

7501 Department of Human Resources

Effective July 1, 2013, the Governor's Reorganization Plan No. 2 of 2012 creates the Government Operations Agency and, as part of the plan, moves the Department of Human Resources (CalHR) (previously budgeted within General Government under Organization Code 8380) to this new Agency (Government Operations).

The years prior to July 1, 2012 represent the former Department of Personnel Administration program structure.

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		
	2011-12	2012-13	2013-14	2011-12*	2012-13*	2013-14*
10 Human Resource Management	95.9	166.5	157.0	\$13,975	\$26,107	\$26,444
20 Local Government Services	-	-	-	-	2,598	2,598
30.10 Administration	35.2	63.8	58.0	4,253	7,214	7,205
30.20 Distributed Administration	-	-	-	-4,253	-6,268	-6,224
40 Benefits Administration	56.3	67.5	63.5	20,901	27,489	26,375
99 Benefit Payments	-	-	-	31,426	36,503	36,503
TOTALS, POSITIONS AND EXPENDITURES (All Programs)	187.4	297.8	278.5	\$66,302	\$93,643	\$92,901
FUNDING				2011-12*	2012-13*	2013-14*
0001 General Fund				\$6,101	\$8,064	\$7,162
0367 Indian Gaming Special Distribution Fund				-	100	100
0821 Flexelect Benefit Fund				21,734	27,649	27,619
0915 Deferred Compensation Plan Fund				9,136	14,726	14,675
0995 Reimbursements				16,042	28,530	28,463
8008 State Employees' Pretax Parking Fund				1,517	1,400	1,400
8049 Vision Care Program for State Annuitants Fund				9,132	8,784	8,784
9740 Central Service Cost Recovery Fund				2,640	4,390	4,698
TOTALS, EXPENDITURES, ALL FUNDS				\$66,302	\$93,643	\$92,901

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 2, Division 5, Part 2, 2.5, and 2.6; and California Code of Regulations, Title 2, Division 1, Chapter 3.

DETAILED BUDGET ADJUSTMENTS

	2012-13*		Positions	2013-14*	
	General Fund	Other Funds		General Fund	Other Funds
Workload Budget Adjustments					
Other Workload Budget Adjustments					

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

	2012-13*			2013-14*		
	General Fund	Other Funds	Positions	General Fund	Other Funds	Positions
• Employee Compensation Adjustments	-\$194	-\$854	-	\$40	\$181	-
• Retirement Rate Adjustment	86	387	-	86	387	-
• Limited Term Positions/Expiring Programs	-	-	-	-	-279	-3.0
• Governor's Reorganization Plan Number One	-	-	-	-366	-954	-20.3
• Carryover/Reappropriation	-	-	-	-931	-	-
• Other Baseline Adjustments	-5	-9	-	-407	349	-
Totals, Other Workload Budget Adjustments	-\$113	-\$476	-	-\$1,578	-\$316	-23.3
Totals, Workload Budget Adjustments	-\$113	-\$476	-	-\$1,578	-\$316	-23.3
Policy Adjustments						
• CalHR Implementation of In-Home Supportive Services Employer-Employee Relations Act	\$-	\$-	-	\$563	\$-	4.0
Totals, Policy Adjustments	\$-	\$-	-	\$563	\$-	4.0
Totals, Budget Adjustments	-\$113	-\$476	-	-\$1,015	-\$316	-19.3

PROGRAM DESCRIPTIONS

10 - HUMAN RESOURCE MANAGEMENT

The Division's main objectives are as follows:

- 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

This program 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 the SPB, including: fiscal, human resources, contract, procurement, information technology, and telecommunications 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

		2011-12*	2012-13*	2013-14*
PROGRAM REQUIREMENTS				
10	HUMAN RESOURCE MANAGEMENT			
	State Operations:			

