

7501 Department of Human Resources

The Department of Human Resources (CalHR) is responsible for managing the state's personnel functions and represents the Governor as the "employer" in all matters concerning state employer-employee relations. CalHR is responsible for issues related to recruitment, selection, salaries, benefits, and position classification, as well as provides a variety of training and consultation services to state departments and local agencies. CalHR's main objectives are to:

- Manage examinations, salaries, benefits, position classification, training, and all other aspects of state employment other than those areas assigned to the State Personnel Board (SPB) under the civil service provisions of Article VII of the California Constitution.
- Represent the Governor in collective bargaining with unions representing rank and file state employees.
- Set salaries and benefits for employees excluded from collective bargaining and employees exempted from civil service.
- Serve as the sole fiduciary and administrative body for the Savings Plus Program (defined contribution program for full-time and part-time state employees).
- Provide legal representation to state agencies for appeals of disciplinary actions and labor relations matters.
- Hold ex-officio membership to the 13-member Board of Administration of the California Public Employees' Retirement System.

3-YR EXPENDITURES AND POSITIONS

	Positions			Expenditures		
	2012-13	2013-14	2014-15	2012-13*	2013-14*	2014-15*
10 Human Resource Management	146.8	171.5	170.5	\$25,876	\$28,300	\$28,215
20 Local Government Services	-	-	-	2,130	2,598	2,598
30.10 Administration	58.7	56.0	56.0	7,021	7,290	7,295
30.20 Distributed Administration	-	-	-	-6,129	-6,298	-6,302
40 Benefits Administration	56.5	63.5	62.5	22,500	26,511	26,362
99 Benefit Payments	-	-	-	33,038	36,503	36,503
TOTALS, POSITIONS AND EXPENDITURES (All Programs)	262.0	291.0	289.0	\$84,436	\$94,904	\$94,671
FUNDING				2012-13*	2013-14*	2014-15*
0001 General Fund				\$7,191	\$7,854	\$7,129
0367 Indian Gaming Special Distribution Fund				100	100	75
0821 Flexelect Benefit Fund				22,288	27,626	27,584
0915 Deferred Compensation Plan Fund				11,227	14,729	14,732
0995 Reimbursements				27,696	28,982	28,996
8008 State Employees' Pretax Parking Fund				1,539	1,400	1,400
8049 Vision Care Program for State Annuitants Fund				10,210	8,784	8,784
9740 Central Service Cost Recovery Fund				4,185	5,429	5,971
TOTALS, EXPENDITURES, ALL FUNDS				\$84,436	\$94,904	\$94,671

Note that the expenditures for funds 0821, 8008, and 8049 include unclassified expenditures for benefit payments, which are detailed in the Detail of Appropriations and Adjustments.

LEGAL CITATIONS AND AUTHORITY

Government Code, Title 1, Division 4, Chapters 10.3 and 10.5; Government Code, Title 1, Division 7, Chapter 17.5; Government Code, Title 2, Division 5, Part 2, 2.5, 2.6, and 3; and California Code of Regulations, Title 2, Division 1, Chapter 3.

DETAILED BUDGET ADJUSTMENTS

	2013-14*			2014-15*		
	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
Workload Budget Adjustments						
Workload Budget Change Proposals						
• Indian Gaming	\$-	\$-	-	\$-	\$75	-
Totals, Workload Budget Change Proposals	\$-	\$-	-	\$-	\$75	-
Other Workload Budget Adjustments						
• Employee Compensation Adjustments	\$52	\$242	-	\$56	\$263	-

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

	2013-14*			2014-15*		
	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
• Retirement Rate Adjustment	26	113	-	26	113	-
• Limited Term Positions/Expiring Programs	-	-	-	-468	-453	-2.0
• Miscellaneous Adjustments	-	-	-	-620	578	-
Totals, Other Workload Budget Adjustments	\$78	\$355	-	-\$1,006	\$501	-2.0
Totals, Workload Budget Adjustments	\$78	\$355	-	-\$1,006	\$576	-2.0
Policy Adjustments						
• Examination and Certification Online System Project	\$-	\$-	-	\$359	\$271	2.0
Totals, Policy Adjustments	\$-	\$-	-	\$359	\$271	2.0
Totals, Budget Adjustments	\$78	\$355	-	-\$647	\$847	-

PROGRAM DESCRIPTIONS

10 - HUMAN RESOURCE MANAGEMENT

The Human Resource Management Division's main objectives are to:

- Provide human resource services, including the development of policy relative to classification and compensation standards and consulting with departments and agencies on position allocation, effective personnel management practices, workforce planning, and statewide training.
- Administer the Dymally-Alatorre Bilingual Services Act, develop and administer tests, administer the on-line examination and certification system, provide statewide equal employment opportunity policy and guidance, provide medical and psychological screening services, and maintain a listing of certified administrative hearing and medical examination interpreters for use in California hearings and proceedings.
- Represent the Governor as the "employer" in contract negotiations with the state's 21 bargaining units and set pay and benefits for employees excluded from the collective bargaining process, including: supervisors, managers, executives, and confidential employees.
- Represent the Governor, state agencies, and departments in all matters pertaining to labor relations, personnel and discipline, wage and hour claims, and employment law.

