

# HR - PERSONNEL EXPEND.

## 2011-12 Manager's Recommendation

	2010-11 Revised Budget	2011-12 Department Request	2011-12 Manager Recomm	Manager Inc (Dec)	
<b>105421</b>					
510002 Salaries & Wages-Regular	242,070	318,792	233,560	(85,232)	Eliminate position
510003 Salaries & Wages-Parttime	16,800	-	-	-	
512501 FICA Tax	19,910	23,841	17,505	(6,336)	Eliminate position
512502 Employees Group Health	29,290	42,123	35,054	(7,069)	Eliminate position
512503 State Retirement & 401K	29,775	38,166	27,938	(10,228)	Eliminate position
512550 Employee Benevolence	1,600	1,600	1,600	-	
520005 Professional Services-Other	500	1,500	1,500	-	
530000 Advertising	5,000	4,000	4,000	-	
530500 Dues and Subscriptions	1,800	1,000	1,000	-	
531500 Insurance & Bonds	1,250	1,690	1,690	-	
532501 Main & Rep-Equipment	1,070	800	800	-	
534000 Postage	700	700	700	-	
535000 Supplies-Departmental-Misc	3,000	2,500	2,500	-	
535018 Supplies-Printed Materials	750	750	750	-	
535500 Telephone &	1,500	1,500	1,500	-	
536000 Training & Development	1,630	3,000	3,000	-	
536200 Travel	100	300	300	-	
537508 Contracted Serv-Other	7,250	7,250	7,250	-	
537512 Cont Serv-Hardware	-	6,200	6,200	-	
537514 Cont Serv-Software	4,820	-	-	-	
620000 Non-depreciable Assets	3,500	1,500	1,500	-	
620150 Non-Deprec Assets -	1,400	4,450	4,450	-	
<b>105421</b>	<u><u>373,715</u></u>	<u><u>461,662</u></u>	<u><u>352,797</u></u>	<u><u>(108,865)</u></u>	

# HR - PERSONNEL EXPEND.

## Prior Years Actual

		<u>2010-11 Projected Actual</u>	<u>Prior Years Actual</u>		
			<u>2009-10 Actual</u>	<u>2008-09 Actual</u>	<u>2007-2008 Actual</u>
105421	<i>HR - PERSONNEL EXPEND.</i>				
510002	Salaries & Wages-Regular	213,825	185,781	254,625	238,961
510003	Salaries & Wages-Parttime	15,570	-	-	-
512501	FICA Tax	17,550	13,081	114	16,942
512502	Employees Group Health Ins	29,000	25,473	-	33,526
512503	State Retirement & 401K	24,200	18,397	25,227	23,698
512550	Employee Benevolence Funds	1,800	1,707	1,607	1,434
512555	Inter-Department Assignments	-	6,012	-	-
520005	Professional Services-Other	-	99	-	3,196
530000	Advertising	4,000	4,574	9,822	12,918
530500	Dues and Subscriptions	1,000	934	803	1,341
531500	Insurance & Bonds	1,250	1,671	1,167	1,445
532501	Main & Rep-Equipment	1,070	103	680	159
534000	Postage	700	786	706	945
535000	Supplies-Departmental-Misc	2,500	2,427	2,415	3,412
535018	Supplies-Printed Materials	750	546	1,646	1,129
535500	Telephone & Communications	1,975	1,261	1,561	2,053
536000	Training & Development	2,000	2,066	1,398	1,871
536200	Travel	100	13	1,536	1,304
537508	Contracted Serv-Other	5,000	8,648	8,617	12,392
537514	Cont Serv-Software	4,820	4,427	4,550	4,536
620000	Non-depreciable Assets	3,500	-	-	3,384
620150	Non-Deprec Assets - Computer	1,400	-	-	-
105421	<i>HR - PERSONNEL EXPEND.</i>	<u>332,010</u>	<u>278,004</u>	<u>370,116</u>	<u>364,646</u>