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

	<u>2011-12*</u>	<u>2012-13*</u>	<u>2013-14*</u>
0001 General Fund	\$6,054	\$7,046	\$6,960
0367 Indian Gaming Special Distribution Fund	-	100	100
0995 Reimbursements	5,281	14,571	14,686
9740 Central Service Cost Recovery Fund	<u>2,640</u>	<u>4,390</u>	<u>4,698</u>
Totals, State Operations	\$13,975	\$26,107	\$26,444
PROGRAM REQUIREMENTS			
20 LOCAL GOVERNMENT SERVICES			
State Operations:			
0995 Reimbursements	<u>\$-</u>	<u>\$2,598</u>	<u>\$2,598</u>
Totals, State Operations	\$-	\$2,598	\$2,598
PROGRAM REQUIREMENTS			
30 ADMINISTRATION			
State Operations:			
0995 Reimbursements	<u>\$-</u>	<u>\$946</u>	<u>\$981</u>
Totals, State Operations	\$-	\$946	\$981
PROGRAM REQUIREMENTS			
40 BENEFITS ADMINISTRATION			
State Operations:			
0001 General Fund	\$47	\$1,018	\$202
0821 Flexelect Benefit Fund	957	1,330	1,300
0915 Deferred Compensation Plan Fund	9,136	14,726	14,675
0995 Reimbursements	<u>10,761</u>	<u>10,415</u>	<u>10,198</u>
Totals, State Operations	\$20,901	\$27,489	\$26,375
PROGRAM REQUIREMENTS			
99 BENEFIT PAYMENTS			
Unclassified:			
0821 Flexelect Benefit Fund	\$20,777	\$26,319	\$26,319
8008 State Employees' Pretax Parking Fund	1,517	1,400	1,400
8049 Vision Care Program for State Annuitants Fund	<u>9,132</u>	<u>8,784</u>	<u>8,784</u>
Totals, Unclassified	\$31,426	\$36,503	\$36,503
TOTALS, EXPENDITURES			
State Operations	34,876	57,140	56,398
Unclassified	<u>31,426</u>	<u>36,503</u>	<u>36,503</u>
Totals, Expenditures	\$66,302	\$93,643	\$92,901

EXPENDITURES BY CATEGORY

	1 State Operations			Expenditures		
	Positions			Expenditures		
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2011-12*</u>	<u>2012-13*</u>	<u>2013-14*</u>
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A)	187.4	297.8	274.5	\$13,823	\$20,152	\$19,882
Total Adjustment	<u>-</u>	<u>-</u>	<u>4.0</u>	<u>-</u>	<u>-</u>	<u>341</u>
Net Totals, Salaries and Wages	187.4	297.8	278.5	\$13,823	\$20,152	\$20,223
Staff Benefits	<u>-</u>	<u>-</u>	<u>-</u>	<u>5,528</u>	<u>8,060</u>	<u>7,859</u>
Totals, Personal Services	187.4	297.8	278.5	\$19,351	\$28,212	\$28,082
OPERATING EXPENSES AND EQUIPMENT				<u>\$15,525</u>	<u>\$28,928</u>	<u>\$28,316</u>
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS				\$34,876	\$57,140	\$56,398
(State Operations)						

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

4 Unclassified

	Expenditures		
	2011-12*	2012-13*	2013-14*
Flexelect Benefit Fund	\$20,777	\$26,319	\$26,319
State Employees' Pretax Parking Fund	1,517	1,400	1,400
Vision Care Fund	9,132	8,784	8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$31,426	\$36,503	\$36,503

DETAIL OF APPROPRIATIONS AND ADJUSTMENTS

1 STATE OPERATIONS	2011-12*	2012-13*	2013-14*
0001 General Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$-	\$7,162
001 Budget Act appropriation (Renumbered from Item 8380-001-0001)	6,631	7,246	-
Allocation for employee compensation	8	23	-
Adjustment per Section 3.60	46	86	-
Adjustment per Section 3.90	-56	-217	-
Adjustment per Control Section 3.91 (b) Cell Phone Reductions	-4	-	-
Adjustment per Section 3.91 (b) Operational Efficiency Plan	-270	-	-
Adjustment per Section 15.25	-	-5	-
002 Budget Act appropriation (Renumbered from Item 8380-002-0001)	2,350	-	-
Adjustment per Section 3.91 (a)	-2,295	-	-
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	\$6,410	\$8,064	\$7,162
Unexpended balance, estimated savings	-309	-	-
TOTALS, EXPENDITURES	\$6,101	\$8,064	\$7,162
0367 Indian Gaming Special Distribution Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$-	\$100
001 Budget Act appropriation (Renumbered from 8380-001-0367)	-	100	-
TOTALS, EXPENDITURES	\$-	\$100	\$100
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$-	\$1,300
001 Budget Act appropriation (Renumbered from 8380-001-0821)	1,380	1,335	-
Allocation for employee compensation	1	2	-
Adjustment per Section 3.60	2	5	-
Adjustment per Section 3.90	-4	-12	-
Totals Available	\$1,379	\$1,330	\$1,300
Unexpended balance, estimated savings	-422	-	-
TOTALS, EXPENDITURES	\$957	\$1,330	\$1,300
0915 Deferred Compensation Plan Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$-	\$14,675
001 Budget Act appropriation (Renumbered from 8380-001-0915)	15,028	14,785	-
Allocation for employee compensation	6	15	-
Adjustment per Section 3.60	17	49	-
Adjustment per Section 3.90	-37	-122	-