20 - LOCAL GOVERNMENT SERVICES

The Local Government Services Division provides direction and assistance to local, grant-aided agencies to ensure that their personnel programs are operated efficiently and continue to qualify for federal funds.

30 - ADMINISTRATION

The Administrative Services Division provides internal support and service to the Department's line programs and SPB, including: fiscal, human resources, contract, procurement, information technology, and telecommunication services.

40 - BENEFITS

The Benefits Division designs, acquires, and administers a comprehensive employee benefit package designed to assist the state in attracting and retaining a qualified and diverse workforce. Benefits include health, dental, vision, employee assistance, life insurance, long-term disability insurance, and legal services. The Benefits Division also manages the master service agreement with the State Compensation Insurance Fund to provide for the state's workers' compensation program. The Savings Plus Program administers a tax-deferred savings program for all state employees to supplement retirement through various programs.

DETAILED EXPENDITURES BY PROGRAM

		2012-13*	2013-14*	2014-15*
PROGRAM REQUIREMENTS				
10	HUMAN RESOURCE MANAGEMENT			
	State Operations:			
0001	General Fund	\$6,173	\$7,709	\$7,042
0367	Indian Gaming Special Distribution Fund	100	100	75
0995	Reimbursements	15,418	15,062	15,127
9740	Central Service Cost Recovery Fund	4,185	5,429	5,971

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

		<u>2012-13*</u>	<u>2013-14*</u>	<u>2014-15*</u>
Totals, State Operations		\$25,876	\$28,300	\$28,215
PROGRAM REQUIREMENTS				
20	LOCAL GOVERNMENT SERVICES			
State Operations:				
0995	Reimbursements	<u>\$2,130</u>	<u>\$2,598</u>	<u>\$2,598</u>
Totals, State Operations		\$2,130	\$2,598	\$2,598
PROGRAM REQUIREMENTS				
30	ADMINISTRATION			
State Operations:				
0995	Reimbursements	<u>\$892</u>	<u>\$992</u>	<u>\$993</u>
Totals, State Operations		\$892	\$992	\$993
PROGRAM REQUIREMENTS				
40	BENEFITS ADMINISTRATION			
State Operations:				
0001	General Fund	\$1,018	\$145	\$87
0821	Flexelect Benefit Fund	999	1,307	1,265
0915	Deferred Compensation Plan Fund	11,227	14,729	14,732
0995	Reimbursements	<u>9,256</u>	<u>10,330</u>	<u>10,278</u>
Totals, State Operations		\$22,500	\$26,511	\$26,362
PROGRAM REQUIREMENTS				
99	BENEFIT PAYMENTS			
Unclassified:				
0821	Flexelect Benefit Fund	\$21,289	\$26,319	\$26,319
8008	State Employees' Pretax Parking Fund	1,539	1,400	1,400
8049	Vision Care Program for State Annuitants Fund	<u>10,210</u>	<u>8,784</u>	<u>8,784</u>
Totals, Unclassified		\$33,038	\$36,503	\$36,503
TOTALS, EXPENDITURES				
State Operations		51,398	58,401	58,168
Unclassified		<u>33,038</u>	<u>36,503</u>	<u>36,503</u>
Totals, Expenditures		\$84,436	\$94,904	\$94,671

EXPENDITURES BY CATEGORY

	1 State Operations			Expenditures		
	<u>2012-13</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2012-13*</u>	<u>2013-14*</u>	<u>2014-15*</u>
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A)	262.0	291.0	287.0	\$17,947	\$20,701	\$20,725
Total Adjustment	<u>-</u>	<u>-</u>	<u>2.0</u>	<u>-</u>	<u>203</u>	<u>352</u>
Net Totals, Salaries and Wages	262.0	291.0	289.0	\$17,947	\$20,904	\$21,077
Staff Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>7,602</u>	<u>9,352</u>	<u>9,208</u>
Totals, Personal Services	262.0	291.0	289.0	\$25,549	\$30,256	\$30,285
OPERATING EXPENSES AND EQUIPMENT				<u>\$25,849</u>	<u>\$28,145</u>	<u>\$27,883</u>
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS				\$51,398	\$58,401	\$58,168
(State Operations)						

