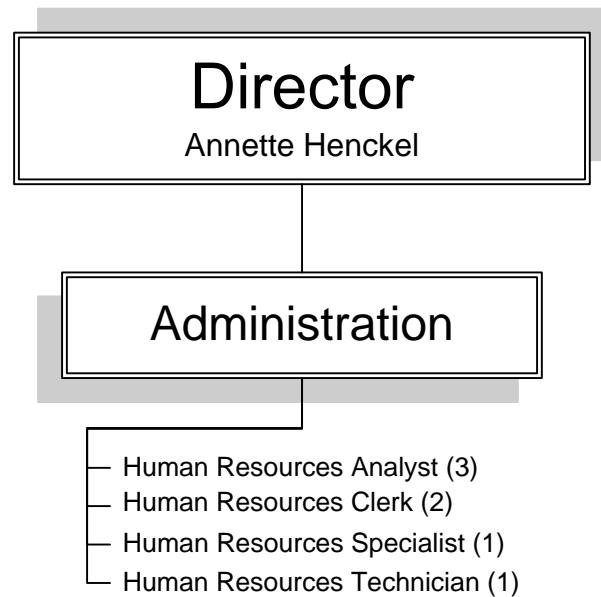


2016/2017 Organizational Chart

Human Resources

Effective 7/1/2016
Budgeted 8 FTE Positions
Budgeted 1 Part-Time Position





Human Resources

Fiscal Year 2016-17

Overview

The Human Resources Department is responsible for the administration of a cost effective, comprehensive personnel management program which complies with Federal and State laws. Specific responsibilities include recruitment and retention of quality employees, maintenance of a fair and equitable classification and compensation system, development and implementation of a relevant City-wide training program, oversight and just adjudication of employee complaints and grievances, administration of a comprehensive employee benefit program, and implementation of an employee moral program. The Risk Management division is responsible for ensuring employee safety, the prompt and fair delivery of workers compensation benefits, risk assessment and cost effective risk transfer when appropriate, litigation management and the fair and fiscally responsible analysis of third-party claims.

Goals & Performance Measures

Department Goals	City Council Goal
1 Efficiently maintain City-wide staffing levels	2
2 Continue to provide a comprehensive cost effective personnel program while continuing to comply with mandated Federal and State Programs	2
3 Enhance the citywide training program	2
4 Negotiate successor Memorandums of Understanding (MOUs) with employee groups	2
5 Obtain approval from AQMD for the City's Annual Analysis of the Employee Commuter Reduction Plan	3
6 Enhance citywide Safety Program to reduce Workers' Compensation and Risk Liability claims	2
7 Complete benefit analysis, Open Enrollment and Employee Benefits Fair	2
8 Improve the delivery of human resources programs and processes through technology	2

Performance Measures	Actual 2014-15	Estimated 2015-16	Target 2016-17	Department Goal
To complete recruitment process in a timely manner: Number of full-time recruitments completed	37	48	40	1,2
Number of part-time recruitments completed	44	40	40	1,2



Human Resources

Fiscal Year 2016-17

Goals & Performance Measures - continued

Performance Measures	Actual 2014-15	Estimated 2015-16	Target 2016-17	Department Goal
To maintain adequate staffing levels: Number of full-time employees hired/promoted Number of part-time employees hired	64 495	60 350	55 350	1,2 1,2
To increase participation in employee development programs: Training programs conducted (Mandated/Non-Mandated) Employee participation in all training programs	9 659	14 750	8 800	2,3 2,3
To maintain strong labor relations: Negotiate successor MOUs with labor units within planned time schedule	0	2	4	2,4
To obtain AQMD approval of the City's Employee Commuter Plan: Determine City's average vehicle ridership	1.4	1.5	1.5	2,5
To enhance City-wide Safety Program to reduce Worker's Comp costs: Number of Safety Committee meetings held Number of department claim reviews held	2 16	4 14	2 12	2,6 2,6
Timely administration of Risk Liability claims Number of claims processed within legal time requirements	142	125	120	2,6
To complete annual benefit plan analysis to ensure cost effectiveness: Number of insurance plans reviewed	17	9	19	2,7
To improve the delivery of human resources programs through technology: Number of insurance plans supported by on-line billing process Completed selection process for on-line applicant tracking system	11 Phase I	12 Phase II	12 Completed	2,8 2,8