**Human Resources**

**PROPOSED BUDGET FOR FISCAL YEAR 2011-2012**

								Revised 4/12/2011
ORG - 105421								
		2010-11	2010-11	2011-12		%		
		Original	Revised	Requested	Inc	Inc		
		Budget	Budget	Budget	(Dec)	(Dec)		Reasons for Increase
5100.02	<b>SALARIES &amp; WAGES-REG</b>	188,790	242,070	318,792	130,002	69%		Increase in personnel
	6 staff members (1 Office Asst, 4 HR, 1 Wellness paid from Healthcare Benefits Fund)							
5100.03	<b>SALARIES - PART-TIME</b>	-	16,800	-	-	100%		
5125.01	<b>FICA</b>	14,445	19,910	23,841	9,396	65.05%		
5125.02	<b>GROUP HEALTH INSURANCE</b>	27,920	29,290	42,123	14,203	51%		
5125.03	<b>RETIREMENT</b>	21,600	29,775	38,166	16,566	77%		
5125.5	<b>Employee Benevolence</b>	1,600	1,600	1,600	-	0%		
	Flowers at death of employee or immediate family member or retiree							
5200.05	<b>PROFESSIONAL SERV-OTHER</b>	500	500	1,500	1,000	200%		Contract Servies for Safety
	Consulting services							
5200.05	<b>Advertising</b>	5,000	5,000	4,000	(1,000)	-20%		Court order requires advertising for sheriff's office only. Will advertise other positions as needed
5305.00	<b>DUES &amp; SUBSCRIPTIONS</b>	1,800	1,800	1,000	(800)	-44%		HR and safety dues and subscriptions
	Includes subscriptions for complianace guidelines for FMLA, HIPAA and ADA; and dues to NPELRA, IPMA, NCIMPA, MPA, SHRM and IHRA							
5315.00	<b>INSURANCE &amp; BONDS</b>	1,250	1,250	1,690	440	35%		Per estimates provided
5325.01	<b>Main &amp; Rep-Equipment</b>	200	200	800	600	300%		Internal window installed in downstairs HR for safety precautions
5340.00	<b>Postage</b>	700	700	700	-	0%		
5350.00	<b>DEPARTMENTAL SUPPLIES</b>	2,500	2,500	2,500	-	0%		Lateral file cabinet needed
	Misc departmental supplies							
5350.18	<b>Supplies-Printed Materials</b>	750	750	750	-	0%		
	Forms, id cards, applications							
5355.00	<b>TELEPHONE</b>	1,500	1,500	1,500	-	0%		
5355.00	<b>TRAINING &amp; DEVELOPMENT</b>	3,000	3,000	3,000	-	0%		



**A. For Existing Positions**

**1 Active Position that is currently unfilled but funded in the CURRENT year's budget**

Position Number \_\_\_\_\_ Position Description \_\_\_\_\_  
Starting Date \_\_\_\_\_ Starting Salary \_\_\_\_\_ or Grade/Step \_\_\_\_\_

**2 Inactive Position that is NOT funded in the CURRENT year and you are requesting it to be funded in the Next Year Budget.**

Position Number 421301 Position Description Human Resources Analyst  
Assistant Human Resources Director  
Starting Date 7/1/2011 Starting Salary \$58,126.24 or Grade/Step 74/44  
43,503 Changed to  
68 / 40

**B. Moving employees from one position to another**

Empl# \_\_\_\_\_ Curr Position # \_\_\_\_\_ New Position # \_\_\_\_\_ Date \_\_\_\_\_  
New Grade Step \_\_\_\_\_  
Empl# \_\_\_\_\_ Curr Position # \_\_\_\_\_ New Position # \_\_\_\_\_ Date \_\_\_\_\_  
New Grade Step \_\_\_\_\_  
Empl# \_\_\_\_\_ Curr Position # \_\_\_\_\_ New Position # \_\_\_\_\_ Date \_\_\_\_\_  
New Grade Step \_\_\_\_\_

Will positions that are vacant be filled by new employee? \_\_\_\_\_ If "Yes" please enter a date to be filled \_\_\_\_\_

**C. New Positions**

If you are requesting a new position(s) in your department Please fill out the following:

- a. Title for the new Position Assistant Human Resources Director Starting Date 7/1/2011
- b. Is there a current position that mirrors the new position Y/N? No If Yes Position # \_\_\_\_\_
- c. Job Classification of new Position Grade 74 Step 44
- d. ORG Code for Salary Expenses 105421
- e. Circle one of the Employee Groups: Comp  **Exempt**  Management
- f. Starting Salary \$58,126.24 Grade/Step if known Grade 74 Step 44
- g. Check one of the following:  Regular Retirement  LEO Retirement

421301 Position Number assigned by MUNIS to be used on "Request for New Personnel" form

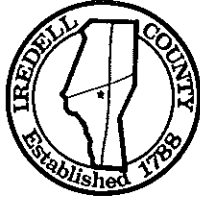
**D. Reclassifications need to be submitted & studied by HR and then approved by the County Manager**

Please make sure that any recent reclassifications or position changes are made know for the budget process.

