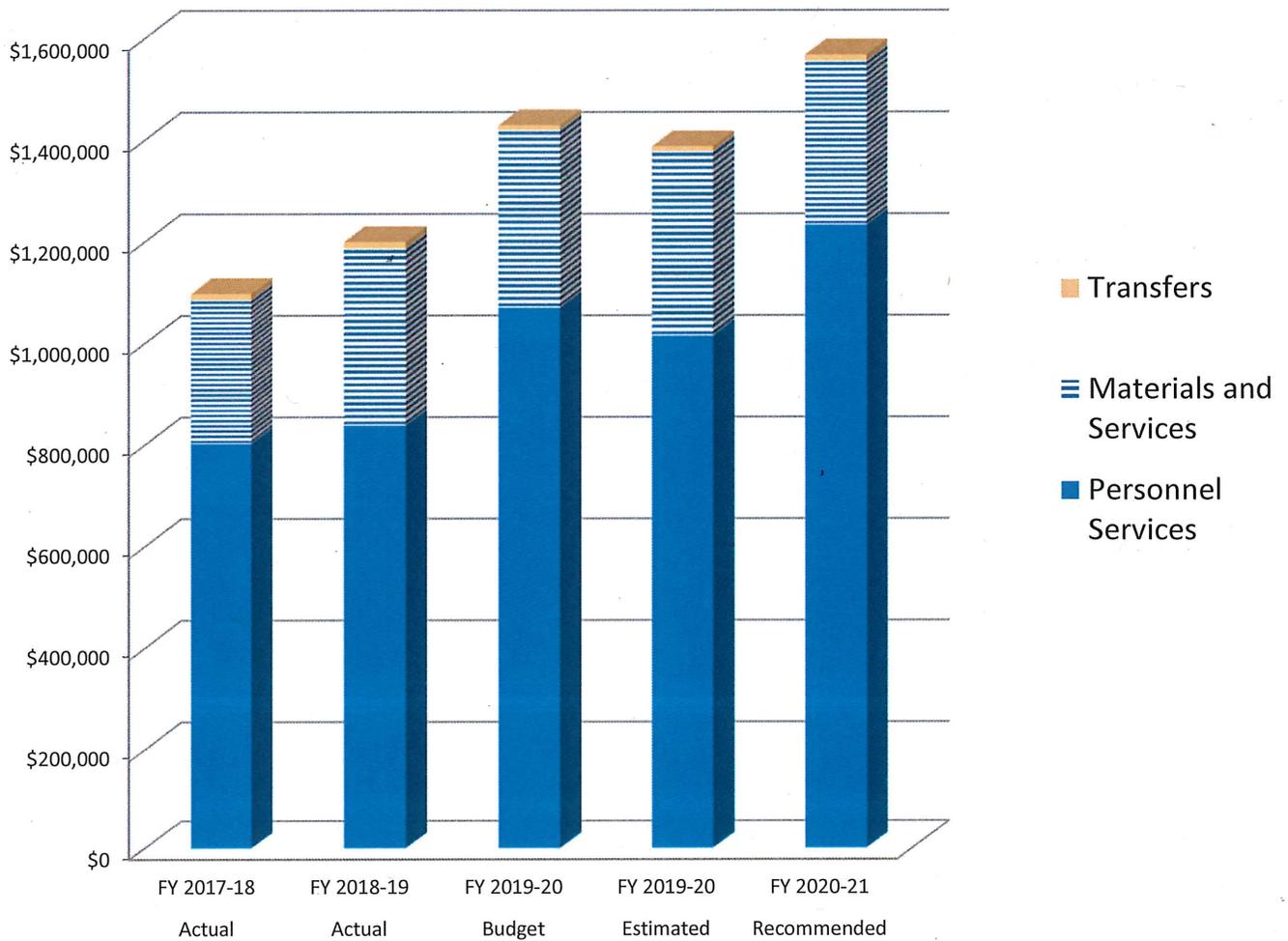


**GENERAL FUND
HUMAN RESOURCES
RECOMMENDED FY 20-21**



CITY OF BEAVERTON

BUDGET TREND ANALYSIS - FY 2017-18 TO FY 2020-21

With Explanations on Significant Changes between Budgeted 2019-20 and Recommended 2020-21

Fund: **General Fund**
 Department: **Human Resources - Summary**

CLASS	Actual FY 2017-18	Actual FY 2018-19	Budget FY 2019-20	Estimated FY 2019-20	Recommended FY 2020-21	% Change Budgeted Vs. Recommended
Personnel Services	\$802,557	\$838,151	\$1,070,153	\$1,014,420	\$1,232,334	15.15%
Materials and Services	283,267	349,053	349,801	363,505	322,804	-7.72%
Transfers	11,544	11,985	8,807	8,807	12,194	38.46%
SUB-TOTAL	\$1,097,368	\$1,199,189	\$1,428,761	\$1,386,732	\$1,567,332	
Contingency			-		-	
TOTAL	\$1,097,368	\$1,199,189	\$1,428,761	\$1,386,732	\$1,567,332	
FTE's	6.75	6.75	7.22		8.70	

Explanation of item(s) that are significant (10% and greater than \$10,000):

Personnel services:

FY 2019-20 reflects an increase of 1.48 FTE consisting of 0.50 FTE Human Resources Assistant, 1.0 FTE Human Resources Specialist (partly budgeted in the Insurance Agency Fund) The Recommended Budget also reflects step increases, COLA increases for SEIU and management at 2.60%. Also shown are medical insurance cost increase of 10% for Kaiser, 5% increase in MODA plans and 0% increase for Dental.

Materials and services:

No significant change

Transfers:

FY 2020-21 reflects a decrease in charges paid to reprographics.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Program Goal

To develop, implement and coordinate human resource programs and services to optimize the ability of departments to attract and retain qualified employees while ensuring compliance with all applicable laws, rules and regulations. Human Resource Management and Employee Services include employee and labor relations, staffing, Equal Employment Opportunity (EEO), compensation, administration of leave laws, ADA accommodation, benefits administration, and employee training.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	5.15	5.15	5.49	5.85	0.00
PERSONNEL SERVICES	\$571,278	\$612,506	\$787,853	\$841,046	\$0
MATERIALS & SERVICES	183,203	238,263	207,472	178,957	0
CAPITAL OUTLAY					
TRANSFERS	9,173	9,708	7,156	9,872	0
TOTAL	\$763,654	\$860,477	\$1,002,481	\$1,029,875	\$0

Program Objective

To provide professional and technical expertise and guidance on employee relations matters, labor contract administration, grievance processes, investigations and resolution of employee complaints, and interpretation and administration of federal, state, and local laws as well as city personnel policies and procedures.