Human Resources

Fiscal Year 2016-17

Accomplishments

- Hired/promoted 560 full and part-time employees
- Completed annual Employee Commuter Reduction Plan-Met AVR target of 1.5
- Completed open enrollment (543 active employees and 224 retirees) and Employee Benefits Fair (approx. 312 attendees)
- Improved employment advertising program with the use of the City website (over 8,988 subscribers to the HR Notify Me option & over 133,562 hits to the HR Employment page) and social media
- Successfully implemented CalOpps Online Application Tracking
- Conducted Service Award event to recognize 70 employees for dedicated service (5 to 35 yrs.)
- Assisted 10 employees through retirement process
- Provided notification to over 500 part-time employees on Healthy Workplace Healthy Family Act of 2014 (AB1522) – Sick leave requirement
- Successfully completed distribution of 1095C forms to employees by original IRS deadline in compliance with ACA regulations



Farmers' Market

Farmers' Market



Partnering with Southland Farmers' Market Association (SFMA), Fontana Farmers' Market will be held at the corner of Sierra & Arrow every Saturday from 8 am to 12 noon where residents can enjoy locally grown fresh fruits and vegetables.

Departmental Summary

Fund	Division	2012/2013 Actual	2013/2014 Actual	2014/2015 Actual	2015/2016 Current	2016/2017 New Budget	% Change From Prior Year
HUMAN RESOURCES							
101	GENERAL FUND	HR ADMIN	518,332	598,979	668,195	826,250	835,080
		TOTAL GENERAL FUND	518,332	598,979	668,195	826,250	835,080
106	SELF-INSURANCE	HR ADMIN	2,039,963	1,736,660	2,085,551	1,987,520	1,848,950
106	SELF-INSURANCE	BENEFITS	213,727	427,215	135,772	200,000	200,000
106	SELF-INSURANCE	RISK MANAGEMENT	3,048,938	2,781,611	3,329,076	2,862,250	2,865,260
107	RETIREE MEDICAL BENEFITS	HR ADMIN	1,748,518	1,950,411	2,050,302	1,700,000	2,100,000
108	SUPPLEMENTAL RETIREMENT	BENEFITS	26,668	27,201	27,745	29,300	29,300
241	AIR QUALITY MGMT DISTRICT	HR ADMIN	12,057	9,631	8,152	16,000	16,000
		TOTAL OTHER FUNDS	7,089,870	6,932,730	7,636,598	6,795,070	7,059,510
		TOTAL HUMAN RESOURCES	7,608,202	7,531,709	8,304,793	7,621,320	7,894,590
		Total Budgeted Full-Time Positions	6.00	6.00	8.00	8.00	0.00 %
		Total Budgeted Part-Time Positions	1.00	1.00	1.00	1.00	0.00 %

Division Budget Summary

Department: HUMAN RESOURCES	Fund Title: GENERAL FUND												
Division: HR ADMIN	Fund Number: 101												
Mission Statement:													
To provide support to all City Departments and employees by maintaining and administering an efficient, responsive Human Resources Department.													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • To administer the City's Recruitment Program to attract a highly qualified and diverse staff • To maintain a competitive Wage and Benefit Program commensurate with the City's resources • To ensure, in conjunction with departments, that staffing levels are adequately maintained • To provide direction and guidance to departments to identify and resolve employee issues • To maintain quality relations with Labor Associations • To offer training programs designed to improve employee skills and enhance organizational efficiency • To maintain compliance with State and Federal regulations • To develop and promote programs to improve morale and enhance retention 	<table border="1"> <caption>Estimated Data for Five-Year Expenditures</caption> <thead> <tr> <th>Fiscal Year</th> <th>Expenditure (\$ millions)</th> </tr> </thead> <tbody> <tr> <td>FY 12/13</td> <td>~\$450</td> </tr> <tr> <td>FY 13/14</td> <td>~\$550</td> </tr> <tr> <td>FY 14/15</td> <td>~\$600</td> </tr> <tr> <td>FY 15/16</td> <td>~\$700</td> </tr> <tr> <td>FY 16/17</td> <td>~\$700</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$ millions)	FY 12/13	~\$450	FY 13/14	~\$550	FY 14/15	~\$600	FY 15/16	~\$700	FY 16/17	~\$700
Fiscal Year	Expenditure (\$ millions)												
FY 12/13	~\$450												
FY 13/14	~\$550												
FY 14/15	~\$600												
FY 15/16	~\$700												
FY 16/17	~\$700												

