

HUMAN RESOURCES

Program Description

The Human Resources Department is an internal support department that conducts the administration of policies and benefits; ensures that all departments comply with state and federal regulations related to employment; and provides employment information and applications for jobs within Spartanburg County Government.

Program and Services

- Conduct new employee program.
- Revise personnel policies.
- Place policies and benefit information on the intranet and eventually the website.
- Continue wellness training including a health fair for employees.

Significant Changes

The Risk Management function was moved to the Budget Management Department during FY 2006 reducing personnel costs. Personnel costs also reflect the impact of a 4% compensation adjustment, and higher health care and workers compensation premiums.

PERSONNEL INFORMATION				
		FY2005 ACTUAL	FY2006 BUDGET	FY2007 BUDGET
POSITION TITLES	GRADES	NUMBER OF POSITIONS		
Administrative Secretary	14	1	1	1
Administrative Assistant	18	1	1	1
Benefits Clerk	14	1		
Benefits Specialist	20		1	1
Risk Manager	24		1	
Assistant Director	26	1	1	1
Director	31	1	1	1
TOTAL		5	6	5

HUMAN RESOURCES							
Account		FY 2005		Budget	Budget	FY07 vs FY06	%
No	Description	Actual	Budget	FY 2006	FY2007	Change	Change
510 PERSONNEL SERVICES							
*	91010 SALARIES	186,792	183,010	231,060	212,358	(18,702)	-8.1%
	91055 TEMPORARY HELP	3,797	-	-	-	-	
*	91510 FICA	13,897	14,000	17,680	16,245	(1,435)	-8.1%
*	91520 S C RETIREMENT	12,796	12,540	17,790	17,410	(380)	-2.1%
*	91540 GROUP INSURANCE	19,561	22,380	28,480	28,549	69	0.2%
*	91550 WORKMENS COMPENSATION	577	490	810	957	147	18.2%
* 510 PERSONNEL SERVICES		237,420	232,420	295,820	275,520	(20,300)	-6.9%
520 OPERATING EXPENSES							
*	91700 EMPLOYEE TUITION	6,950	3,000	11,000	11,000	-	0.0%
*	91705 EMPLOYEE TRAINING	2,179	3,000	4,000	4,000	-	0.0%
*	91720 EMPLOYEE AWARDS	(20)	5,000	5,000	5,000	-	0.0%
*	92004 DUES-PROFESSIONAL	235	600	600	1,600	1,000	166.7%
*	92005 FEES-PROFESSIONAL	67,058	17,000	40,000	40,000	-	0.0%
*	92010 PUBLICATIONS	547	600	600	600	-	0.0%
*	92500 MILEAGE	-	-	-	100	100	
*	92700 OFFICE SUPPLIES & EXPENSE	4,810	3,580	4,280	4,980	700	16.4%
*	92704 COPIER EXPENSE	3,419	8,000	8,000	8,000	-	0.0%
*	92710 PUBLIC ADS & NOTICES	5,417	7,000	7,000	10,000	3,000	42.9%
*	93132 PRINTING PERSONNEL PUBLIC	-	1,000	1,000	1,000	-	0.0%
*	93335 PHYSICAL EXAMINATIONS	24,114	30,000	35,000	35,000	-	0.0%
	93502 VEHICLE-FUEL, OIL, LUB	-	-	-	-	-	
*	93600 TELEPHONE/FAX	2,243	2,500	2,500	2,500	-	0.0%
* 520 OPERATING EXPENSES		116,952	81,280	118,980	123,780	4,800	4.0%
530 CAPITAL OUTLAY							
	99110 CHAIRS	-	-	-	-	-	
	99300 COMPUTER EQUIPMENT	-	-	300	-	(300)	-100.0%
	99680 MISCELLANEOUS EQUIPMENT	-	-	-	-	-	
530 CAPITAL OUTLAY		-	-	300	-	(300)	-100.0%
* 09116 HUMAN RESOURCES		354,372	313,700	415,100	399,300	(15,800)	-3.8%