To guide and coach hiring managers through the recruitment, selection, and onboarding processes to attract diverse, qualified applicants using methods that are legally compliant and follow best practices. Partnering with community-based organizations such as Portland Community College Future Connect, INCIGHT, Regional Public Works organizations, hosted City of Beaverton Public Works Job Fair, and attended college and diversity focused job fairs. These activities support 2019 Council priorities: *Recruit and retain a diverse group of police officers; Look at the city's retention and compensation policies; and Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster and promote a common sense of community identity through increasing city workforce diversity*, and DEI CP1.1 through 1.4 and 1.6 on *Reflective workforce*, PE2.2 and 2.3 on *Outreach and Engagement*, and PS1.1 and 1.2 on *Reflective Police force*.

To develop, maintain and administer a total rewards strategy inclusive of compensation, benefits, work-life balance, performance and recognition, and professional development and career advancement opportunities to attract, motivate, reward and retain a workforce that is focused on producing the highest quality results. Moving forward, these activities support Council priorities: *Look at the city's retention and compensation policies; and offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs, and Promote and facilitate healthy lifestyles through hosting health and wellness fairs, training and activity*.

To lead the city in labor negotiations with the Beaverton Police Association (BPA) and Service Employees International Union (SEIU) and successfully bargain contracts agreeable to management and labor.

To assess organization development and training needs, offer consultation and recommendations, and engage with departments, work groups, and individuals in implementing appropriate strategies and improvements to support a thriving environment and continuous improvement of organizational performance. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs*, and DEI CP1.4, CP3.2 and 3.3, as well as PS2.1 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training.

To conduct employee benefit transactions and maintain personnel records in compliance with applicable laws, rules, regulations and labor contracts and ensure accurate and information is readily available to management and employees.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

To develop and maintain classification specifications reflective of the needs of the organization and a correlating salary structure that enables the city to be fiscally responsible and competitive for talent in the marketplace. These activities support Council priority: *Look at the city's retention and compensation policies.*

To assist in developing and administering city policies, performance management and competency processes, and programs that encourage employee engagement to support the organization in achieving its business objectives. Provide coaching and assistance to all employees in order to ensure a work environment which is both respectful and highly productive. These activities support Council priority: *Look at the city's retention and compensation policies* as well as DEI CP1.4, CP3.1 through 3.3, and PS2.1 through 2.2 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training, and promotion of bilingual pay.

To partner with Information Systems to streamline procedures and continue developing and refining systems to enhance the efficiency and productivity of Human Resources and employee functions.

To partner with the City Attorney's office in leading the organization in its efforts to meet its obligations under Title II of the Americans with Disabilities Act (ADA). These activities support the Community Vision: *Make Beaverton pedestrian and bicycle friendly, through installation or improvement of crosswalks citywide.*

To lower barriers to employment, Human Resources offers eligible employees access to TriMet passes. This activity supports the Community Vision: *Enhance regional and local transit options through promotion of transit discounts to seniors, students and employees.*

Progress On Fiscal Year 2019-20 Action Plan

- Partner with INCIGHT to host a Career Fair/Live Resume event at the City of Beaverton. INCIGHT provides resources to help people with disabilities realize their potential and seek employment. *Human Resources hosted a Career Fair with INCIGHT at the City of Beaverton on July 30, 2019. The turnout was in the hundreds.*
- Partner with Cultural Inclusion and Mayor's office to attract members of underutilized job groups to achieve broad outreach and recruiting efforts. *The group helped with job posting outreach to diverse groups of people. Human Resources also received samples of diversity and inclusion questions to utilize in interviews and worked closely with the Diversity Advisory Board and the Human Rights Advisory Commission in the recruitments for the Public Works Director and the Police Chief.*
- Host a "Dress for Success" event for locals. *Due to staffing resources, Human Resources was unable to host a "Dress for Success" event this fiscal year.*
- Implement a new onboarding system to help streamline the new hire process and provide the new hire an introduction to the city, through the NeoGov system. *Human Resources chose to delay the implementation of the Onboard module of NeoGov, as it was announced in October of 2018 that NeoGov has purchased the vendor who supplies our Human Resources system, High Line. Human Resources wishes to wait and evaluate what that merger will produce before moving forward.*
- Partner with the Marketing division to reach more diverse applicants through social media. *To reach applicants through social media, Human Resources launched the City of Beaverton LinkedIn account and Facebook Jobs Section. There were 83 applicants in 2019 who indicated that they found the job posting via social media.*
- Complete the pay equity analysis and make corrections as found to be needed. *Completed the analysis of classifications using a third-party purchased tool. Analysis of both new or updated classifications, such as the Support Specialist levelling project, as well as an audit on an employee level, need to continue and processes created.*

Additional progress made

- Worked with the City Attorney's Office to revise the background check ordinance in order to reduce barriers for city employment. Implemented an electronic Criminal History Check for non-CJIS positions.
- Developed and implemented executive and personal leave procedures for employees
- Developed and implemented a performance review process for all employees, including employees who report to Council.
- Worked with consultant to review Mayor's compensation and report results to Council.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Recruitment and Retention Performance Measures	FY 2017-18 Actual	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
% of employees retained at the end of probation	91%	90%	90% / 90%	90%
% improvement in workforce diversity (ethnicity and gender identity), year over year (actual %)	1.4% (13.8%)	1.5% (15.3%)	1% / 1.5%	1%
% of voluntary, non-retirement turnover (actual #s)	4.9% (38)	3.7% (21)	<5% / 4.8%	<5%
% of employees separated from the workforce with less than 3-years tenure	2.4%	1.2%	<2% / 2.2%	<2%

Percentage of Candidates By Ethnicity

January 01, 2019 - December 31, 2019

Ethnicity	Applied	Eligible	Referred	Interviewed	Offered	Hired
White - not Hispanic	4251 (60%)	292 (59%)	291 (60%)	194 (58%)	67 (71%)	67 (72%)
Hispanic	914 (13%)	76 (15%)	76 (16%)	53 (16%)	14 (15%)	13 (14%)
Asian or Pacific Islander	574 (8.1%)	30 (6.1%)	30 (6.1%)	21 (6.3%)	2 (2.1%)	2 (2.2%)
Two or more races	507 (7.1%)	27 (5.5%)	26 (5.3%)	22 (6.6%)	2 (2.1%)	2 (2.2%)
Decline to state	402 (5.6%)	25 (5.1%)	25 (5.1%)	12 (3.6%)	4 (4.3%)	4 (4.3%)
Black - not Hispanic	309 (4.3%)	31 (6.3%)	31 (6.3%)	27 (8.1%)	1 (1.1%)	1 (1.1%)
Not Answered	114 (1.6%)	9 (1.8%)	9 (1.8%)	4 (1.2%)	4 (4.3%)	4 (4.3%)
Am. Indian/Alaskan Native	46 (0.6%)	1 (0.2%)	1 (0.2%)	1 (0.3%)	0 (0%)	0 (0%)