Five-Year History

Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$412,230	\$499,460	\$553,592	\$675,250	\$694,090	2.79 %
OPERATING COSTS	\$44,299	\$41,303	\$54,199	\$84,480	\$72,020	-14.75 %
CONTRACTUAL SERVICES	\$51,813	\$44,006	\$42,963	\$45,160	\$47,410	4.98 %
INTERNAL SERVICE CHARGES	\$9,990	\$14,210	\$17,440	\$21,360	\$21,560	0.94 %
Total Expenditures	<u>\$518,332</u>	<u>\$598,979</u>	<u>\$668,195</u>	<u>\$826,250</u>	<u>\$835,080</u>	<u>1.07 %</u>
Annual Percentage Change		15.56 %	11.56 %	23.65 %	1.07 %	
Budgeted Staffing Level (FTEs)	4.00	4.00	6.00	6.00	6.50	
Budgeted Staffing Level (PT FTEs)	1.00	1.00	1.00	1.00	1.00	

Division Budget Summary

Department: HUMAN RESOURCES	Fund Title: SELF-INSURANCE
Division: HR ADMIN	Fund Number: 106

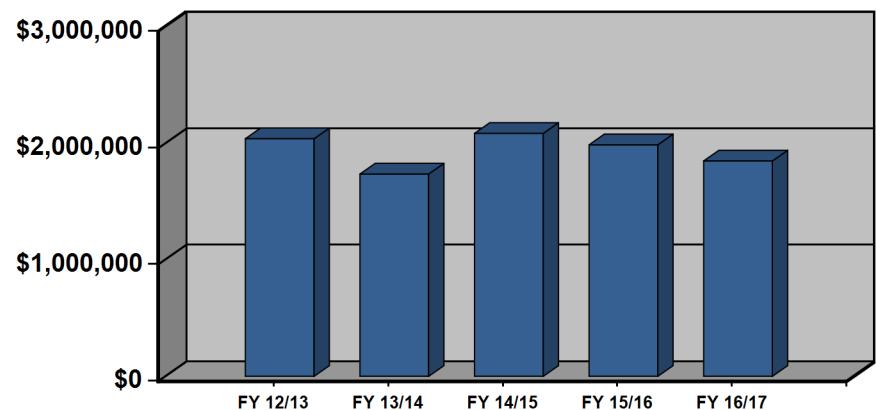
Mission Statement:

To aggressively reduce and mitigate the City's exposure to Workers' Compensation claims.

Selected Service Objectives:

- To reduce the number of outstanding Workers' Compensation claims through timely identification and resolution of such claims
- To implement pro-active safety and training programs
- To provide the City with timely and accurate reporting on the City's self-insured programs
- To continue minimizing and reducing the City's financial risk for Workers Compensation claims through consideration of alternative insurance

Five-Year Expenditures



Five-Year History

Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$124,868	\$135,250	\$124,964	\$104,420	\$120,450	15.35 %
OPERATING COSTS	\$1,413,924	\$1,051,570	\$1,445,032	\$1,063,500	\$1,063,500	0.00 %
CONTRACTUAL SERVICES	\$501,171	\$549,840	\$515,555	\$819,600	\$665,000	-18.86 %
Total Expenditures	<u>\$2,039,963</u>	<u>\$1,736,660</u>	<u>\$2,085,551</u>	<u>\$1,987,520</u>	<u>\$1,848,950</u>	<u>-6.97 %</u>
Annual Percentage Change		-14.87 %	20.09 %	-4.70 %	-6.97 %	
Budgeted Staffing Level (FTEs)	1.00	1.00	1.00	1.00	0.75	