Department Human Resources

Authorized by: Sandra Gregory

Date Submitted 1/28/2011



## **IREDELL COUNTY Human Resources**

200 S. Center Street  
PO Box 788  
Statesville, NC 28687-0788  
Phone: 704-878-3000  
Fax: 704-832-2355

**TO:** Mr. Steve Johnson, Chairman  
County Commissioners  
Joel Mashburn, County Manager

**FROM:** Sandra Gregory, HR Director

**DATE:** February 28, 2011

**SUBJECT:** Position Justification Letter for Assistant Human Resources Director

Thus far, it has been a pleasure serving Iredell County in the capacity of Human Resources Director since September, 2010. As the Human Resources Director, I strongly believe my primary responsibilities must be committed to two areas. One, implement policies and procedures to ensure potential employment law claims expenses are minimized as well as ensuring there are cost effective measures in place with human resources functions throughout the organization. Two, expand the knowledge, skills, and abilities in human resources management with the department heads and supervisors through training which will ensure fairness and consistency in the workplace.

With these goals in mind, it becomes imperative to have an additional staff member who has a high knowledge and skill level in human resources so that the day-to-day operations of the department may be managed. Please find below detailed information regarding the need for this position.

### **Justification Based on Statistics**

The ratio used to justify the number of Human Resources staff for an organization is one (1) HR Representative for every 100 employees. Currently Iredell County has 900+ employees with three (3) of the staff focusing on human resources services only. There are three (3) additional employees who are primarily responsible for wellness, safety, and administrative support while each concentrate on HR responsibilities approximately 33% of their time. In reality, this results in the Iredell County Human Resources Department conducting the human resources responsibilities with a total of 4 staff members. Based on the common ratio used, we should have nine (9) dedicated to human resources services. While I know this number is not realistic during these tough economic times, I strongly believe that there are numerous important underlying factors

With the reduction of unemployment claims expenses, reduction of EEOC claims, and conducting in-house training, this is a **grand total savings of \$40,220** for the first year and is projected to remain low years thereafter. **This savings is projected to cover a minimum of 50% of all expenses related to the hiring of this position.**

***Justification Based on Values the Position adds to the Organization:***

This position will assume the responsibility of the day-to-day operations within the HR Department that is currently being done by the HR Director or possibly not being done at all due to staff shortage. This will allow time for the HR Director to focus more on "raising the bar" regarding the expectations of becoming a strategic business partner within the organization. Examples of items requiring immediate attention that will reduce the liability risks to the County and will become a priority upon the hiring of this position are: (This list is not all inclusive)

- Place Iredell County Personnel Ordinance on a rotation schedule to be reviewed for revisions yearly. (Most policies have not been reviewed since the late 90's).
- Conduct department head training on the legalities of human resources, the personnel ordinance, and how to interpret and enforce the guidelines within their departments will be conducted.
- Work with department heads with personnel issues on the forefront versus at the time of termination.
- Review of all disciplinary actions to ensure fairness and consistency in the workplace and assist in the investigation of workplace harassment.
- Conduct general supervisory training for front-line supervisors.
- Participate in the unemployment hearing process and provide guidance to the department head during the process.
- Implement hiring practices to safeguard the county from applicant EEOC charges.
- Implement a sound new employee orientation program that clearly covers the policies and procedures of the County.
- Implement a succession plan due to the large number of employees that are eligible to retire. It is imperative that we begin exploring a sound succession plan to ensure that the County maintains qualified and skilled labor throughout the workforce.
- Review and revise performance evaluations (have not been reviewed since the late 90's).
- Seek recognition/morale incentives during these tough economic times.