Fiscal Year 2020-21 Action Plan

- Search for an Electronic Service Provider (ESP) that would encompass needs of various departments in order to streamline and enhance onboarding, payroll, HRIS and training processes.
- Re-evaluate the city's compensation policy and develop a class-comp strategy.
- Set up internal pay equity audit practice.
- Develop job descriptions from classification specifications.
- Review and change recruitment practices to remove barriers to employment and achieve appropriate benchmarks in outreach and activities prior to applicant placement, ensuring a DEI lens is woven throughout city policies and practices.
- Engage in more effective outreach activities to schools and community.
- Educate the workforce on issues that impact the community, such as mental health, prevention of sexual assault and domestic violence, and prevention of biases.
- Work with department heads to develop succession plans.

Performance Outcomes and Program Trends

The value of an organization's total rewards strategy is reflected in the number of qualified employees who continue with the organization long term. The target of 90% or greater of the workforce to remain three years or longer and continue to demonstrate their qualifications is a measure of achieving this objective.

The staffing function supports managers and supervisors in locating and recruiting candidates who are, or have the potential to be, the best in their field and aspire to live the Beaverton brand. Staff coordinates each stage of the recruitment process in consultation with the hiring manager. Staff informs and explains legal issues that may arise during hiring and maintains an open communication with applicants and managers throughout the process.

**CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES**

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0534 HR MANAGEMENT AND EMPLOYEE SERVICES	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Of our recruitments to date in Fiscal Year 2019-2020, 60% of vacancies have been filled by hires new to the City of Beaverton; 2% of vacancies have been filled by rehiring previous employees; and 38% have been filled through internal promotions, of which 16% were existing temporary employees applying for and gaining regular positions.

The staffing team will continue its efforts to attract veteran, women and minority candidates through specific job fairs and targeted advertising, posting opportunities to 89 different sites. Through new initiatives, the team will change how the city finds and connects with diverse, qualified applicant pools to encourage more diversity within the work force to mirror the richness of diversity in the community. The staffing team looks forward to collaborating with the Internal Equity Team in identifying ways to enhance the city’s diversity recruiting. As of February of 2020, 16.3% of our workforce identified as members of a minority group, and 14% of the new hires in the fiscal year identified as veterans.

The city continues to see significant retirements as shown in the statistics below, both anticipated retirements and those choosing to retire under Senate Bill 1049. Nineteen percent of the employee population of the City of Beaverton is comprised of baby boomers (born between 1946 and 1964) who are now approaching traditional retirement age; with the passage of Senate Bill 1049, 13.6% of the entire employee population is eligible to retire by December of 2020. In 2019-2020, there have been eleven retirements to date of which six were under Senate Bill 1049, with an additional five retirements anticipated by the end of the fiscal year.

As the city faces the pending loss of institutional memory and tacit knowledge, Human Resources will continue to collaborate with city leaders to capture tenured workers’ knowledge as well as identify the new skills and abilities necessary to execute the vision and business strategy. Ongoing workforce analysis will continue to provide information to determine recruiting, retention, and succession planning priorities. The city must be able to identify, develop and sustain the workforce skills it needs to successfully accomplish goals.

The city continues to work with the unions (SEIU and BPA) to maintain good lines of communication and engage in creative problem solving. This is being accomplished through the Labor Management Committees – members of management and union employees meeting to discuss work processes and working conditions to identify and solve problems – and union leaders meeting with the Mayor, the Chief of Police, the Human Resources Director, and the Employee and Labor Relations Manager. A measure of success will be the identification and resolution of problems before they escalate to grievances. Evidence of the success of the goal will be collaborative resolutions of issues, and open lines of communication and feedback supported by well-planned meetings conducted during the year. Labor Management Committee meetings are scheduled quarterly in Public Works and at the Library. Creation of a Labor Management Committee in the Municipal Court is underway. Other union and city leadership meetings are monthly.

The previous collective bargaining agreements for both the SEIU and the BPA expired June 30, 2018. The city successfully negotiated a three-year successor contract with the SEIU that extends through June 30, 2021, and a four-year successor contract with the BPA that extends through June 30, 2022.

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Program Goal

To assess city, department, and individual needs, develop and help implement corresponding organization development and training initiatives and solutions designed to enhance business performance and work group and staff effectiveness, as measured by service satisfaction amongst internal and external customers. To enhance employee effectiveness and engagement to increase the organization's ability to achieve City Council goals.

REQUIREMENTS	FY 2017-18 ACTUAL	FY 2018-19 ACTUAL	FY 2019-20 BUDGETED	FY 2020-21 PROPOSED	FY 2020-21 ADOPTED
POSITION	1.60	1.60	1.73	2.85	0.00
PERSONNEL SERVICES	\$231,279	\$225,645	\$282,300	\$391,288	\$0
MATERIALS & SERVICES	100,064	110,790	142,329	143,847	0
CAPITAL OUTLAY					
TRANSFERS	2,371	2,277	1,651	2,322	0
TOTAL	\$333,714	\$338,712	\$426,280	\$537,457	\$0

Program Objective

To work collaboratively with departmental clients to support continuous improvements of structures, systems and processes that deliver desired service quality and efficiency to citizens.

To design and develop programs that enhance and improve employees' knowledge, skills and abilities to perform their jobs effectively and improve the work system of which their job is a part. These activities support Council priority: *Offer Internships, workforce training, and other opportunities for people to enter the city workforce*, as well as Community Vision: *Foster a dynamic, comprehensive workforce development system through promotion of participation in internships, apprenticeship programs*, and DEI CP1.4, CP3.2 and 3.3, as well as PS2.1 regarding diversity, equity, inclusion, bias awareness, trauma-informed care and cultural responsiveness training.

