

FISCAL PROCEDURES APPROVED
 PAUL-ANGULO, CPA, AUDITOR-CONTROLLER
 BY *[Signature]*
 RUSSELL S. DOMINSKI 1-22-14

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

152



FROM: Human Resources Department

SUBMITTAL DATE:
 January 14, 2014

SUBJECT: Human Resources General Fund Rate Charge for Fiscal Year 2014-15 [District- All] [Total Cost - \$13,745,101] [Departmental Budgets]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Assistant County Executive Officer/Human Resources Director's recommendations for Human Resources rates charged to departments for FY 2014-15, as outlined in Attachment "A", and authorize the use of the methodology which sets the annual rates based on filled positions as outlined in Attachment "B".

BACKGROUND:

Summary

The proposed FY 2014-15 Human Resources General Fund rate (rate) is the same as the FY 2013-14 rate in total. Departmental charges detailed in Attachment "A" vary from the prior year due to an HR Services team reorganization. In FY 2013-14, the rate was held to the same level as FY 2012-13. In FY 2012-13 the rate was decreased by 28% and the Human Resources Department implemented significant cost cutting measures, including layoffs to meet the established target. In FY 2014-15, additional measures will be implemented to absorb most of the increased operating expenses.

[Signature]

Michael T. Stock
 Assistant County Executive
 Officer/Human Resources Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$	\$ 13,745,101	\$ 13,745,101	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

SOURCE OF FUNDS: Departmental Budgets	Budget Adjustment: No
	For Fiscal Year: 2014/15

C.E.O. RECOMMENDATION:

APPROVE

BY: *[Signature]* 1/22/14
 Samuel Wong

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

- Positions Added
- Change Order
- A-30
- 4/5 Vote

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

3-40

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Human Resources General Fund Rate Charge for Fiscal Year 2014-15 [District- All]**

[Total Cost - \$13,745,101] [Departmental Budgets]

DATE: January 14, 2014

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

While the economic climate remains challenging, there are continued signs of recovery. During FY 2012-13, the County signed long-term labor contracts with all represented bargaining units. The successful completion of the collective bargaining process has provided stable budget expectations for the next three fiscal years. At the same time, the labor contracts achieved a key County objective of accelerating pension reform by the elimination of the Employer Paid Member Contributions (EPMC) and the reduction of pension benefits to sustainable levels. The cost savings attained by the elimination of the EPMC under the Public Employee Pensions Reform Act of 2013 (PEPRA) will likely not start until fiscal year 2018. In FY 2014-15, the elimination of EPMC will be finalized as the last of the contributions paid for the last two bargaining units are discontinued.

In FY 2014-15, the Human Resources Department will concentrate on positioning the County to respond to the Affordable Care Act and the employer mandates which become effective January 1, 2015. Human Resources was successful in negotiating rate guarantees with some of its health plan vendors, resulting in healthcare premiums falling slightly under the market trend for FY 2014-15.

Additionally, Human Resources has negotiated updated services agreements with the County's Deferred Compensation Plan carriers, which will provide significant increases to Human Resources revenue sharing and reduced fees structures over the next several years.

The Human Resources General Fund rate recognizes the value of a highly-qualified and efficient workforce. The Department is funded primarily through direct billing of each department for services provided, based on the number of filled positions and additional services requested by each department.

The proposed rate in Attachment "A" for FY 2014-15 is the same as last year's target. Individual budget units and departments will experience changes in the total amount charged based on year-to-year changes in their staffing levels and HR Service teams assignments. These charges are incorporated in Attachment "A." Departments with additional services agreements will be given their budget amounts by the Executive Office during the budget kick off.

By approving these rates, the Board will allow the Human Resources Department to proceed with providing essential services to the County, including strategic planning for the future of Riverside County's workforce.

Impact on Residents and Businesses

There is no direct impact on residents and businesses. Indirectly as employees are hired more quickly and attend mandatory and supplemental trainings, residents and businesses should see improved services from other County departments.

SUPPLEMENTAL:

Additional Fiscal Information

In order to achieve this rate, the Human Resources Department is requesting that payment be deferred for the ACES loan, which is to cover the remodel cost of the Human Resources 7th floor.

Contract History and Price Reasonableness

A comparison of this year's rate to the prior year is included in Attachment "A".

