background Check	2.00	2.00	2.00
Employee Records/Payroll Processing	8.45	8.70	8.70
Equal Employment Opportunity	5.55	5.35	5.35
Liaison	4.78	3.70	3.60
Non-Dept/Unbudgeted Services	7.00	0.00	0.00
Personnel	0.00	0.00	1.00
Recruiting & Examining	25.25	27.70	25.60
Total	65.38	60.20	59.00

Department Expenditures

	FY 2007 BUDGET	FY 2008 BUDGET	FY 2009 FINAL
GENERAL FUND			
Personnel			
Administration	\$ 570,226	\$ 572,911	\$ 512,396
Civil Service Commission Support	\$ 221,840	\$ 225,588	\$ 229,205
Classifications/Salary	\$ 527,652	\$ 588,831	\$ 602,308
Data Systems Administration	\$ 444,813	\$ 315,719	\$ 303,630
Employee Records Background Check	\$ 269,534	\$ 275,010	\$ 280,101
Employee Records/Payroll Processing	\$ 629,573	\$ 756,478	\$ 771,284
Equal Employment Opportunity	\$ 566,864	\$ 567,184	\$ 577,607
Liaison	\$ 816,078	\$ 705,277	\$ 715,772

Department Expenditures

		FY 2007 BUDGET		FY 2008 BUDGET		FY 2009 FINAL	
GENERAL FUND							
Personnel							
Non-Dept/Unbudgeted Services	\$	684,939	\$	-	\$	-	
Personnel	\$	(11,814)	\$	3,697	\$	5,845	
Recruiting & Examining	\$	2,271,680	\$	2,609,307	\$	2,460,267	
Total	\$	6,991,385	\$	6,620,002	\$	6,458,415	

Significant Budget Adjustments

GENERAL FUND

Personnel	Positions	Cost	Revenue
Salary and Benefit Adjustments Adjustments to reflect the annualization of the Fiscal Year 2008 negotiated salary compensation schedule, changes to average salaries, retirement contributions, retiree health contributions, and other benefit compensation.	0.00 \$	46,245 \$	0
ERP Backfill Addition of 1.00 Program Manager and associated revenue to backfill a position assigned to the Enterprise Resource Planning (ERP) project implementation.	1.00 \$	147,000 \$	147,000
Pre-Employment Medical Rates Increase Adjustment to reflect an increase in the contract amount for pre-employment medical rates on medical examinations, drug testing, and related medical costs.	0.00 \$	9,000 \$	0
Non-Discretionary Adjustments to expense allocations that are determined outside of the Department's direct control. These adjustments are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00 \$	1,659 \$	0
Support for Information Technology Funding allocated according to a zero-based annual review of information technology funding requirements and priority analyses.	0.00 \$	(16,104) \$	0

Significant Budget Adjustments

GENERAL FUND

Personnel		Po	sitions	C	ost	Revenue
Vacancy Savings			0.00 \$	(142,59	94) \$	0
Adjustments to personnel expenses to refl savings resulting from positions projected to period of the fiscal year due to personnel tridifferentials for new employees.	o be vacan	t for any				
Savings from the Five-Year Financial Out	tlook		(2.20) \$	(206,79	93) \$	0
Adjustments to personnel and non-person revenue as a result of budget reductions distrive-Year Financial Outlook. These redudescribed in Volume 1: Budget Overview and	cussed in the custons are	he City's further				
Expenditures by Category	/	FY 2007 BUDGET		FY 2008 BUDGET		FY 2009 FINAL
PERSONNEL						
Salaries & Wages	\$	4,054,713		3,896,810	\$	3,826,313
Fringe Benefits	\$	2,060,215	\$	2,078,449	\$	2,004,644
SUBTOTAL PERSONNEL	\$	6,114,928	\$	5,975,259	\$	5,830,957
NON-PERSONNEL						
Supplies & Services	\$	651,334	\$	556,399	\$	554,556
Information Technology	\$	194,606		84,146	\$	65,117
Energy/Utilities	\$	29,526		3,207	\$	6,794
Equipment Outlay	\$	991	\$	991	\$	991
SUBTOTAL NON-PERSONNEL	\$	876,457	\$	644,743	\$	627,458
TOTAL	\$	6,991,385	\$	6,620,002	\$	6,458,415
Revenues by Category		FY 2007 BUDGET		FY 2008 BUDGET		FY 2009 FINAL
GENERAL FUND						
Charges for Current Services	\$	641,776	\$	-	\$	147,000
TOTAL	\$	641,776	\$	-	\$	147,000
Salary Schedule						
GENERAL FUND						
Personnel						
Class Position Title			2009 sitions	Sal	ary	Tota
1218 Assoc Management Analyst		1.00	1.00	\$ 64,3	334 \$	64,334

Salary Schedule

GENERAL FUND

Personnel

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Class	Position Title	FY 2008 Positions	FY 2009 Positions	Salary	Total
1226	Assoc Personnel Analyst	14.00	14.00	\$ 65,101	\$ 911,413
1349	Info Systems Analyst III	1.00	1.00	\$ 71,601	\$ 71,601
1419	Test Administration Specialist	5.00	5.00	\$ 43,456	\$ 217,281
1535	Clerical Assistant II	0.20	0.00	\$ -	\$ -
1632	Offset Press Operator	0.50	0.50	\$ 38,940	\$ 19,470
1647	Payroll Audit Specialist I	8.00	8.00	\$ 45,569	\$ 364,548
1650	Sr Personnel Analyst	8.00	8.00	\$ 71,516	\$ 572,124
1659	Payroll Audit Supv-Personnel	2.00	2.00	\$ 51,112	\$ 102,224
1746	Word Processing Operator	3.50	3.50	\$ 37,689	\$ 131,913
1776	Public Information Clerk	2.00	1.00	\$ 37,687	\$ 37,687
1852	Sr Test Administration Spec	2.00	2.00	\$ 47,544	\$ 95,087
1876	Executive Secretary	1.00	1.00	\$ 52,009	\$ 52,009
1926	Info Systems Analyst IV	1.00	1.00	\$ 79,816	\$ 79,816
1927	Supv Personnel Analyst	5.00	4.00	\$ 80,856	\$ 323,423
2113	Asst Personnel Director	1.00	1.00	\$ 125,998	\$ 125,998
2158	Equal Employment Investigation	1.00	1.00	\$ 108,330	\$ 108,330
2171	Personnel Director	1.00	1.00	\$ 143,499	\$ 143,499
2230	Deputy Personnel Director	2.00	2.00	\$ 119,760	\$ 239,519
2270	Program Manager	0.00	1.00	\$ 100,234	\$ 100,234
2281	Asst To The Director	1.00	1.00	\$ 77,742	\$ 77,742
	Vacancy Factor Adjustment	0.00	0.00	\$ -	\$ (122,905)
	Bilingual - Regular	0.00	0.00	\$ -	\$ 6,668
	Overtime Budgeted	0.00	0.00	\$ -	\$ 22,634
	Temporary Help	0.00	0.00	\$ -	\$ 81,664
	Total	60.20	59.00		\$ 3,826,313
PERS	ONNEL TOTAL	60.20	59.00		\$ 3,826,313