Progress on Fiscal Year 2019-20 Action Plan

- Implement a holistic approach to employee engagement throughout employment lifecycle. *Enhanced employee onboarding process to include regular feedback conversations during their probationary periods and throughout their first year of service. Implemented Stay Conversations as a proactive tool to identify and address issues that could drive employees away before they make the decision to leave.*
- Conduct second annual employee engagement survey to measure progress made since the baseline survey. *Conducted second annual engagement survey in September 2019. Overall engagement levels across the organization increased by eight percentage points. Human Resources continues to work with managers and supervisors on sustaining their action plans based on the survey results.*
- Research and implement a performance management system that meets the current goals of the organization. *Began piloting new performance assessment process with employees reporting to City Council, in January. As the process is evaluated and fine-tuned, Human Resources expects to be fully operating under the new system by fiscal year end.*
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities. *Sent five employees to external leadership development programs, with an additional three to four in the queue this fiscal year. Actively identifying candidates for advanced leadership programming opportunities next fiscal year.*
- Improve succession and replacement planning. *In progress. The combination of increasing employee engagement, implementing new performance assessment process, and building the bench with thoughtful decisions on which employees attend leadership development programming improved the city's position relating to succession and replacement planning. By fiscal year end, Human Resources expects at least 50% of departments to have a viable succession and replacement plan.*

CITY OF BEAVERTON, OREGON
FISCAL YEAR 2020-21 BUDGET
CURRENT LEVEL OF SERVICES

FUND: 001 GENERAL	DEPARTMENT: HUMAN RESOURCES
PROGRAM: 0536 HR ORGANIZATION DEVELOPMENT	DEPARTMENT HEAD: PATRICIA ANDERSON WIECK

Organizational Development Performance Measurements	FY 2018-19 Actual	FY 2019-20 Budgeted/Revised	FY 2020-21 Proposed
% Increase in Engaged Employees	Baseline Set	2% / 8%	2%
% of Employees Trained in Performance Management System/Process	New for FY 19/20	100% / 100%	100%
% of Departments with Succession and Replacement Plans	New for FY 19/20	50% / 50%	100%
% of Supervisors/Leads Who Participated in Leadership Development Programming	New for FY 19/20	25% / 25%	25%

Fiscal Year 2020-21 Action Plan

- Enhance approach to employee engagement throughout employment lifecycle, by implementation and continuation of activities such as stay interviews, intervention strategies, and relevant wellness initiatives.
- Conduct third annual employee engagement survey to measure progress made year over year.
- Collaborate with senior leadership to identify high-potential leaders for leadership development program opportunities.
- Ensure all departments have a current succession and replacement plan.

Performance Outcomes and Program Trends

In Fiscal Year 2020-2021, employee engagement will remain at the center of Human Resources' strategy to ensure the city recruits, retains, and manages the talent needed as the city continues to grow and retirements of our longest-serving employees increase. Realizing significant gains on the Fiscal Year 2019-20 employee engagement survey, Human Resources will continue its efforts to engage employees through meaningful conversations and developmental opportunities. This effort will include another employee engagement survey as a means to compare progress year over year.

Human Resources aims to equip at least half of the city's eight departments with a succession/replacement plan by end of Fiscal Year 2019-20 and the remainder equipped with succession/replacement plans by the end of Fiscal Year 2020-21. Succession and replacement planning involve identifying potential leadership successors and ensuring they have the technical knowledge and the leadership ability to be successful. Training and organization development efforts will continue to focus on developing the leadership skills of current and future leaders in order to meet the stated succession and replacement planning goals. Human Resources will continue to offer employees several avenues for professional growth through live COBU workshops, computer skills courses, and hundreds of online developmental courses available on the CIS Learning Center.

The city's tuition reimbursement program is another venue through which employees can seek to develop professionally. Tuition reimbursement opportunities are available through each of the labor contracts and to management employees for education and training that are relevant to an employee's career with the city. It continues to be a cost-effective way to encourage employees to increase their skills in classes that are taken on the employee's own time. Within this process, Human Resources asks the employee to provide a long-term development plan for their career at the city. For Fiscal Year 2018-19, ten employees requested tuition reimbursement, requesting 85% of the total budget, and to date for Fiscal Year 2019-20, twelve individuals have requested tuition reimbursement, reflecting 96% of the total budget request.

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR													
	73,554	.85	56,664	.85	126,853	.85	99,259	126,865	137,123	.85	137,123	.85		
115	HUMAN RESOURCES SPECIALIST													
	130,490	2.00	140,093	2.00	154,941	2.00	120,271	152,203	161,327	2.00	217,111	3.00		
116	HUMAN RESOURCES ASSISTANT													
	53,083	.95	55,077	.95	65,024	1.42	42,280	53,943	105,212	1.90	105,212	1.90		
194	BENEFITS SPECIALIST													
	6,144	.10	6,595	.10	7,310	.10	5,602	7,165	7,847	.10	7,847	.10		
202	HUMAN RESOURCES ANALYST													
	72,097	.90	74,835	.90										
275	TEMPORARY EMPLOYEES													
							10,651	17,964						
277	INTERNSHIP PROGRAM													
	40,946		22,860		40,000		21,957	15,589			20,000			
285	EMPLOYEE LABOR RELATIONS MANAGER													
	100,263	.95	104,681	.95	111,333	.95	86,404	111,352	119,342	.95	119,342	.95		
286	ORGANIZATIONAL DEVELOPMENT PROGRAM MGR													
	85,309	1.00	91,615	1.00	94,760	1.00	74,138	94,757	96,851	1.00	96,851	1.00		
296	SENIOR HUMAN RESOURCES ANALYST													
					81,910	.90	65,441	82,275	85,551	.90	85,551	.90		
299	PAYROLL TAXES AND FRINGES													
	240,671		285,731		388,022		301,196	352,307	393,370		443,297			
TOTAL CLASS: 05 PERSONNEL SERVICES														
	802,557	6.75	838,151	6.75	1,070,153	7.22	827,199	1,014,420	1,106,623	7.70	1,232,334	8.70		

CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE													
	1,053		688		2,000		1,596	1,000	1,000		1,000			
303	OFFICE FURNITURE & EQUIPMENT													

BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND DEPT: 15 HUMAN RESOURCES DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
							5,644	5,644			1,620			
307	MEMBERSHIP FEES													
	8,746		7,304		8,044		6,206	8,241	7,942		7,792			
308	PERIODICALS & SUBSCRIPTIONS													
	3,660		2,383		2,731		1,356	1,381	1,731		1,731			
316	ADVERTISING, RECORDING & FILING													
	5,508		4,672		6,000		2,410	4,000	4,000		4,000			
317	COMPUTER EQUIPMENT													
	726		389				1,153	5,606	1,215		2,658			
318	COMPUTER SOFTWARE													
					13,750		4,779	625	690		1,374			
321	TRAVEL, TRAINING & SUBSISTENCE													
	6,136		19,530		23,774		21,393	21,393	33,310		20,990			
322	EMPLOYEE RECRUITMENT EXPENSE													
	25,950		46,798		32,724		31,842	42,724	22,700		17,800			
326	CITYWIDE TRAINING													
	55,467		55,600		60,000		40,982	47,000	70,000		60,000			
327	TUITION REIMBURSEMENT													
	23,107		20,760		33,000		21,421	33,000	35,000		35,000			
328	MEALS & RELATED EXPENSE													
	1,278		2,196		2,400		1,606	1,709	1,200		1,200			
330	MILEAGE REIMBURSEMENT													
					100		213							
341	COMMUNICATIONS EXPENSE													
	622		513		624		515	1,260	1,260		1,260			
458	EMPLOYEE TRANSIT EXPENSE													
	58,817		61,459		72,500		72,549	72,549	79,079		79,079			
461	SPECIAL EXPENSE													
	4,583		6,496		4,000		6,055	6,494	1,000		1,000			
481	OTHER EXPENSES													
	20,857		19,085		29,520		25,787	27,800	39,400		30,800			

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BUDGET PREPARATION WORKSHEET SUMMARY

FUND: 001 GENERAL FUND

DEPT: 15 HUMAN RESOURCES DEPARTMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020 YTD	2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	ACT AMT	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES													
	65,703		100,744		57,555		63,560	82,000	75,500		55,500			
551	RENTS AND LEASES													
	1,054		436		1,079		450	1,079						
TOTAL CLASS: 10 MATERIALS & SERVICES														
	283,267		349,053		349,801		309,517	363,505	375,027		322,804			
CLASS: 25 TRANSFERS														
816	TRSFERS TO REPROGRAPHICS FUND													
	11,544		11,985		8,807		7,405	8,807	12,194		12,194			
TOTAL CLASS: 25 TRANSFERS														
	11,544		11,985		8,807		7,405	8,807	12,194		12,194			
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT														
	1,097,368	6.75	1,199,189	6.75	1,428,761	7.22	1,144,121	1,386,732	1,493,844	7.70	1,567,332	8.70		

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**HUMAN RESOURCES
FY 2019-20 ADOPTED**

Code	Position Title	Actual FY 18-19	Adopted FY 19-20	New	Transfer	Reclass	Deleted	Ending FY 19-20
38	HUMAN RESOURCES DIRECTOR	0.85	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00	2.00					2.00
116	HUMAN RESOURCES ASSISTANT	0.95	1.42					1.42
194	BENEFITS SPECIALIST	0.10	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.90	0.00					0.00
285	EMPLOYEE LABOR RELATIONS MANAG	0.95	0.95					0.95
286	ORGANIZATIONAL DEVELOPMENT PRO	1.00	1.00					1.00
296	SENIOR HUMAN RESOURCES ANALYST	0.00	0.90					0.90
	Total	6.75	7.22	0.00	0.00	0.00	0.00	7.22

FY 2020-21 PROPOSED

Code	Position Title	Ending FY 19-20	New	Transfer	Reclass	Deleted	Proposed FY 20-21
38	HUMAN RESOURCES DIRECTOR	0.85					0.85
115	HUMAN RESOURCES SPECIALIST	2.00	1.00 ^a				3.00
116	HUMAN RESOURCES ASSISTANT	1.42	0.48 ^b				1.90
194	BENEFITS SPECIALIST	0.10					0.10
202	HUMAN RESOURCES ANALYST	0.00					0.00
285	EMPLOYEE LABOR RELATIONS MANAG	0.95					0.95
286	ORGANIZATIONAL DEVELOPMENT PRO	1.00					1.00
296	SENIOR HUMAN RESOURCES ANALYST	0.90					0.90
	Total	7.22	1.48	0.00	0.00	0.00	8.70

^a FY 2020-21 proposes a new Human Resources Specialist position in Human Resources Organizational Development program.

^b FY 2020-21 proposes a new .50 FTE Human Resources Assistant position to create a fulltime position that is allocated 48% in the General Fund - Human Resources Dept. and 2% the Insurance Fund - Self-Insur. Unemployment Program.

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR												
	64,901	.75	49,998	.75	111,931	.75	111,943	120,993	.75	120,993	.75		
115	HUMAN RESOURCES SPECIALIST												
	113,591	1.75	121,952	1.75	135,212	1.75	132,473	141,158	1.75	141,158	1.75		
116	HUMAN RESOURCES ASSISTANT												
	39,113	.70	40,582	.70	47,914	1.04	39,745	77,519	1.40	77,519	1.40		
194	BENEFITS SPECIALIST												
	6,144	.10	6,595	.10	7,310	.10	7,165	7,847	.10	7,847	.10		
202	HUMAN RESOURCES ANALYST												
	72,097	.90	74,835	.90									
275	TEMPORARY EMPLOYEES												
							17,964						
285	EMPLOYEE LABOR RELATIONS MANAGER												
	100,263	.95	104,681	.95	111,333	.95	111,352	119,342	.95	119,342	.95		
296	SENIOR HUMAN RESOURCES ANALYST												
					81,910	.90	82,275	85,551	.90	85,551	.90		
299	PAYROLL TAXES AND FRINGES												
	175,169		213,863		292,243		264,000	288,636		288,636			

TOTAL CLASS: 05 PERSONNEL SERVICES

	571,278	5.15	612,506	5.15	787,853	5.49	766,917	841,046	5.85	841,046	5.85		
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CLASS: 10 MATERIALS & SERVICES

301	OFFICE EXPENSE												
	1,053		688		2,000		1,000	1,000		1,000			
303	OFFICE FURNITURE & EQUIPMENT												
							5,644						

