

## 2009 Non-Mandated Expenditures Department Response

DEPARTMENT: County Personnel Department (Human Resources), Dept #27

DEPARTMENT HEAD/ELECTED OFFICIAL: Gary E. Berger

OCA TITLE: Administration 270041

*Hamilton County departments and agencies have the opportunity to respond and provide insight to the Office of Budget and Strategic Initiatives (BSI) initial assessment as to non-mandated services. This response form should be used for each specific BSI assessment; not a general response for entire department. Take as much space as necessary for each question.*

Summary: The H.R. Department is responsible for all H.R. related activities for the BOCC departments including JFS and provides other H.R. services to all other Hamilton County agencies. H.R. services include benefits administration, labor relations and collective bargaining, employee relations, classification and compensation, civil service administration, policy development and administration, recruitment and staffing, training and development.

H.R. Position Budget: The H.R. budget includes 33.3 FTE's. Of this total, 19 employees are JFS based positions that are fully funded by the Indirect Cost Plan and their salary and benefit costs are reimbursed to the General Fund. Of the remaining 14.3 FTE's, all but two are partially funded by JFS thru the Indirect Cost Plan. All non-salary expenses pertaining to JFS are housed in the JFS Staffing O.C.A. and therefore are covered by the Indirect Cost Plan.

### Administration

Position Budget:

1.0	Director
.75	Sr. Executive Secretary
1.0	Sr. Executive Secretary (JFS)
1.0	Clerical Assistant (JFS)

Indirect Cost Plan Reimbursement Level

Director:	25%
Sr. Executive Secretary, Part time	30%
Sr. Executive Secretary, JFS	100%
Clerical Assistant, JFS	100%

1. *Are there elements of the BSI non-mandated services that you believe are mandated? If so, provide the specific Ohio Revised Code (ORC) citation, Code of Federal Regulation (CFR) and/or relevant case law information. Please be especially diligent if there is a specific service or staffing level prescribed by law.*

### Mandated Responsibilities by Position

The vast majority of the duties of the Director and part-time Sr. Executive Secretary are predominantly dictated by law and/or policy.

- (A) Director – Administrative responsibilities are covered by ORC 124.14. See attached memo regarding CPD designation. The CPD Director is responsible for assuming the powers, duties, and functions of the Director of ODAS to insure proper administration for civil

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service laws, mandated collective bargaining responsibilities covered under 4117, Human Services under 329, and Compensation under 325. This includes supervision of mandated services of:

- Administrative Regulations (124): Development and Application and Required Public Hearings
- Classifications and Position Descriptions (124.14)
- Job Audits and Appeals (124.14.D.)
- Job Evaluation and Pay Grade Assignment (124.14)
- Determination of exempt/non-exempt status (Fair Labor Standards Act)
- Employee Benefits (ORC 305.171)
- Employee and Labor Relations (4117)
- Leave of Absence and FMLA (124.385)
- EEO Compliance (Civil Rights Act, Equal Pay Act, ADEA)
- Performance Management and Promotions (124.31)
- Recruitment, Testing and Selection (124.06)
- Layoff and Abolishment (124.321)
- Removals, Suspension, and Reductions (123)
- Public Hearings for Rehiring Retirees
- Public Records Requests
- See Question 5 for Policy authority.

(B) Sr. Executive Secretary – Serves as Records Management Coordinator and HR Systems Administrator, carry out administrative directives of HR Director.

- Records Retention schedules set by IRC, CAFR, Title VII, ORC, 49CFR382, 8 USC 1324a
- Upkeep of Labor Law Posters meeting Federal posting requirements
- Administrative assistance provided to Director for all of above including required filings to ODAS, State Personnel Board of Review, State Employee Relations Board.

2. *Who are the recipients of the service or activity for the non-mandated service? How many recipients? Please note any internal customers, other county departments, jurisdictions, businesses, etc. If the service is geographic specific (i.e., a satellite probation office), please identify the neighborhood, township or municipality.*

Recipients of non-mandated services include internal customers (employees and other county departments-see CPD Participating Agency list), the public, other jurisdictions (health insurance participants).