4 Unclassified

	Expenditures		
	<u>2012-13*</u>	<u>2013-14*</u>	<u>2014-15*</u>
Flexelect Benefit Fund	\$21,289	\$26,319	\$26,319

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

4 Unclassified

	Expenditures		
	2012-13*	2013-14*	2014-15*
State Employees' Pretax Parking Fund	1,539	1,400	1,400
Vision Care Fund	10,210	8,784	8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$33,038	\$36,503	\$36,503

DETAIL OF APPROPRIATIONS AND ADJUSTMENTS

1 STATE OPERATIONS	2012-13*	2013-14*	2014-15*
0001 General Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$7,776	\$7,129
Allocation for employee compensation	-	52	-
Adjustment per Section 3.60	-	26	-
001 Budget Act appropriation (Renumbered from Item 8380-001-0001)	7,246	-	-
Allocation for employee compensation	23	-	-
Adjustment per Section 3.60	86	-	-
Adjustment per Section 3.90	-217	-	-
Adjustment per Section 15.25	-5	-	-
Prior year balances available:			
Item 8380-001-0001, Budget Act of 2010, as reappropriated by Item 8380-490, Budget Act of 2012	931	-	-
Totals Available	\$8,064	\$7,854	\$7,129
Unexpended balance, estimated savings	-873	-	-
TOTALS, EXPENDITURES	\$7,191	\$7,854	\$7,129
0367 Indian Gaming Special Distribution Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$100	\$75
001 Budget Act appropriation (Renumbered from 8380-001-0367)	100	-	-
TOTALS, EXPENDITURES	\$100	\$100	\$75
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$1,300	\$1,265
Allocation for employee compensation	-	5	-
Adjustment per Section 3.60	-	2	-
001 Budget Act appropriation (Renumbered from 8380-001-0821)	1,335	-	-
Allocation for employee compensation	2	-	-
Adjustment per Section 3.60	5	-	-
Adjustment per Section 3.90	-12	-	-
Totals Available	\$1,330	\$1,307	\$1,265
Unexpended balance, estimated savings	-331	-	-
TOTALS, EXPENDITURES	\$999	\$1,307	\$1,265
0915 Deferred Compensation Plan Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$14,675	\$14,732
Allocation for employee compensation	-	39	-
Adjustment per Section 3.60	-	15	-
001 Budget Act appropriation (Renumbered from 8380-001-0915)	14,785	-	-
Allocation for employee compensation	15	-	-
Adjustment per Section 3.60	49	-	-

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

1 STATE OPERATIONS	2012-13*	2013-14*	2014-15*
Adjustment per Section 3.90	-122	-	-
Adjustment per Section 15.25	<u>-1</u>	<u>-</u>	<u>-</u>
Totals Available	\$14,726	\$14,729	\$14,732
Unexpended balance, estimated savings	<u>-3,499</u>	<u>-</u>	<u>-</u>
TOTALS, EXPENDITURES	\$11,227	\$14,729	\$14,732
0995 Reimbursements			
APPROPRIATIONS			
Reimbursements	\$27,696	\$28,982	\$28,996
9740 Central Service Cost Recovery Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$5,373	\$5,971
Allocation for employee compensation	-	37	-
Adjustment per Section 3.60	-	19	-
001 Budget Act appropriation (Renumbered from Item 8380-001-9740)	4,465	-	-
Allocation for employee compensation	15	-	-
Adjustment per Section 3.60	56	-	-
Adjustment per Section 3.90	-143	-	-
Adjustment per Section 15.25	<u>-3</u>	<u>-</u>	<u>-</u>
Totals Available	\$4,390	\$5,429	\$5,971
Unexpended balance, estimated savings	<u>-205</u>	<u>-</u>	<u>-</u>
TOTALS, EXPENDITURES	\$4,185	\$5,429	\$5,971
TOTALS, EXPENDITURES, ALL FUNDS (State Operations)	\$51,398	\$58,401	\$58,168
4 UNCLASSIFIED			
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
Government Code Sec 1156 (claims paid)	<u>\$21,289</u>	<u>\$26,319</u>	<u>\$26,319</u>
TOTALS, EXPENDITURES	\$21,289	\$26,319	\$26,319
8008 State Employees' Pretax Parking Fund			
APPROPRIATIONS			
Government Code Section 1156.1	<u>\$1,539</u>	<u>\$1,400</u>	<u>\$1,400</u>
TOTALS, EXPENDITURES	\$1,539	\$1,400	\$1,400
8049 Vision Care Program for State Annuitants Fund			
APPROPRIATIONS			
Government Code Section 22959.6	<u>\$10,210</u>	<u>\$8,784</u>	<u>\$8,784</u>
TOTALS, EXPENDITURES	\$10,210	\$8,784	\$8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$33,038	\$36,503	\$36,503
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Unclassified)	\$84,436	\$94,904	\$94,671

