

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

768



**FROM:** Human Resources Department

**SUBMITTAL DATE:**  
December 12, 2007

**SUBJECT:** Human Resources General Fund Rate Charge for Fiscal Year 2008-09

**RECOMMENDED MOTION:** That the Board of Supervisors approve the Assistant County Executive Officer/Human Resources Director's recommendation for Human Resources rates charged to departments for FY 2008-09, as outlined in Attachment "A", and authorize the continued use of the rate methodology and semi-annual adjustment of department charges based on positions filled, as outlined in Attachment "B".

**BACKGROUND:** Human resource needs continue to be a primary challenge in fulfilling the County's mission, and the proposed rates in Attachment "A" recognize the importance of recruitment, development, and retention of a highly-qualified workforce. The Human Resources Department is funded primarily through direct billing of each department for services provided, based on the number of filled positions in each department. These charges are somewhat mitigated by other revenues (insurance companies, administrative surcharges on premiums, etc.). This rate approach reduces general fund costs and ensures that departments receive and pay for appropriate human resources services.

Ronald W. Komers  
Asst. County Executive Officer/HR Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:
	Annual Net County Cost:	\$ 0	For Fiscal Year: 2008-09

<b>SOURCE OF FUNDS:</b> Departmental Budgets	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:** APPROVE  
  
 BY: Robert Tremaine  
**County Executive Office Signature** Robert Tremaine

- Consent
- Policy
- Consent
- Policy

Dept Recomm.:  
Per Exec. Ofc.:

Prev. Agn. Ref.: | District: | Agenda Number:

3.67

FISCAL PROCEDURES APPROVED  
 ROBERT E. BYRD, AUDITOR-CONTROLLER  
 BY:   
 MICHAEL G. ALEXANDER  
 12/10/07  
 Departmental Concurrence

**Background (continued):**

The recommended action requests that the Board approve the Human Resources (HR) rate as well as the continued use of the methodology previously established by your Board (outlined in Attachment "B"), for the next fiscal year (2008-09). Departments are charged based on the number of filled positions, as well as growth in their filled positions, which is evaluated and adjusted twice per year (December and June). If a department fills five or more positions, Human Resources costs for the remainder of the current fiscal year are increased. If departments experience reductions of five or more positions during the fiscal year, costs are automatically reduced, on a per person basis for the remainder of the year. The proposed overall charges in Attachment "A" reflect the current number of filled positions, and departmental requests for services in addition to the base level of service. The Human Resources rate for FY2008-09 is proposed to decrease 5.9% this year from an average of \$1076 on a per capita basis for FY2007-08 to \$1013 on average for FY2008-09. The actual number of County employees has increased by 11.2% over the FY2007-08 projection, but the proposed revenue for Human Resources is increasing by only 4.3%.

While the Human Resources rate is based on filled positions within a department, it should also be noted that the Human Resources department has experienced an increase in the associated staffing movement of employees to accomplish a filled position.

The Human Resources Department is positioned to respond to the critical hiring needs of the County. We are responding to the emerging fiercely-competitive marketplace created by retiring baby boomers and the talent shortage of those who will take their place, shifting away from traditional newspaper advertising and moving to an on-line presence for advertising employment opportunities. We are finding that this is a more economical yet direct and targeted method to draw in quality candidates.

Because time is of the essence in capturing quality candidates, the HR Department has implemented a one-day hiring method for clerical and entry level recruits. Departments can fill these staffing needs within one day and capture candidates who might otherwise have been recruited by our competitors.

To remain progressive in our use of technology, we are looking forward to updating the system that supports our recruiting activities by 2009. After a comprehensive search of available applications, we selected the applicant tracking module of PeopleSoft, in combination with Resume Mirror, to replace the current Resumix Jobmatch system. As a result, we will realize an enhanced state of the art system that will integrate fully with the current employee system, and anticipate this system to be fully operational by mid-2009.

As the County expands services in the desert region, the HR Department has bolstered its presence to establish the County as the employer of choice in the desert region. We have expanded the team that operates the desert Human Resources function with staff that primarily focuses on recruiting and raising community visibility of county employment opportunities in this region.