ATTACHMENTS (if needed, in this order):

A. HUMAN RESOURCES RATES

B. METHODOLOGY FOR HUMAN RESOURCES RATE

**COUNTY OF RIVERSIDE
HUMAN RESOURCES RATES
FY 14-15**

ATTACHMENT A

Fund	Dept ID	NAME	HR Rate FY 14-15 Charge	HR Rate FY 13-14 Charge	Change in %
10000	1000100000	BOARD OF SUPERVISORS	36,325	41,527	-12.53%
10000	1000200000	ASSESSMENT APPEAL BRD	3,363	4,792	-29.81%
10000	1100100000	EXECUTIVE OFFICE	16,144	16,770	-3.73%
10000	1104400000	GRAND JURY ADMIN	673		100.00%
10000	1105000000	NATL POLLUTANT DRG ELIM	1,345	1,482	-9.22%
22000	1130300000	RIDESHARE	1,345	2,396	-43.85%
46020	1130700000	PROPERTY INSURANCE	673	799	-15.81%
46100	1130800000	WORKERS COMP	51,238	55,645	-7.92%
46000	1130900000	MED MAL	1,345	1,597	-15.76%
45960	1131000000	LIAB INSURANCE	13,454	16,770	-19.78%
46060	1131200000	STD	0	0	100.00%
46040	1131300000	SAFETY LOSS CONTROL	10,090	11,979	-15.77%
47000	1131800000	TAP	16,817	23,159	-27.38%
45800	1132000000	EPO	21,526	26,353	-18.32%
46100	1132200000	EAS	6,727	7,187	-6.40%
46120	1132900000	OCC HEALTH & WELLNESS	14,126	15,173	-6.90%
22050	1150100000	COMM FAC DIST	3,033	2,963	2.37%
10000	1200100000	ASSESSOR	141,804	139,266	1.82%
10000	1200200000	RECORDER	137,254	134,821	1.80%
10000	1200300000	ASSESSOR - RECORDS CTR	10,616	11,112	-4.46%
10000	1200400000	INT. PROP TAX MGT SYS	7,583	6,667	13.74%
10000	1300100000	AUDITOR-CONTROLLER	36,074	43,706	-17.46%
10000	1300200000	INTERNAL AUDITS	5,503	6,667	-17.46%
10000	1300300000	PAYROLL	10,394	15,556	-33.18%
10000	1400100000	TREASURY/TAX COLLECT	59,919	78,522	-23.69%
10000	1500100000	COUNTY COUNSEL	39,754	33,017	20.41%
10000	1700100000	REGISTRAR OF VOTERS	15,897	21,482	-26.00%
32710	1900100000	EDA ADMINISTRATION	18,958	52,595	-63.96%
21550	1900300000	WORKFORCE DEVELOPMENT	90,997	98,523	-7.64%
40600	1900400000	HOUSING AUTHORITY	81,139	84,448	-3.92%
21200	1900700000	COUNTY FREE LIBRARY	5,308	6,667	-20.38%
21100	1901000000	ECONOMIC DEVELOPMENT	7,583	0	100.00%
22100	1910700000	AVIATION	6,066	6,667	-9.01%
22200	1920100000	EDA COUNTY FAIR	6,825	6,667	2.37%
10000	1930100000	EDWARD DEAN MUSEUM	1,517	0	100.00%
10000	2200100000	DISTRICT ATTORNEY	426,290	376,813	13.13%
10000	2300100000	DCSS	320,670	300,541	6.70%
10000	2400100000	PUBLIC DEFENDER	130,884	121,586	7.65%
10000	2401300000	LOPD	5,504	8,909	-38.21%
10000	2500100000	SHERIFF ADMIN	23,789	23,189	2.59%
10000	2500200000	SHERIFF SPT ADMIN SVS	370,657	372,821	-0.58%
10000	2500300000	SHERIFF ADMIN-PATROL	812,718	777,310	4.56%
10000	2500400000	SHERIFF CORRECTIONS	706,395	647,356	9.12%
10000	2500500000	SHERIFF COURT SVS	90,788	89,857	1.04%
10000	2500600000	SHERIFF CAC SECURITY	1,456	1,449	0.52%
10000	2500700000	BC TRN CTR SWORN	31,557	30,435	3.69%
10000	2501000000	SHERIFF CORONER	25,246	24,155	4.52%
10000	2501100000	SHERIFF PUBLIC ADMIN	7,768	6,280	23.69%
22250	2505100000	CAL ID PROGRAM	14,079	14,010	0.49%
10000	2600100000	JUVENILE FACILITIES	197,549	177,139	11.52%
10000	2600200000	PROBATION	419,229	374,608	11.91%
10000	2600700000	PROBATION SPEC CRT SVCS	44,647	37,210	19.99%
10000	2700200000	FIRE PROTECTION	367,964	382,051	-3.69%
10000	2700400000	FIRE CONTRACT SERVICE	14,799	12,777	15.83%
10000	2800100000	AG COMMISSIONER	29,348	31,925	-8.07%
51215	2900100000	LAFCO	3,363	3,993	-15.77%