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 /001-15-0536 / 706-40-0015 /706-40-0016
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 115 HUMAN RESOURCES SPECIALIST
 POSITION ALLOCATION: 75% / 25% IN 001-15-0534 / 001-15-0536
- 116 HUMAN RESOURCES ASSISTANT
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
 FY 2020-21 REFLECTS AN ADDITIONAL .50 FTE HR ASSISTANT TO CREATE A1 FTE HR ASST. POSITION
- 194 BENEFITS SPECIALIST
 POSITION ALLOCATION: 10% / 90% IN 001-15-0534 / 706-40-0016
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN
- 202 HUMAN RESOURCES ANALYST
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.
- 275 TEMPORARY EMPLOYEES
 RECRUITING SYSTEM DATA ENTRY
- 285 EMPLOYEE LABOR RELATIONS MANAGER
 POSITION ALLOCATION: 95% 001-15-0534 AND 5% 706-40-0015
 FY 2020-21 REFLECTS 40 HRS PTO CASH-IN.
- 296 SENIOR HUMAN RESOURCES ANALYST
 POSITION ALLOCATION: 90% / 10% IN 001-15-0534 / 706-40-0016.
 FY 2019-20 REFLECTS MID-YEAR RECLASSIFICATION OF 1 FTE HR ANALYST POSITION TO
 SENIOR HR ANALYST POSITION.
 FY 2019-20 REFLECTS 80 HRS PTO CASH-IN AND FY 2020-21 120 HRS PTO CASH-IN.
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES

- 301 OFFICE EXPENSE
 MISCELLANEOUS OFFICE SUPPLIES \$1,000
- 303 OFFICE FURNITURE & EQUIPMENT
 NO APPROPRIATION REQUESTED

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
307	MEMBERSHIP FEES												
	8,746		7,304		8,044		8,241	7,942		7,792			
308	PERIODICALS & SUBSCRIPTIONS												
	3,660		2,383		2,681		1,381	1,731		1,731			
316	ADVERTISING, RECORDING & FILING												
	5,508		4,672		6,000		4,000	4,000		4,000			
317	COMPUTER EQUIPMENT												
	726		389				5,606	1,215		1,215			
318	COMPUTER SOFTWARE												
					13,750		625	690		690			
321	TRAVEL, TRAINING & SUBSISTENCE												
	6,136		19,530		23,774		21,393	33,310		20,990			
322	EMPLOYEE RECRUITMENT EXPENSE												
	25,950		46,798		32,724		42,724	22,700		17,800			
328	MEALS & RELATED EXPENSE												
	1,278		2,064		2,000		1,309	600		600			
341	COMMUNICATIONS EXPENSE												
	622		513		624		1,260	1,260		1,260			
458	EMPLOYEE TRANSIT EXPENSE												
	58,817		61,459		72,500		72,549	79,079		79,079			
461	SPECIAL EXPENSE												
	4,583		6,496		4,000		6,494	1,000		1,000			
481	OTHER EXPENSES												
	421		473		320		800	800		800			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 307 MEMBERSHIP FEES
 - NATIONAL PUBLIC EMPLOYER LABOR RELATIONS ASSOCIATION (NPLRA) 2 STAFF) \$398
 - SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) @\$209 EACH (6 STAFF) \$1,533
 - INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION NATIONAL MEMBERSHIP\$156
 - CWCG/TOTAL REWARDS PDX CORPORATE MEMBERSHIP\$150
 - INTERNATIONAL PUBLIC MANAGEMENT ASSOCIATION LOCAL MEMBERSHIP (2 STAFF) \$150
 - PARTNERS IN DIVERSITY ANNUAL MEMBERSHIP\$2,000
 - NORTHWEST PUBLIC EMPLOYEES/CITY MEMBERSHIP/SPONSORSHIP \$3,000
 - NORTHWEST HUMAN RESOURCES MANAGEMENT ASSOCIATION & PORTLAND CHAPTER (2 STAFF) \$75
 - PHRMA STUDY GROUP DISABILITY MANAGEMENT EMPLOYER COALITION DMEC\$330
- 308 PERIODICALS & SUBSCRIPTIONS
 - SURVEYMONKEY ANNUAL SUBSCRIPTION \$336
 - BOLI PUBLICATIONS \$250
 - MILLIMAN OREGON PUBLIC EMPLOYERS SALARY SURVEY \$795SHRM EMPLOYEE HANDBOOK SUBSCRIPTION \$350
- 316 ADVERTISING,RECORDING & FILING
 - RECRUITING AND JOB ANNOUNCEMENTS \$4,000
- 317 COMPUTER EQUIPMENT
 - NEW FTE COMPUTER SETUP (1 COMPUTER, 2 MONITORS, UPS) \$1,215
- 318 COMPUTER SOFTWARE
 - ADOBE PRO FOR NEW FTE \$340
 - MICROSOFT VISIO FOR NEW FTE \$350
- 321 TRAVEL,TRAINING & SUBSISTENCE
 - LOCAL GOVERNMENT PERSONNEL INSTITUTE CONFERENCE (2 EMPLOYEES)
 - CITY COUNTY INSURANCE SERVICES CONFERENCE \$350
 - LOCAL TRAINING CONFERENCES \$1,000
 - NEOGOV ANNUAL USER CONFERENCE (3-4 ATTENDEES) \$6,000
 - BUREAU OF LABOR & INDUSTRIES ANNUAL CONFERENCE \$2,250
 - SOCIETY FOR HUMAN RESOURCE MANAGEMENT (SHRM) ANNUAL CONFERENCE (2-3)
 - CLASSIFICATION COMPENSATION CONFERENCES \$3,000
 - OREGON CHAPTER NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$700
 - NATIONAL PUBLIC EMPLOYER LABOR RELATIONS CONFERENCE \$2,000
 - SHRM TALENT CONFERENCE \$4,100
 - SYNERGY PROFESSIONAL SERVICES \$600
 - AMA WELLNESS \$195
 - DIRKSE/AMPLIFY \$75
 - INVESTIGATIONS TRAINING \$720
- 322 EMPLOYEE RECRUITMENT EXPENSE
 - POTENTIAL RELOCATION EXPENSES FOR M1/M2 NEW HIRES \$5,000
 - RECRUITING HEADHUNTER \$3,300
 - RECRUITMENT OUTREACH AND JOB FAI REGISTRATION\$1,500
 - RECRUITING MEALS; HIRING COMMITTEE LUNCHES \$1,400
 - BACKGROUND CHECKS \$6,000
 - PRE-EMPLOYMENT EDUCATION BACKGROUND CHECKS \$600
 - *NOTE: JOB FAIRS, HIRING COMMITTEE LUNCHES, EDUCATION CHECKS MOVED AS OF JULY1, 2020
- 328 MEALS & RELATED EXPENSE
 - ALL SUPERVISORS MEETING LUNCHES \$600
- 341 COMMUNICATIONS EXPENSE
 - CELL PHONE CHARGES (PAW, AM) \$1,260
- 458 EMPLOYEE TRANSIT EXPENSE
 - TRANSIT PASS PROGRAM FOR ELIGIBLE EMPLOYEES \$79,079
- 461 SPECIAL EXPENSE
 - SPECIAL EXPENSES \$1,000
 - NOTE: FY 20/21, JOB FAIR ITEMS MOVED TO 322 WITH ALL RECRUTIMENT EXPENSES
- 481 OTHER EXPENSES
 - HR TEAM DEVELOPMENT FOR 8.5 FTE @ \$40/EACH \$340
 - RETREAT INCLUDING SUPPLIES, ETC. \$460