Other expenditures that impact the FY 08-09 rates include the cost of additional leased space to accommodate growth in staffing. We have a need for temporarily housing staff that will be dislocated during the remodeling of the 7<sup>th</sup> floor in the County Administrative Center. The Countywide initiative to review and revise records retention policies has also added expenses for the coming year. Finally, like other departments, HR will face increased charges for OASIS, RCIT, and outside arbitrators, and new costs from the cost recovery plan for Facilities Management, raising our annual cost of doing business.

A number of departments, recognizing the value added through a higher level of Human Resources support, have requested staff in addition to those provided through the base HR rate. As an example, special recruiting staff have been added to assist in addressing the nursing and other applicant shortages in various departments, including RCRMC, Code Enforcement, and Mental Health, among others. Several departments have arranged to have HR staff process timesheets and personnel transactions for their departments, rather than have their own staff complete OASIS transactions. Finally, there are several departments who have unique needs and a heavy volume of disciplinary actions, who have elected to fund additional HR staff to more quickly investigate and resolve cases, thus reducing costs for administrative leave, as well as extra costs when lawsuits and arbitration rulings require back pay awards for the claimant. Some of the requested additional services are paid by the General Fund and some have no direct County cost.

The Human Resources Department is committed to working in partnership with each County department to meet their Human Resources needs, while preventing lawsuits and discrimination charges against the County. The goal of the Human Resources Department continues to be providing the most responsive, efficient and effective services possible to departments, so that the County can better meet its mission through its employees. This year your HR Department has received state-wide and national recognition for its excellence.

ATTACHMENT "A"