3. *Are there county revenues associated with the non-mandated services? If so, please provide the methodology for any lost revenues. Please consider state or federal reimbursements, grants, fees, etc. Please note if the service or activity is included in the county's indirect cost plan.*

All staffing and other operating expense costs associated with JFS H.R. operations are reimbursed to the General Fund by JFS through the Indirect Cost Plan.

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4. *If the county did not provide the non-mandated service, is there the potential for increased expenditures in another jurisdiction within Hamilton County? If so, please list the specific municipality and/or township.*

Several townships and public entities participate in our medical plan, which is less expensive for them than purchasing on their own.

5. *Does the non-mandated service include Board of County Commissioner policy via resolution or motion?*

Yes, see the attached list of Policy directives and Delegated Personnel Functions. These duties must be assumed by the BOCC or County Administrator in the absence of the CPD Director.

6. *Are there contracts or agreements that preclude the elimination of a non-mandated service? If so, please provide the specific language as to termination and/or amendment terms.*

A Service Agreement is in place for administration of H.R. services for JFS. The contract renewal date is 12-31-09. A service agreement is in place with the Hamilton County Engineer to provide supervision to their H.R. department. The contract renewal date is 01/30/2010. There are no funds involved with this agreement.

7. *What are the equipment/non-personnel expenditure considerations with discontinuing a non-mandated service? (i.e., surplus equipment).*

Minimal

8. *Do any of the non-mandated services include employees represented by a bargaining unit? If so, please note the union and provide information as to reduction-in-force and job abolishment considerations.*

No

9. *For positions within non-mandated services, are there any special circumstances that preclude a traditional job abolishment process? Separation costs will be addressed centrally including leave balance payouts, unemployment compensation and severance (based on current Commission policy).*

No.

10. *In addition to positions associated with non-mandated services, the Budget Office included a review of management layers, support staff, and currently vacant positions. Please comment on the impact of eliminating these positions.*

This will be addressed by separate communication to Eric Stuckey.

11. *What is the performance impact of not providing the non-mandated service? For example, wait times, waiting lists, case loads, operating hours and other consequences of not providing the service.*

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Front counter and office operating hours would be reduced in the CAB HR office. Services would be severely restricted to internal customers, including employees and other CPD agencies.

Examples of non-mandated services within Administration to be eliminated would include:

- H.R. Website (including on-line Job Posting Process and administration of Employee Discount programs)
- H.R. Policy Development
- Training/Orientation
- Employee Identification
- Internal Grievances
- New Employee Orientation
- United Way, Fine Arts, Community Shares fund drives
- H.R. Systems Administration
- Ethics Reporting and Committee Membership
- Board of Revision (Note: The CPD Director is a part-time member of the B.O.R. approximately 20-25 days per year. It is a mandated service and if not performed by the CPD Director, cost would be added to County Facilities.)
- Workplace Violence Prevention Team
- Investigations for non-BOCC Departments

12. *Are there any alternatives that result in savings to the general fund?*

Restructuring of HR occurred earlier this year with the merger of the JFS and CPD HR departments, resulting in a net reduction of 1.5 FTE's and \$200,000 in salary savings to the General Fund.

13. *Are there more efficient ways to deliver a mandated service that may allow for the savings to offset the cost of a non-mandated service?*

Revising layoff procedures as provided in recent legislation would stream-line this particular process. It may be possible for HR to assume HR responsibilities for other non-BOCC Departments, such as we have done in the past with the Public Health Department and Engineer.

14. *Is there an opportunity to transfer any non-mandated expenditures to another funding source (i.e., restricted fund or grant)?*

It may be possible to reassign certain H.R. staff that are primarily General Fund supported, into vacant positions in H.R. at JFS which are fully funded by the Indirect Cost Plan.

15. *Does your department have any fees that could be raised to offset the cost of a mandated service?*

No.

*Other Considerations and Comments: None*