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
511	PROFESSIONAL SERVICES												
	65,703		85,494		39,055		69,000	61,000				41,000	
TOTAL CLASS: 10 MATERIALS & SERVICES													
	183,203		238,263		207,472		242,026	216,327				178,957	
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	9,173		9,708		7,156		7,156	9,872				9,872	
TOTAL CLASS: 25 TRANSFERS													
	9,173		9,708		7,156		7,156	9,872				9,872	
TOTAL PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES													
	763,654	5.15	860,477	5.15	1,002,481	5.49	1,016,099	1,067,245	5.85	1,029,875	5.85		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 15 HUMAN RESOURCES DEPARTMENT
PROGRAM: 0534 HR MGMT & EMPLOYEE SERVICES

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

511 PROFESSIONAL SERVICES
EMPLOYEE AND LABOR RELATIONS: \$10,000
UNION CONTRACT NEGOTIATIONS \$11,000
CLASS AND COMPENSATION REVIEW SERVICES \$10,000
INVESTIGATION SERVICES \$10,000

816 TRSFERS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$9,872

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE

CLASS: 05 PERSONNEL SERVICES

038	HUMAN RESOURCES DIRECTOR												
	8,653	.10	6,666	.10	14,922	.10	14,922	16,130	.10	16,130	.10		
115	HUMAN RESOURCES SPECIALIST												
	16,899	.25	18,141	.25	19,729	.25	19,730	20,169	.25	75,953	1.25		
116	HUMAN RESOURCES ASSISTANT												
	13,970	.25	14,495	.25	17,110	.38	14,198	27,693	.50	27,693	.50		
277	INTERNSHIP PROGRAM												
	40,946		22,860		40,000		15,589			20,000			
286	ORGANIZATIONAL DEVELOPMENT PROGRAM MGR												
	85,309	1.00	91,615	1.00	94,760	1.00	94,757	96,851	1.00	96,851	1.00		
299	PAYROLL TAXES AND FRINGES												
	65,502		71,868		95,779		88,307	104,734		154,661			

TOTAL CLASS: 05 PERSONNEL SERVICES

	231,279	1.60	225,645	1.60	282,300	1.73	247,503	265,577	1.85	391,288	2.85		
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CLASS: 10 MATERIALS & SERVICES

303	OFFICE FURNITURE & EQUIPMENT												1,620
308	PERIODICALS & SUBSCRIPTIONS												
					50								
317	COMPUTER EQUIPMENT												1,443
318	COMPUTER SOFTWARE												684
326	CITYWIDE TRAINING												
	55,467		55,600		60,000		47,000	70,000		60,000			
327	TUITION REIMBURSEMENT												
	23,107		20,760		33,000		33,000	35,000		35,000			
328	MEALS & RELATED EXPENSE												
			132		400		400	600		600			
330	MILEAGE REIMBURSEMENT												
					100								
481	OTHER EXPENSES												
	20,436		18,612		29,200		27,000	38,600		30,000			
511	PROFESSIONAL SERVICES												
			15,250		18,500		13,000	14,500		14,500			

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	OBJECT DESCRIPTION	JUSTIFICATIONS
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- 038 HUMAN RESOURCES DIRECTOR
 POSITION ALLOCATION: 75% /10% /5%/10%: 001-15-0534 /001-15-0536 / 706-40-0015 /706-40-0016
 FY 2020-21 REFLECTS 120 HRS PTO CASH-IN.
- 115 HUMAN RESOURCES SPECIALIST
 FY 2020-21 REFLECTS A NEW 1.0 FTE HR SPECIALIST POSITION BUDGETED TO START 9/1/2020.
- 116 HUMAN RESOURCES ASSISTANT
 POSITION ALLOCATION: 70% / 25% / 5% IN 001-15-0534 / 001-15-0536 / 706-40-0015.
 FY 2019-20 REFLECTS A NEW .50 FTE HR ASSISTANT POSITION
 FY 2020-21 REFLECTS AN ADDITIONAL .50 FTE HR ASSISTANT TO CREATE A1 FTE HR ASST. POSITION
- 277 INTERNSHIP PROGRAM
 CITY-WIDE INTERNSHIP PROGRAM
- 286 ORGANIZATIONAL DEVELOPMENT PROGRAM MGR
- 299 PAYROLL TAXES AND FRINGES
 PAYROLL TAXES AND FRINGE BENEFITS EXPRESSED AS A PERCENTAGE OF SALARY
 TOTALS 58.14% AS A CITY-WIDE AVERAGE AND CONSISTS OF THE FOLLOWING:
 34.14% IN PAYROLL TAXES CONSISTING OF 7.65% FICA, AVERAGE OF 23.22% FOR
 RETIREMENT CONTRIBUTIONS (28.45% PERS. 19.45% OPSRP GENERAL OR
 24.08% OPSRP POLICE), AND 3.27% IN OTHER TAXES (UNEMPLOYMENT,
 LONG TERM DISABILITY, WORKERS COMPENSATION, PEHP, AND TRIMET)
 24.00% AS THE AVERAGE COST OF MEDICAL, DENTAL, LIFE AND AD&D INSURANCES
- 303 OFFICE FURNITURE & EQUIPMENT
 FOR NEW HR SPECIALIST POSITION: DESK, CHAIR, MONITOR ARMS, KEYBOARD TRAY, STAND-UP DESK \$1,620
- 308 PERIODICALS & SUBSCRIPTIONS
 ORGANIZATIONAL DEVELOPMENT BOOKS
- 317 COMPUTER EQUIPMENT
 FOR NEW HR SPECIALIST POSITION: COMPUTER (\$1,043) AND TELEPHONE (\$400) \$1,443
- 318 COMPUTER SOFTWARE
 FOR NEW HR SPECIALIST POSITION: ADOBE PRO (\$338) AND VISIO (\$346) \$684
- 326 CITYWIDE TRAINING
 EE DEVELOPMENT TRAINING \$60,000
- 327 TUITION REIMBURSEMENT
 TUITION REIMBURSEMENT \$35,000
- 328 MEALS & RELATED EXPENSE
 REFRESHMENTS FOR TRAINING SESSIONS \$600
- 330 MILEAGE REIMBURSEMENT
 MILEAGE REIMBURSEMENT FOR USE OF PERSONAL VEHICLE FOR CITY BUSINESS
- 481 OTHER EXPENSES
 EMPLOYEE EVENTS (INCLUDING COMMUNITY GIVING CAMPAIGN, EMPLOYEE APPRECIATION EVENTS, ETC.)\$20,000
 SERVICE PINS AND AWARDS\$10,000
- 511 PROFESSIONAL SERVICES
 CONDUCT EMPLOYEE ENGAGEMENT SURVEY \$14,500