COUNTY OF RIVERSIDE  
HUMAN RESOURCES RATES  
FY 08-09

Fund	Dept ID	NAME	Positions Filled	Proposed HR Rate FY 08-09 Total Cost	Rate Charge Per Person FY 2009	Positions Filled	Proposed HR Rate FY 07-08 Total Cost	Rate Charge Per Person FY 2008	Positions Filled	Total Rate Charge FY06-07	Rate Charge Per Person FY 2007
10000	10001000000	BOARD OF SUPERVISORS	58	55,068	949	49	51,304	1,047	50	46,798	936
10000	10002000000	ASSESSMENT APPEAL BRD	5	4,747	949	5	5,235	1,047	5	4,218	844
10000	11001000000	EXECUTIVE OFFICE	27	25,635	949	29	30,364	1,047	31	29,015	936
10000	11050000000	NATL POLLUTANT DSCHRG ELIM SYS	2	1,999	949	2	2,094	1,047	0		
10000	12001000000	ASSESSOR	253	307,281	1,215	252	334,306	1,327	242	306,750	1,268
10000	12002000000	RECORDER	213	183,870	862	227	208,819	920	204	172,087	844
10000	12003000000	ASSESSOR - RECORDS CTR	25	21,558	862	24	22,078	920	24	20,246	844
10000	12004000000	INTEGRATED PROP TAX MGMT SYS	7	6,036	862						
10000	13001000000	AUDITOR-CONTROLLER	93	80,194	862	60	73,592	920	78	65,944	845
10000	13002000000	INTERNAL AUDITS	17	14,859	862	11	10,119	920	11	9,300	845
10000	14001000000	TREASURY/TAX COLLECT	118	101,751	862	87	80,032	920	83	70,016	844
10000	15001000000	COUNTY COUNSEL	70	48,583	694	60	47,643	794	57	53,350	936
10000	17001000000	REGISTRAR OF VOTERS	39	33,630	862	36	33,117	920	31	26,151	844
10000	19301000000	EDWARD DEAN MUSEUM	2	1,725	862	2	1,840	920	2	1,691	846
10000	22001000000	DISTRICT ATTORNEY	760	584,820	789	609	539,554	886	524	568,317	1,123
10000	23001000000	DAFS DCSS	402	398,146	990	407	439,522	1,080	434	517,287	1,192
10000	24001000000	PUBLIC DEFENDER	269	186,696	694	216	171,515	794	183	171,281	936
10000	25001000000	SHERIFF ADMIN	55	39,705	722	35	26,413	755	34	24,166	711
10000	25002000000	SHERIFF SPT ADMIN SVS	301	217,295	722	291	219,607	755	261	185,510	711
10000	25003000000	SHERIFF ADMIN-PATROL	1,793	1,294,383	722	1614	1,218,028	755	1,463	1,039,850	711
10000	25004000000	SHERIFF CORRECTIONS	1,156	834,527	722	1025	773,531	755	952	676,649	711
10000	25005000000	SHERIFF COURT SVS	173	124,890	722	167	126,029	755	165	117,276	711
10000	25006000000	SHERIFF CAC SECURITY	3	2,166	722	3	2,264	755	3	2,132	711
10000	25007000000	BC TRN CTR SWORN	53	38,261	722	51	38,488	755	45	31,984	711
10000	25008000000	"RAID"	1	722	722	1	755	755	1	711	711
10000	25010000000	SHERIFF CORONER	58	41,871	722	54	40,752	755	51	36,249	711
10000	25011000000	SHERIFF PUBLIC ADMIN	16	11,551	722	16	12,075	755	15	10,661	711
10000	26001000000	JUVENILE FACILITIES	428	297,049	694	426	338,266	794	387	327,184	845
10000	26002000000	PROBATION	394	355,776	903	343	272,360	794	338	285,759	845
10000	26007000000	PROBATION SPEC CRT SVCS	53	36,784	694	40	31,762	794	35	29,590	845
10000	27002000000	FIRE PROTECTION	165	293,757	1,780	133	251,614	1,892	115	227,712	1,960
10000	27004000000	FIRE CONTRACT SERVICE	18	51,995	2,889	21	98,274	4,680	20	39,602	1,980
10000	28001000000	AG COMMISSIONER	53	45,053	850	42	38,225	910	44	42,125	957
10000	31101000000	BLDG. & SAFETY	97	88,464	912	127	144,721	1,140	138	116,412	844
10000	31201000000	PLANNING	80	72,960	912	69	78,628	1,140	63	53,145	844
10000	31302000000	SURVEYOR	38	34,656	912	37	42,163	1,140	34	28,681	844
10000	31401000000	CODE ENFORCEMENT	134	241,351	1,801	73	83,186	1,140	66	55,675	844
10000	41001000000	MENTAL HEALTH	36	41,651	1,157	36	42,473	1,180	31	40,391	1,303
10000	41002000000	MENTAL HEALTH TREATMENT	569	649,419	1,141	485	567,038	1,210	433	575,221	1,328
10000	41003000000	DETENTION PROGRAM	31	31,876	1,028	15	18,506	1,234	14	18,759	1,340
10000	41004000000	MENTAL HEALTH ADMIN.	134	158,104	1,180	150	175,353	1,169	133	170,178	1,280
10000	41005000000	MH D & A TREATMENT	112	144,927	1,294	118	151,083	1,280	128	170,747	1,334
10000	42001000000	PUBLIC HEALTH	729	998,924	1,370	691	945,598	1,368	661	908,696	1,375