Division Budget Summary

Department: HUMAN RESOURCES	Fund Title: SELF-INSURANCE					
Division: BENEFITS	Fund Number: 106					
Mission Statement:						
To aggressively reduce and mitigate the City's exposure to unemployment liability claims.						
Selected Service Objectives:	<p>Five-Year Expenditures</p>					
<ul style="list-style-type: none"> • To monitor claims for eligibility • To provide unemployment benefits in a timely manner when required • To continue minimizing and reducing the City's financial risk for unemployment liability claims through consideration of alternative insurance sources. 						
Five-Year History						
Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$213,727	\$427,215	\$135,772	\$200,000	\$200,000	0.00 %
OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
Total Expenditures	<u>\$213,727</u>	<u>\$427,215</u>	<u>\$135,772</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>0.00 %</u>
Annual Percentage Change		99.89 %	-68.22 %	47.31 %	0.00 %	
Budgeted Staffing Level (FTEs)	0.00	0.00	0.00	0.00	0.00	

Division Budget Summary

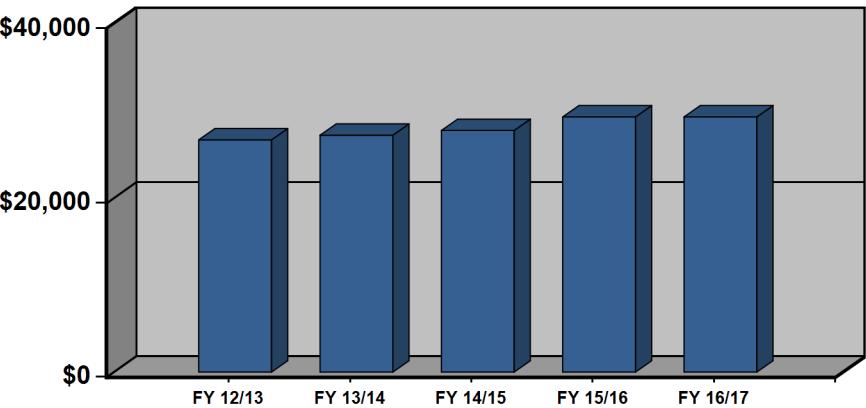
Department: HUMAN RESOURCES	Fund Title: SELF-INSURANCE												
Division: RISK MANAGEMENT	Fund Number: 106												
Mission Statement:													
To aggressively reduce and mitigate the City's exposure to liability claims.													
Selected Service Objectives:	<p>Five-Year Expenditures</p> <table border="1"> <caption>Estimated Data for Five-Year Expenditures</caption> <thead> <tr> <th>Fiscal Year</th> <th>Expenditure (\$M)</th> </tr> </thead> <tbody> <tr><td>FY 12/13</td><td>2.5</td></tr> <tr><td>FY 13/14</td><td>2.4</td></tr> <tr><td>FY 14/15</td><td>2.8</td></tr> <tr><td>FY 15/16</td><td>2.5</td></tr> <tr><td>FY 16/17</td><td>2.5</td></tr> </tbody> </table>	Fiscal Year	Expenditure (\$M)	FY 12/13	2.5	FY 13/14	2.4	FY 14/15	2.8	FY 15/16	2.5	FY 16/17	2.5
Fiscal Year	Expenditure (\$M)												
FY 12/13	2.5												
FY 13/14	2.4												
FY 14/15	2.8												
FY 15/16	2.5												
FY 16/17	2.5												

Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$104,048	\$112,343	\$118,647	\$117,230	\$120,450	2.75 %
OPERATING COSTS	\$305,052	\$460,190	\$1,755,078	\$512,000	\$512,000	0.00 %
CONTRACTUAL SERVICES	\$2,639,837	\$2,209,078	\$1,446,961	\$2,225,000	\$2,225,000	0.00 %
INTERNAL SERVICE CHARGES	\$0	\$0	\$8,390	\$8,020	\$7,810	-2.62 %
Total Expenditures	\$3,048,938	\$2,781,611	\$3,329,076	\$2,862,250	\$2,865,260	0.11 %
Annual Percentage Change		-8.77 %	19.68 %	-14.02 %	0.11 %	
Budgeted Staffing Level (FTEs)	1.00	1.00	1.00	1.00	0.75	