City of Beaverton - Finance
 Budget Preparation - 2021

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
 DEPT: 15 HUMAN RESOURCES DEPARTMENT
 PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	2018 - ACTUAL		2019 - ACTUAL		2020 BUDGETED		2020	2021 - PROPOSED		2021 - RECOMD		2021 ADOPTED	
	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE	EST AMT	AMOUNT	FTE	AMOUNT	FTE	AMOUNT	FTE
551	RENTS AND LEASES												
	1,054		436		1,079		1,079						
TOTAL CLASS: 10 MATERIALS & SERVICES													
	100,064		110,790		142,329		121,479	158,700		143,847			
CLASS: 25 TRANSFERS													
816	TRSFERS TO REPROGRAPHICS FUND												
	2,371		2,277		1,651		1,651	2,322		2,322			
TOTAL CLASS: 25 TRANSFERS													
	2,371		2,277		1,651		1,651	2,322		2,322			
TOTAL PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT													
	333,714	1.60	338,712	1.60	426,280	1.73	370,633	426,599	1.85	537,457	2.85		
TOTAL DEPARTMENT: 15 HUMAN RESOURCES DEPARTMENT													
	1,097,368	6.75	1,199,189	6.75	1,428,761	7.22	1,386,732	1,493,844	7.70	1,567,332	8.70		

BP WORKSHEET & JUSTIFICATION

FUND: 001 GENERAL FUND
DEPT: 15 HUMAN RESOURCES DEPARTMENT
PROGRAM: 0536 HR ORGANIZATIONAL DEVELOPMENT

OBJ	OBJECT DESCRIPTION
	JUSTIFICATIONS

551 RENTS AND LEASES
HARVEST COURT SPACE RENTAL
NOTE: VACATING HARVEST COURT SITE AT END OF FY19/20

816 TRSFRS TO REPROGRAPHICS FUND
ALLOCATION OF COPIER, GRAPHICS, PRINTING, MAILING, & POSTAGE CHARGES THROUGH REPROGRAPHICS \$2,322

ESTIMATE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:06 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-15	HUMAN RESOURCES DEPARTMENT											
001-15-0534-05-038	HUMAN RESOURCES DIRECTOR	0.75	1,572			111,938				111,943	62,805	174,748
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,728			132,474				132,473	69,378	201,851
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	1.04	1,467			39,749				39,745	29,713	69,458
001-15-0534-05-194	BENEFITS SPECIALIST	0.10	210			7,151	14			7,165	3,455	10,620
001-15-0534-05-275	TEMPORARY EMPLOYEES		888			17,964				17,964	4,815	22,779
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	1,991			111,349				111,352	69,187	180,539
001-15-0534-05-296	SENIOR HUMAN RESOURCES	0.90	1,960	1		81,175	26		1,076	82,275	24,647	106,922
	HR MGMT & EMPLOYEE SERVICES	5.49	11,816	1		501,799	40		1,076	502,917	264,000	766,917
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	210			14,925				14,922	8,374	23,296
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	0.25	544			19,730				19,730	12,548	32,278
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.38	524			14,196				14,198	10,614	24,812
001-15-0536-05-277	INTERNSHIP PROGRAM		1,005			15,589				15,589	1,367	16,956
001-15-0536-05-286	ORGANIZATIONAL DEVELOPMENT	1.00	2,096			94,757				94,757	55,404	150,161
	HR ORGANIZATIONAL DEVELOPMENT	1.73	4,378			159,197				159,196	88,307	247,503
	**** DEPARTMENT TOTAL ****	7.22	16,194	1		660,996	40		1,076	662,113	352,307	1,014,420

076

PROPOSE - PAYROLL EXPENSE BY DEPARTMENT

Saturday, April 25, 2020 9:07 AM

ACCOUNT	TITLE	FTE	REG HRS	OT HRS	HIL HRS	REG PAY	OT PAY	HIL PAY	ADD PAY	SALARY	FBAMT	TOT AMT
001-15	HUMAN RESOURCES DEPARTMENT											
001-15-0534-05-038	HUMAN RESOURCES DIRECTOR	0.75	1,656			120,991				120,993	68,565	189,558
001-15-0534-05-115	HUMAN RESOURCES SPECIALIST	1.75	3,794			141,160				141,158	75,093	216,251
001-15-0534-05-116	HUMAN RESOURCES ASSISTANT	1.40	2,923			77,527				77,519	66,523	144,042
001-15-0534-05-194	BENEFITS SPECIALIST	0.10	213			7,848				7,847	3,740	11,587
001-15-0534-05-275	TEMPORARY EMPLOYEES											0
001-15-0534-05-285	EMPLOYEE LABOR RELATIONS	0.95	2,022			119,344				119,342	74,715	194,057
001-15-0534-05-296	SENIOR HUMAN RESOURCES	0.90	1,987			85,551				85,551		85,551
	HR MGMT & EMPLOYEE SERVICES	5.85	12,595			552,420				552,410	288,636	841,046
001-15-0536-05-038	HUMAN RESOURCES DIRECTOR	0.10	221			16,132				16,130	9,140	25,270
001-15-0536-05-115	HUMAN RESOURCES SPECIALIST	1.25	2,278			75,952				75,953	57,663	133,616
001-15-0536-05-116	HUMAN RESOURCES ASSISTANT	0.50	1,044			27,688				27,693	23,765	51,458
001-15-0536-05-277	INTERNSHIP PROGRAM		1,287			19,989			11	20,000	5,613	25,613
001-15-0536-05-286	ORGANIZATIONAL DEVELOPMENT	1.00	2,088			96,851				96,851	58,480	155,331
	HR ORGANIZATIONAL DEVELOPMENT	2.85	6,918			236,612			11	236,627	154,661	391,288
	**** DEPARTMENT TOTAL ****	8.70	19,513			789,032			11	789,037	443,297	1,232,334

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