10000	4200200000	CALIF. CHILDREN'S SVS	171	234,315	1,370	164	224,426	1,368	201,334	1,316
10000	4200300000	CHA	158	216,502	1,370	146	199,794	1,369	199,336	1,375
10000	4200400000	ENVIRONMENTAL HEALTH	195	267,202	1,370	180	246,321	1,368	222,707	1,375
10000	4200600000	ANIMAL CONTROL	182	249,388	1,370	157	214,847	1,368	166,342	1,375
10000	4300200000	MED INDIGENT SVS	31	45,016	1,452	33	50,120	1,519	45,654	1,473
10000	4300300000	DETENTION HEALTH	110	159,736	1,452	94	142,766	1,519	129,600	1,473
10000	5100100000	DPSS ADMIN	3,182	2,945,252	926	2830	2,834,543	1,002	2,681,629	959
10000	5400100000	VETERANS SERVICE	13	11,751	904	12	11,497	958	11,505	959
10000	6300100000	CO-OP EXT	5	4,250	850	5	4,551	910	3,830	968
10000	7200100000	FACILITIES (BLDG. SVCS)	55	99,802	1,811	39	84,201	2,159	74,038	2,468
10000	7200200000	CUSTODIAL	181	156,076	862	153	140,746	920	125,971	845
10000	7200300000	MAINTENANCE	127	109,512	862	97	89,231	920	79,471	845
10000	7200400000	REAL ESTATE	20	17,246	862	17	15,638	920	16,909	845
10000	7200500000	DESIGN & CONSTRUC	19	16,384	862	11	10,119	920	11,836	845
10000	7200700000	PARKING	20	17,246	862	16	14,718	920	11,836	845
10000	7300100000	PURCHASING	25	21,558	862	19	17,478	920	17,754	845
15100	947200	FLOOD CONTROL	230	242,752	1,055	229	296,768	1,296	228,198	992
20000	3130100000	TRANSPORTATION	344	313,729	912	304	348,420	1,140	252,227	844
20000	3130300000	CROSSING GUARDS	1	912	912	1	1,140	1,140	844	844
20008	3130700000	TRANS EQUIP	27	24,624	912	28	31,907	1,140	23,620	844
20200	3100100000	GEOGRAPHIC INFO SYS	22	20,064	912	22	25,070	1,140	18,558	844
20200	3100200000	TLMA AGENCY	67	151,724	2,265	65	171,606	2,040	146,965	2,296
20200	3100300000	TLMA COUNTER	32	62,176	1,943	27	66,581	2,466	58,008	2,072
20200	3100600000	TLMA-DIRECTORS OFFICE	0	0	0				1,687	844
20205	3100500000	TLMA ENVIR PROGRAM	14	12,768	912	13	14,814	1,140	10,123	844
21050	5200100000	COMM ACTION AGENCY	22	19,887	904	18	17,245	958	17,258	959
21050	5200200000	COMM ACTION PR	11	9,943	904	12	11,497	958	10,546	959
21050	5200300000	COMM ACTION PR	2	1,808	904	3	2,874	958	1,918	959
21100	1900100000	EDA ADMIN	156	180,497	1,157	141	171,183	1,214	142,997	1,192
21200	1101500000	COUNTY FREE LIBRARY	1	949	949	1	1,047	1,047	936	936
21450	5300100000	OFFICE ON AGING	65	55,254	850	65	59,157	910	60,315	957
21550	1900300000	WORKFORCE DEVELOPMENT	94	81,056	862	102	93,830	920	88,771	845
22000	1130300000	RIDESHARE	3	2,848	949	3	3,141	1,047	2,808	936
22050	1150100000	COMM FAC DIST	5	4,250	850	5	4,551	910	4,880	936
22100	1910700000	AVIATION	9	7,761	862	7	6,439	920	6,764	846
22200	1920100000	EDA COUNTY FAIR	11	9,485	862	9	8,279	920	8,073	846
22250	2505100000	CAL ID PROGRAM	26	18,770	722	21	15,848	755	14,215	711
22350	1910100000	EDA-CONSTRLANDAQU BLYTH AIRPORT	0	0	0	0	-	-	0	0
22800	985101	PUBLIC AUTHORITY - ADMIN	3	2,712	904	5	4,790	958	3,835	959