Thank you very much for your consideration and I will be happy to answer any questions that you may have.

## Proposed New Employee Worksheet

Data can be entered in yellow highlighted cells

**Dept:** Human Resources

**Position Title:** Originally Submitted  
Assistant Human Resources Director

**Salary Grade** 74

**Projected Hire Date:** July 1, 2011

**Annual Salary** \$58,126

Salary	\$ 58,126
FICA	\$ 4,447
Retirement	\$ 6,649.64
Group Health Insurance	\$ 7,031
<b>Salary and Benefits Sub-Total</b>	<b>\$ 76,254</b>

This information is provided and entered into the Munis system by Finance

<b>Other Insurance</b>	
Professional Liability	\$ 160
General Liability	\$ 80
Blanket Bond	\$ 5
Auto (if applicable)	\$ -
EMT Malpractice	\$ -

**Dues & Subscriptions** \$ -

*(if applicable)*

**Main & Repairs-Vehicles** \$ -

*(if applicable)*

**Supplies-Departmental** \$ 1,640  
(desktop, equipment cost less than \$1000)

Description: Office supplies - calculator, file cabinet, chair, etc.

**Supplies-Fuel & Other** \$ -

*(if applicable)*

**Telephone** \$ 188

*(if applicable land line, cell, Nextel)*

**Travel** \$ 100

*(use of personal vehicle)*

**Training & Development** \$ -

**Depreciable Assets** \$ -

**Depreciable Assets - Computer** \$ -

**Non-Depreciable Assets** \$ 1,500

**Non-Depreciable Assets - Computer** \$ -

**Vehicles & Licensed Trailers** \$ -

**Office Space Renovation/Modification** \$ -

**All Other** \$ -

**Total** \$ 3,673

Amount to be entered by department in Munis system.

**Total Cost of New Employee** \$ 79,927

## Proposed New Employee Worksheet

<u>Description</u>	<u>Cost</u>
Depreciable Assets	-
	\$ -

*\$5,000+ - list each item separately in column A and insert amount in column c. Total will automatically carry to page 1.*

Depreciable Assets - Computer	-
	\$ -

Non-Depreciable Assets	
Possible desk furniture and chair	1,500
	\$ 1,500

*\$1,000-\$4,999 - list each item separately in column A and insert amount in column C. Total will automatically carry to page 1.*

Non-Depreciable Assets - Computer	-
	\$ -

Vehicles and Licensed Trailers	-
	\$ -

*List each item separately in column A and insert amount in column C. Total will automatically carry to page 1.*

Modifications or Renovations to Office Space	
Labor	-
Materials	-
Other	-
	\$ -

Full description of modification/renovation:

This section requires paperwork to be submitted to facility services for approval.

Modifications/Renovations needed to provide office space for a new employee will not be funded if the modification/renovation expense is not included in the original Personnel Worksheet Request.

All Other	-
	\$ -

*List each item separately in column A and insert amount in column c. Total will automatically carry to page 1.*

6201.50 - Non-Depreciable COMPUTER HARDWARE/SOFTWARE REQUEST

2011-2012

Department Human Resources

Cost must be between \$1,000 and \$4,999. Life of more than 1 year.

1) \_\_\_\_\_ 2650

Justification:

This software will allow employees to receive on-line new employee orientation training, other HR training needs, safety training, etc. By utilizing this type of training module, it will better serve the HR training needs for multiple departments and multiple shifts. In turn, it will free up HR Staff training time. In addition, it will allow employees to receive any required training at the comfort of their desk and at a time of their choice. The need to have to pay employees to report for training on their day off will also be eliminated.

**ITS COMMENTS: Approve**

This is an online training module (website) hosted by the vendor.

2) \_\_\_\_\_ 1800

Justification:

Computer lap top with docking station for HR Director. Computer is six (6) years old and screen is scratched up. The need for lap top will allow for HR Director to have complete access to work related programs during times out of the office.

**ITS COMMENTS: Approve**

This laptop needs full disk encryption to be HIPAA compliance.

3) \_\_\_\_\_ \$ \_\_\_\_\_

Justification:

**ITS COMMENTS:**

  
Nettie Johnson  
Wed Feb 23 12:38:36 2011

\_\_\_\_\_ Date



