

HUMAN RESOURCES

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

DEPT NUMBER: 1-9116	HUMAN RESOURCES					
FUNDING SOURCE(S)	FY 2006/07 ACTUAL	FY 2007/08 ACTUAL	FY 2008/09 ACTUAL	FY 2009/10 BUDGET	FY 2010/11 BUDGET	INC/DEC FY 11 - 10
General Fund	390,154	520,849	586,355	666,146	681,073	14,926
EXPENDITURES						
Personnel Services Expenditures	288,397	307,653	346,891	363,006	358,873	(4,133)
Operating Expenditures	101,757	203,689	239,464	303,140	322,200	19,060
Capital Outlay	0	9,506	0	0	0	0
Other Expenditures	0	0	0	0	0	0
EXPENDITURE TOTAL	\$390,154	\$520,849	\$586,355	\$666,146	\$681,073	\$14,926
AUTHORIZED PERSONNEL	5	5	5	5	5	0

FY 2010/11 Budget Highlights & Initiatives

- Operating expenditures are reduced through the move of Professional Fees expenses (Legal Fees) to Legal Services.
- Funding levels of the health clinic are increased to allow for one (1) nurse practitioner, (1) nurse, and (1) technician.

Objectives:

- Update of policy and procedure manual
- Utilize the employee health clinic to aid in education, wellness and general healthcare for employees
- Continue to service department needs

Function or Division	Description	Percent of Budget
Policy Interpretation/Guidance	Interpret federal and state employment law and provide guidance to department heads on employment law	40%
Benefits	Coordination of employee retirement and health benefits	30%
Customer Service	Respond to staff and public inquires regarding a wide range of topics including job vacancies	30%