22800	985110	PA REGISTRY	11	9,943	904	10	9,581	958	8	7,670	959
22800	985115	PA CLERICAL	4	3,616	904	7	6,706	958	6	5,753	959
23525	905102	CSA 51	0	0	0	4	3,680	920	5	4,227	845
23850	908501	CSA 85	0	0	0	1	920	920	1	845	845
24325	912601	CSA 126	0	0	0	1	920	920	1	845	845
24550	914301	CSA 143	0	0	0	4	3,680	920	1	845	845
24575	914501	CSA 145	0	0	0	2	1,840	920	2	1,691	846
25400	931104	REG PARK & OPEN SPACE	91	77,356	850	79	17,899	910	78	74,676	957
33500	7400300000	PSEC PROJECT	13	11,210	862	7	6,439	920			
40050	4300100000	RGRMC	2,020	2,933,330	1,452	1,799	2,732,298	1,519	1,655	2,437,360	1,473
40200	4500100000	WASTE MANAGEMENT	194	255,035	1,315	166	189,163	1,140	148	206,720	1,397
40250	943001	WRMD OPERATIONS-WASTE	59	86,800	1,471	74	120,139	1,624	0	50,180	0
40400	912211	CSA 122 MESA VERDE	0	0	0	0	-	-	0	0	0
40440	906203	CSA 62	0	-	0	1	920	920	2	1,691	846
40600	1900400000	HOUSING AUTHORITY	90	77,607	862	96	88,311	920	95	80,317	845
45300	7300500000	FLEET SERVICES	57	49,151	862	60	55,194	920	56	47,345	845
45420	1109200000	OASIS FINANCIALS	43	37,079	862	35	32,197	920	33	30,887	936
45420	1109300000	OASIS HRMS	18	15,521	862	17	15,638	920	17	15,911	936
45500	7400100000	INFO TECH DIRECT	170	146,591	862	175	160,984	920	176	148,797	845
45600	7300300000	PURCHASING PRINT SVS	24	20,695	862	23	21,158	920	21	17,754	845
45620	7300600000	CENTRAL MAILING	10	8,623	862	8	7,359	920	8	6,764	846
45700	7300400000	PURCHASING SUPPLY	15	12,935	862	14	12,879	920	13	10,991	845
45800	1132000000	EPO	25	23,736	949	17	17,799	1,047	16	14,975	936
45960	1131000000	LIAB INSURANCE	29	27,534	949	20	20,940	1,047	22	20,591	936
46000	1130900000	MED MAL	2	1,899	949	2	2,094	1,047	2	936	936
46020	1130700000	PROPERTY INSURANCE	1	949	949	1	1,047	1,047	1	936	936
46040	1131300000	SAFETY LOSS CONTROL	21	19,338	949	17	17,799	1,047	14	13,103	936
46060	1131200000	STD	1	949	949	1	1,047	1,047	1	936	936
46100	1130800000	WORKERS COMP	44	41,776	949	36	37,693	1,047	30	28,079	936
46100	1132200000	EAP	7	6,646	949	7	7,329	1,047	7	6,552	936
46120	1132900000	OCC HEALTH & WELLNESS	26	24,686	949	26	27,223	1,047	16	14,975	936
47000	1131800000	TAP	36	34,180	949	39	40,834	1,047	33	30,887	936
51000	946001	SALTON SEA AUTH	1	912	912	3	3,141	1,047	4	3,744	936
51215	2900100000	LAFCO	6	5,472	912	6	6,837	1,140	6	5,816	936
51475	938001	CHILDREN & FAMILY 1ST	26	22,102	850	26	23,663	910	22	21,093	959
51655	924001	GRAND JURY									
985120 IHSS PUBLIC AUTH-OPERATIONS			5	4520	904						
SUMMARY1											
TOTAL			17,728	17,960,014	1,013	15,943	17,156,316	1,076	14,941	15,661,226	1,048



Executive Office  
County of Riverside

Larry Parrish  
County Executive Officer

January 29, 2008

Honorable Board of Supervisors  
County of Riverside  
Robert T. Andersen Administrative Center  
4080 Lemon Street, 5th Floor  
Riverside, CA 92501-3651

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**SUBJECT: FY 2008/09 Internal Service Fees**

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Annually, in accordance with Board Policy B-4, internal service department managers, the Auditor-Controller, and the Executive Office evaluate existing and proposed charges for services. Internal fees include those from departments that administer true Internal Service Funds (ISFs), as well as those, such as Human Resources and Records Management, that function much like an ISF. Also included this year are the productive hourly rates for Facilities Management.

Following this memo are department proposals for next year's rates, to be incorporated into the proposed budget. Overall, charges to departments will be slightly lower than in the current year, although some departments will pay more. Below is a summary of the rate changes, in millions of dollars, requested by service departments and recommended by this office.