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

1 STATE OPERATIONS	2011-12*	2012-13*	2013-14*
Adjustment per Section 3.91 (b) Operational Efficiency Plan	-126	-	-
Adjustment per Section 15.25	<u>-</u>	<u>-1</u>	<u>-</u>
Totals Available	\$14,888	\$14,726	\$14,675
Unexpended balance, estimated savings	<u>-5,752</u>	<u>-</u>	<u>-</u>
TOTALS, EXPENDITURES	\$9,136	\$14,726	\$14,675
0995 Reimbursements			
APPROPRIATIONS			
Reimbursements	\$16,042	\$28,530	\$28,463
9740 Central Service Cost Recovery Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$-	\$-	\$4,698
001 Budget Act appropriation (Renumbered from Item 8380-001-9740)	2,924	4,465	-
Allocation for employee compensation	6	15	-
Adjustment per Section 3.60	33	56	-
Adjustment per Section 3.90	-40	-143	-
Adjustment per Section 3.91 (b) and (d)	-273	-	-
Adjustment per Control Section 3.91 (b) Cell Phone Reductions	-1	-	-
Adjustment per Section 15.25	-	-3	-
002 Budget Act appropriation (Renumbered from Item 8380-002-9740)	3,287	-	-
Adjustment per Section 3.91 (a)	<u>-3,212</u>	<u>-</u>	<u>-</u>
Totals Available	\$2,724	\$4,390	\$4,698
Unexpended balance, estimated savings	<u>-84</u>	<u>-</u>	<u>-</u>
TOTALS, EXPENDITURES	\$2,640	\$4,390	\$4,698
TOTALS, EXPENDITURES, ALL FUNDS (State Operations)	\$34,876	\$57,140	\$56,398
4 UNCLASSIFIED			
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
Government Code Sec 1156 (claims paid)	<u>\$20,777</u>	<u>\$26,319</u>	<u>\$26,319</u>
TOTALS, EXPENDITURES	\$20,777	\$26,319	\$26,319
8008 State Employees' Pretax Parking Fund			
APPROPRIATIONS			
Government Code Section 1156.1	<u>\$1,517</u>	<u>\$1,400</u>	<u>\$1,400</u>
TOTALS, EXPENDITURES	\$1,517	\$1,400	\$1,400
8049 Vision Care Program for State Annuity Fund			
APPROPRIATIONS			
Government Code Section 22959.6	<u>\$9,132</u>	<u>\$8,784</u>	<u>\$8,784</u>
TOTALS, EXPENDITURES	\$9,132	\$8,784	\$8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$31,426	\$36,503	\$36,503
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Unclassified)	\$66,302	\$93,643	\$92,901

FUND CONDITION STATEMENTS

	2011-12*	2012-13*	2013-14*
0821 Flexelect Benefit Fund ^N			
BEGINNING BALANCE	\$9,666	\$10,225	\$5,048
Prior year adjustments	<u>1,857</u>	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$11,523	\$10,225	\$5,048
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