These costs are related to the rate review process only. Departments with additional services agreements will be provided with final numbers during the budget process.

**COUNTY OF RIVERSIDE
HUMAN RESOURCES RATES
FY 14-15**

ATTACHMENT A

Fund	Dept ID	NAME	HR Rate FY 14-15 Charge	HR Rate FY 13-14 Charge	Change in %
20200	3100200000	TLMA AGENCY	18,835	23,958	-21.38%
20200	3100300000	TLMA COUNTER	8,745	10,382	-15.77%
20205	3100500000	TLMA ENVIR PROGRAM	4,036	8,784	-54.05%
10000	3110100000	BLDG. & SAFETY	26,235	29,548	-11.21%
10000	3120100000	PLANNING	13,454	19,166	-29.80%
20000	3130100000	TRANSPORTATION	196,424	232,390	-15.48%
10000	3130200000	SURVEYOR	22,199	23,958	-7.34%
20008	3130700000	TRANS EQUIP	14,126	18,368	-23.09%
22650	3130800000	TLMA ALUC	1,345	1,597	-15.76%
10000	3140100000	CODE ENFORCEMENT	54,488	83,852	-35.02%
10000	4100100000	MENTAL HEALTH	17,731	18,623	-4.79%
10000	4100200000	MENTAL HEALTH TREATMENT	458,565	447,617	2.45%
10000	4100300000	DETENTION PROGRAM	25,068	17,958	39.59%
10000	4100400000	MENTAL HEALTH ADMIN.	279,692	285,989	-2.20%
10000	4100500000	MH D & A TREATMENT	68,479	75,157	-8.89%
10000	4200100000	PUBLIC HEALTH	701,399	739,054	-5.10%
10000	4200200000	CALIF. CHILDREN'S SVS	80,348	92,450	-13.09%
10000	4200400000	ENVIRONMENTAL HEALTH	112,128	131,691	-14.86%
10000	4200600000	ANIMAL CONTROL	95,339	105,087	-9.28%
10000	4200700000	PH AMB. CARE - rcrmc	194,451	193,680	0.40%
40050	4300100000	RCRMC	3,031,508	2,954,064	2.62%
10000	4300200000	MED INDIGENT SVS	26,317	25,425	3.51%
10000	4300300000	DETENTION HEALTH	77,488	55,337	40.03%
40200	4500100000	WASTE MANAGEMENT	104,266	126,976	-17.88%
10000	5100100000	DPSS ADMIN	2,198,082	2,236,632	-1.72%
21050	5200100000	COMM ACTION AGENCY	10,193	9,977	2.17%
21050	5200200000	COMM ACTION PR	9,594	10,642	-9.85%
21050	5200300000	COMM ACTION PR	2,398	1,995	20.22%
21450	5300100000	OFFICE ON AGING	34,240	36,581	-6.40%
10000	5400100000	VETERANS SERVICE	7,795	6,696	16.41%
10000	6300100000	CO-OP EXT	3,057	3,326	-8.08%
10000	7200100000	FACILITIES (BLDG. SVCS)	24,266	27,409	-11.47%
47200	7200200000	CUSTODIAL	119,055	111,116	7.14%
47210	7200300000	MAINTENANCE	115,263	111,116	3.73%
47220	7200400000	REAL ESTATE	21,233	20,742	2.37%
10000	7200500000	DESIGN & CONSTRUC	18,958	32,594	-41.84%
10000	7200600000	EDA-Energy	2,275	2,963	-23.22%
10000	7200700000	PARKING	15,166	13,334	13.74%
10000	7300100000	PURCHASING	11,393	13,334	-14.56%
45600	7300300000	PURCHASING PRINT SVS	10,793	13,334	-19.05%
45700	7300400000	PURCHASING SUPPLY	7,795	9,630	-19.06%
45300	7300500000	FLEET SERVICES	29,381	35,557	-17.37%
45620	7300600000	CENTRAL MAILING	5,397	6,667	-19.06%
45500	7400100000	RCIT	194,886	117,783	65.46%
33500	7400300000	PSEC PROJECT	0	9,630	-100.00%
45500	7400500000	Business Systems Tech Architect	0	36,298	-100.00%
45520	7400600000	RCIT Communication Solutions	23,508	0	100.00%
22570	7400900000	Geographical Information Systems	6,066	6,667	-9.01%
24625	915201	CSA 152 NPDES	22,749	25,927	-12.26%
23010	915202	CSA Adminstration	11,375	11,112	2.36%
25540	931116	Parks MULTI-SPECIES RESERVE	1,517	1,597	-5.03%
25400	931119	Parks INTERPRETIVE	0	799	-100.00%
25520	931120	Parks ARUNDO REMOVAL SARR PROP 13	758	799	-5.09%
25590	931150	Parks MSHCP RESERVE MANAGEMENT	5,308	4,792	10.77%
25430	931170	Parks HABITAT & OPEN SPACE MGMT	3,033	3,194	-5.03%
25420	931180	Parks RECREATION	10,616	7,986	32.94%