<b>Internal Service</b>	<b>FY 08/09 Recommended Changes in Charges</b>
Central Mail	0.2
Facilities Management	1.9
Fleet Services	0
Human Resources	0.8
Information Technology	2.2
Liability Insurance	(1.1)
Medical Malpractice	(0.2)
OASIS	0
Printing Services	0
Property Insurance	0
Records Management	0.1
Supply Services	0
Unemployment Insurance	0
Workers Compensation	(4.2)
<b>TOTAL CHANGE (in millions)</b>	<b>(\$0.3)</b>

OASIS rates remain unchanged, although an increase in the number of county employees will lead to a small increase in revenue to the department.

There will be no increase in Fleet or Printing Service charges. Central Mail shows a small increase due to cost increases in U.S. Postal rates and employee salaries. There is also a marginal increase in Supply Services, due primarily to fuel costs.

The Records Management and Archive program shows a minimal increase, primarily due to increased production costs and employee salaries.

The Information Technology department has proposed to increase several rates, while a few more are proposed to decrease. Fifty new rates reflect emerging technologies, newly-requested services and the splitting of existing rates into smaller components. Based on historical trends, RCIT expects some growth in their requests for service, despite shrinking department budgets. Their initial budget recommendation, however, will match the current year budget's staffing and estimated charges to departments. If actual revenue does trend above initial estimates, positions and appropriations can be increased during the fiscal year.

The Human Resources rate per employee will decrease by 5.9% with the per capita cost in FY 07/08 of \$1,070 reduced to \$1,013 in FY 08/09. Overall revenue will increase by 4.3% based on an increase in the total number of county employees.

The proposed risk management rates were developed to attain a 70% confidence level, consistent with current practice (in other words, there is a 70% probability that the fund would be able to cover projected claims). The proposed reduction of 17.3% in Workers Compensation rates is a result of continued implementation of cost savings programs, fraud identification, the Medical Provider Network, the return-to-work program and Injury Intervention Therapy to treat repetitive motion injuries. The proposed decrease in General Liability costs is primarily due to the better-than-expected results from the county's claims management efforts. The proposed Medical Malpractice rate decrease reflects a reduction in the number of Medical Malpractice claims, combined with Riverside County Regional Medical Center's performance improvement efforts. Unemployment Insurance is a self-funded benefit program required by the State of California; the annual review of this fund indicates that the rate and fund reserve are adequate and do not require any change. The Short-Term Disability rate and fund reserve also are adequate do not require any change. Long-Term disability insurance will see a reduction in the rate to meet the rate guarantee level and determined through negotiations with the standard insurance company. The Property Insurance program costs are estimated to remain the same as last year and will require no adjustment, although some departments will see their charges rise or fall.

The Facilities Management Department has developed maintenance rates based on the square footage of buildings serviced. This is a major change to their rate structure that more accurately reflects their costs. The overall estimated revenue increase for maintenance is due primarily to an increased number of buildings serviced, and maintenance of county parking structures. The rates for real estate services and custodial services have remained

Honorable Board of Supervisors

January 29, 2008

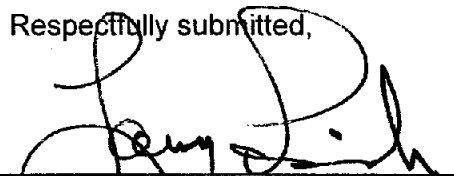
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mostly unchanged from the prior fiscal year, although there is a new rate for pre-leasing services. Project management is proposed to be charged on an hourly basis instead of as an indirect overhead percentage.

It should be noted that during this time of a declining economy, county departments may not purchase all anticipated additional services, which may reduce the overall revenue to the departments providing these services. Such departments have been instructed to curb personnel increases until revenues are more certain.

It is, therefore, recommended that the Board of Supervisors approve each of the attached rate-related proposals from OASIS, Supply Services, Central Mail, Records Management, Information Technology and Human Resources (Including; Workers Comp, Property Insurance, Liability Insurance, Medical Malpractice and Unemployment Insurance) and Facilities Management.

Respectfully submitted,



LARRY PARRISH  
County Executive Officer