FUND CONDITION STATEMENTS

	2012-13*	2013-14*	2014-15*
0821 Flexelect Benefit Fund ^N			
BEGINNING BALANCE	\$10,225	\$9,313	\$3,544
Prior year adjustments	<u>1,867</u>	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$12,092	\$9,313	\$3,544
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
216100 Fees and Licenses (Administrative Fees)	782	876	981
221100 Other:			

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

	2012-13*	2013-14*	2014-15*
Employee Contributions - Health Care	11,243	12,592	14,103
Employee Contributions - Dependent Care	7,437	8,329	9,328
250300 Surplus Money Investments	36	38	40
261900 Escheat of Unclaimed Checks	<u>29</u>	<u>30</u>	<u>32</u>
Total Revenues, Transfers, and Other Adjustments	<u>\$19,527</u>	<u>\$21,865</u>	<u>\$24,484</u>
Total Resources	\$31,619	\$31,178	\$28,028
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	12	2	-
7501 Department of Human Resources			
State Operations	999	1,307	1,265
Unclassified	21,289	26,319	26,319
8880 Financial Information System for California (State Operations)	<u>6</u>	<u>6</u>	<u>1</u>
Total Expenditures and Expenditure Adjustments	<u>\$22,306</u>	<u>\$27,634</u>	<u>\$27,585</u>
FUND BALANCE	\$9,313	\$3,544	\$443
0915 Deferred Compensation Plan Fund ^N			
BEGINNING BALANCE	\$8,260,391	\$9,115,011	\$10,088,684
Prior year adjustments	<u>-1,029</u>	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$8,259,362	\$9,115,011	\$10,088,684
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
215600 Interest on Investments (Participants)	888,934	933,381	980,050
221100 Contributions to Fiduciary Funds-Intrastate	600,514	648,555	700,439
250300 Surplus Money Investments	56	60	65
299600 Other-External-Private Sector	863	906	951
299900 Other-External-Other	<u>10,075</u>	<u>5,500</u>	<u>10,500</u>
Total Revenues, Transfers, and Other Adjustments	<u>\$1,500,442</u>	<u>\$1,588,402</u>	<u>\$1,692,005</u>
Total Resources	\$9,759,804	\$10,703,413	\$11,780,689
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
7501 Department of Human Resources (State Operations)	11,227	14,729	14,732
Payment to Patricipants	<u>633,566</u>	<u>600,000</u>	<u>600,000</u>
Total Expenditures and Expenditure Adjustments	<u>\$644,793</u>	<u>\$614,729</u>	<u>\$614,732</u>
FUND BALANCE	\$9,115,011	\$10,088,684	\$11,165,957
8049 Vision Care Program for State Annuitants Fund ^N			
BEGINNING BALANCE	\$725	\$1,003	\$3,231
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
216100 Fees & Licenses (Administrative Fees)	454	477	491
221100 Other (Retired Annuitant Contributions)	10,030	10,532	10,848
250300 Income from Surplus Investments	3	3	3
261900 Escheat of Unclaimed Checks, Warrants, Bonds, Coupons	<u>1</u>	<u>-</u>	<u>-</u>
Total Revenues, Transfers, and Other Adjustments	<u>\$10,488</u>	<u>\$11,012</u>	<u>\$11,342</u>
Total Resources	\$11,213	\$12,015	\$14,573
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
7501 Department of Human Resources (Unclassified)	<u>10,210</u>	<u>8,784</u>	<u>8,784</u>
Total Expenditures and Expenditure Adjustments	<u>\$10,210</u>	<u>\$8,784</u>	<u>\$8,784</u>
FUND BALANCE	\$1,003	\$3,231	\$5,789

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

CHANGES IN AUTHORIZED POSITIONS

	Positions			Expenditures		
	2012-13	2013-14	2014-15	2012-13*	2013-14*	2014-15*
Totals, Authorized Positions	262.0	291.0	287.0	\$17,947	\$20,701	\$20,725
Salary Adjustments	-	-	-	-	203	203
Proposed New Positions:				Salary Range		
ECOS:						
Sr. Information Sys Analyst	-	-	1.0	5,571-7,109	-	88
Temporary Help	-	-	1.0	-	-	61
Totals, Proposed New Positions	-	-	2.0	\$-	\$-	\$149
Total Adjustments	-	-	2.0	\$-	\$203	\$352
TOTALS, SALARIES AND WAGES	262.0	291.0	289.0	\$17,947	\$20,904	\$21,077

* Dollars in thousands, except in Salary Range.