These costs are related to the rate review process only. Departments with additional services agreements will be provided with final numbers during the budget process.

**COUNTY OF RIVERSIDE
HUMAN RESOURCES RATES
FY 14-15**

ATTACHMENT A

Fund	Dept ID	NAME	HR Rate FY 14-15 Charge	HR Rate FY 13-14 Charge	Change in %
25400	931250	REG PARK & OPEN SPACE	56,874	62,290	-8.69%
25800	938001	CHILDREN & FAMILY 1ST	12,709	12,276	3.53%
40250	943001	WRMD OPERATIONS-WASTE	19,508	23,958	-18.57%
15100	947200	FLOOD CONTROL	159,426	192,460	-17.16%
22800	985101	PUBLIC AUTHORITY - ADMIN	1,589	3,906	-59.33%
22800	985110	PA REGISTRY	4,236	3,348	26.53%
22800	985115	PA CLERICAL	1,589	3,348	-52.55%
22800	985120	IHSS PUBLIC AUTH-OPS	4,236	2,790	51.84%
		TOTAL	13,745,101	13,745,101	

These costs are related to the rate review process only. Departments with additional services agreements will be provided with final numbers during the budget process.

METHODOLOGY FOR HUMAN RESOURCES RATE

1. The Human Resources positions to be funded for the year are identified, budgeted at estimated step (assuming 5.5% step increases and a 2% cost of living increase) with a 41% factor for benefit costs.
2. A report of filled positions for each DeptID is taken semiannually in November and May. If a department's number of filled positions increases by five or more, their charges for the remainder of the current fiscal year are adjusted upward, based on an equivalent per employee charge. Reductions in staffing will be treated the same as increases.
3. The HR positions are categorized by services provided and to whom:

INFRASTRUCTURE:

- Employee Services (Records)
- Reports and Analysis
- Accounting
- Employee Relations
- Classification/Compensation
- Assessment/Recruitment
- Benefits
- Administration
- Center for Government Excellence

DEPARTMENTAL TEAMS:

- Executive Talent & Fire (LOI)
- RCRMC
- Health Services
- Social Services
- Sheriff/ Coroner (Safety)
- Justice
- Administrative
- Mental Health

4. The total cost for services and supply budget is calculated, and then reduced by offsetting revenue and cost applied income.

5. Schedules are then prepared by using the weighted factors per position:
 - a. Team charges, allocated among all departments assigned to the team.
 - b. Support of infrastructure, allocated among all departments based on a count of all regular filled positions.
 - c. Cost of supply/services, allocated among all departments based on a count of all regular filled positions.
 - d. Special departmental requests, allocated only to requesting departments.