	2011-12*	2012-13*	2013-14*
250300 Surplus Money Investments	43	47	52
216100 Fees and Licenses (Administrative Fees)	801	881	969
261900 Escheat of Unclaimed Checks	22	24	26
221100 Other:			
Employee Contributions - Health Care	12,249	13,474	14,821
Employee Contributions - Dependent Care	<u>7,323</u>	<u>8,055</u>	<u>8,861</u>
Total Revenues, Transfers, and Other Adjustments	<u>\$20,438</u>	<u>\$22,481</u>	<u>\$24,729</u>
Total Resources	\$31,961	\$32,706	\$29,777
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	2	2	-
7501 Department of Human Resources			
State Operations	957	1,330	1,300
Unclassified	20,777	26,319	26,319
8880 Financial Information System for California (State Operations)	<u>-</u>	<u>7</u>	<u>6</u>
Total Expenditures and Expenditure Adjustments	<u>\$21,736</u>	<u>\$27,658</u>	<u>\$27,625</u>
FUND BALANCE	\$10,225	\$5,048	\$2,152

0915 Deferred Compensation Plan Fund ^N

BEGINNING BALANCE	\$8,104,790	\$8,260,391	\$8,374,658
Prior year adjustments	<u>-57</u>	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$8,104,733	\$8,260,391	\$8,374,658
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
215600 Interest on Investments (Participants)	41,828	43,919	46,115
221100 Other (Employee Contributions)	522,367	574,604	632,064
250300 Surplus Money Investments	64	70	77
299900 Fees and Licenses (Administrative Fees)	12,150	10,500	10,500
299600 Other	<u>821</u>	<u>-</u>	<u>-</u>
Total Revenues, Transfers, and Other Adjustments	<u>\$577,230</u>	<u>\$629,093</u>	<u>\$688,756</u>
Total Resources	\$8,681,963	\$8,889,484	\$9,063,414
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	26	21	-
7501 Department of Human Resources (State Operations)	9,136	14,726	14,675
Other Disbursements:	-	-	-
8880 Financial Information System for California (State Operations)	-	79	68
Payments to Participants	<u>412,410</u>	<u>500,000</u>	<u>500,000</u>
Total Expenditures and Expenditure Adjustments	<u>\$421,572</u>	<u>\$514,826</u>	<u>\$514,743</u>
FUND BALANCE	\$8,260,391	\$8,374,658	\$8,548,671

8049 Vision Care Program for State Annuitants Fund ^N

BEGINNING BALANCE	\$568	\$725	\$1,716
Prior year adjustments	<u>-21</u>	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$547	\$725	\$1,716
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
216100 Fees & Licenses (Administrative Fees)	374	393	413
221100 Other (Retired Annuitant Contributions)	8,933	9,379	9,848
250300 Income from Surplus Investments	3	3	3

* Dollars in thousands, except in Salary Range.

7501 Department of Human Resources - Continued

	<u>2011-12*</u>	<u>2012-13*</u>	<u>2013-14*</u>
Total Revenues, Transfers, and Other Adjustments	\$9,310	\$9,775	\$10,264
Total Resources	\$9,857	\$10,500	\$11,980
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
7501 Department of Human Resources (Unclassified)	9,132	8,784	8,784
Total Expenditures and Expenditure Adjustments	<u>\$9,132</u>	<u>\$8,784</u>	<u>\$8,784</u>
FUND BALANCE	\$725	\$1,716	\$3,196

CHANGES IN AUTHORIZED POSITIONS

	<u>Positions</u>			<u>Expenditures</u>		
	<u>2011-12</u>	<u>2012-13</u>	<u>2013-14</u>	<u>2011-12*</u>	<u>2012-13*</u>	<u>2013-14*</u>
Totals, Authorized Positions	187.4	297.8	274.5	\$13,823	\$20,152	\$19,882
Proposed New Positions:	Salary Range					
Legal Division:						
Labor Relations Counsel III	-	-	1.0	7,686 - 9,484	-	103
Labor Division:						
Labor Relations Manager II	-	-	2.0	6,779 - 7,474	-	171
Benefits Division:						
Staff Pers Prgm Analyst	-	-	1.0	5,079 - 6,127	-	67
Totals, Proposed New Positions	<u>-</u>	<u>-</u>	<u>4.0</u>	<u>\$-</u>	<u>\$-</u>	<u>\$341</u>
Total Adjustments	<u>-</u>	<u>-</u>	<u>4.0</u>	<u>\$-</u>	<u>\$-</u>	<u>\$341</u>
TOTALS, SALARIES AND WAGES	187.4	297.8	278.5	\$13,823	\$20,152	\$20,223

* Dollars in thousands, except in Salary Range.