Division Budget Summary

Department: HUMAN RESOURCES	Fund Title: RETIREE MEDICAL BENEFITS					
Division: HR ADMIN	Fund Number: 107					
Mission Statement:						
To maintain the funding level for contractually obligated payment of retiree medical benefits.						
Selected Service Objectives:	<p>Five-Year Expenditures</p>					
<ul style="list-style-type: none"> • To maintain the retiree medical benefit program by providing the best possible coverage at the lowest price • To continue to inform and educate retirees on benefit changes and options • To coordinate retiree benefits with the Medicare Program 						
Five-Year History						
Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$1,748,518	\$1,950,411	\$2,050,302	\$1,700,000	\$2,100,000	23.53 %
OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
Total Expenditures	<u>\$1,748,518</u>	<u>\$1,950,411</u>	<u>\$2,050,302</u>	<u>\$1,700,000</u>	<u>\$2,100,000</u>	<u>23.53 %</u>
Annual Percentage Change		11.55 %	5.12 %	-17.09 %	23.53 %	

Division Budget Summary

Department: HUMAN RESOURCES	Fund Title: SUPPLEMENTAL RETIREMENT
Division: BENEFITS	Fund Number: 108
Mission Statement:	
To provide a Supplemental Retirement Program for safety employees that retired prior to July 1, 2004.	
Selected Service Objectives:	Five-Year Expenditures
<ul style="list-style-type: none"> • To ensure adequate funding for the Supplemental Retirement Program as required by the Collective Bargaining Agreement 	

Expenditure Category	Audited Actual			Budget		
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	% Change From Prior Year
PERSONNEL SERVICES	\$26,668	\$27,201	\$27,745	\$29,300	\$29,300	0.00 %
OPERATING COSTS	\$0	\$0	\$0	\$0	\$0	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
Total Expenditures	<u>\$26,668</u>	<u>\$27,201</u>	<u>\$27,745</u>	<u>\$29,300</u>	<u>\$29,300</u>	<u>0.00 %</u>
Annual Percentage Change		2.00 %	2.00 %	5.60 %	0.00 %	

Division Budget Summary

Department: HUMAN RESOURCES	Fund Title: AIR QUALITY MGMT DISTRICT												
Division: HR ADMIN	Fund Number: 241												
Mission Statement:													
To improve air quality for the community by reducing mobile source emissions caused by employee commuting.													
Selected Service Objectives:	Five-Year Expenditures												
<ul style="list-style-type: none"> • To maintain compliance with Air Quality Management District (AQMD) mandates • To increase vehicle ridership by promoting carpooling • To decrease the number of vehicle trips by promoting walking, biking, and public transit as an alternative means of getting to work 	<table border="1"> <caption>Estimated Five-Year Expenditures</caption> <thead> <tr> <th>Fiscal Year</th> <th>Expenditure (\$)</th> </tr> </thead> <tbody> <tr> <td>FY 12/13</td> <td>13,000</td> </tr> <tr> <td>FY 13/14</td> <td>10,500</td> </tr> <tr> <td>FY 14/15</td> <td>9,000</td> </tr> <tr> <td>FY 15/16</td> <td>16,000</td> </tr> <tr> <td>FY 16/17</td> <td>16,000</td> </tr> </tbody> </table>	Fiscal Year	Expenditure (\$)	FY 12/13	13,000	FY 13/14	10,500	FY 14/15	9,000	FY 15/16	16,000	FY 16/17	16,000
Fiscal Year	Expenditure (\$)												
FY 12/13	13,000												
FY 13/14	10,500												
FY 14/15	9,000												
FY 15/16	16,000												
FY 16/17	16,000												
Five-Year History													

Expenditure Category	Audited Actual			Budget		% Change From Prior Year
	FY 12/13	FY 13/14	FY 14/15	Current FY 15/16	New FY 16/17	
PERSONNEL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
OPERATING COSTS	\$12,057	\$9,631	\$8,152	\$16,000	\$16,000	0.00 %
CONTRACTUAL SERVICES	\$0	\$0	\$0	\$0	\$0	0.00 %
Total Expenditures	\$12,057	\$9,631	\$8,152	\$16,000	\$16,000	0.00 %
Annual Percentage Change		-20.12 %	-15.36 %	96.28 %	0.00 %	