

HUMAN RESOURCES DEPARTMENT

2025-27 PROPOSED BUDGET PRESENTATION



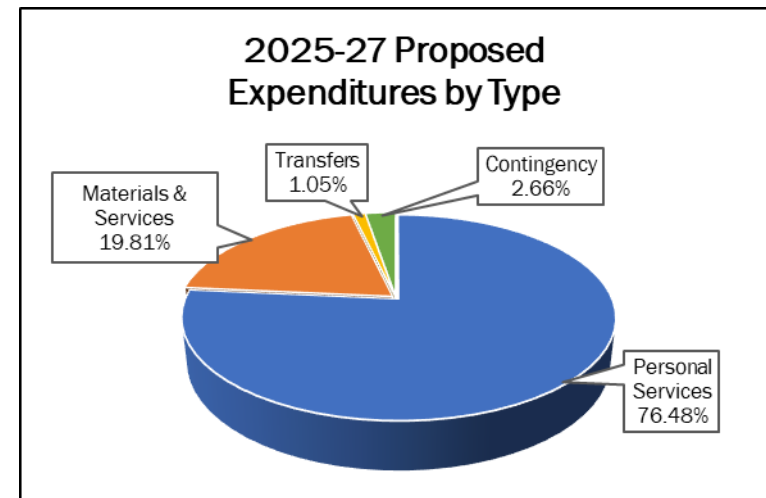
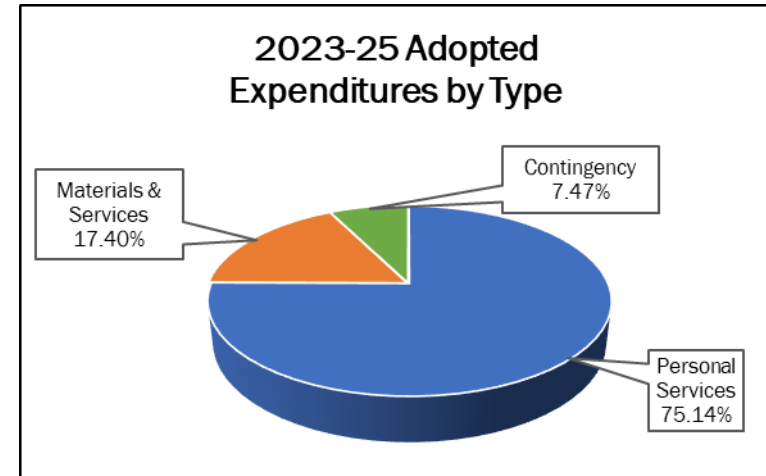
HUMAN RESOURCES DEPARTMENT 2025-27 PROPOSED BUDGET

HUMAN RESOURCES BUDGET HISTORY								
Type	2021-23 Actuals	2023-25 Adopted	2025-27 Current Service Level	2025-27 Budget Adjustments	2025-27 Policy Packages	2025-27 Proposed	2025-27 CSL Growth	2025-27 Proposed Growth
Personal Services	\$ 2,229,869	\$ 3,140,689	\$ 4,019,701	\$ (390,910)	\$ -	\$ 3,628,791	28.0%	15.5%
Materials & Services	716,344	727,158	1,011,493	(71,548)	-	\$ 939,945	39.1%	29.3%
Capital Outlay	-	-	-	-	-	\$ -	0.0%	0.0%
Transfers	-	-	50,000	-	-	\$ 50,000	0.0%	0.0%
Debt	-	-	-	-	-	\$ -	0.0%	0.0%
Contingency	-	312,174	126,208	-	-	\$ 126,208	-59.6%	-59.6%
Total	\$ 2,946,214	\$ 4,180,021	\$ 5,207,402	\$ (462,458)	\$ -	\$ 4,744,944	24.6%	13.5%

- 2025-27 Current Service Level (CSL) for the Human Resources Department is \$5.2 million which is approximate 24.6% above the 2023-25 Adopted Budget.
- The primary budget drivers is a 28.0% increase in Personal Services from rising cost in salaries, PERS, and health insurance, and a 39.1% increase in Materials and Services caused by the estimated growth in legal cost associated with bargaining, grievances, and other personnel matters.
- Proposed Budget include budget adjustments equaling an 8.9% decrease to CSL. These adjustment will be accomplished through a two-year freeze on ECI increases and reduction in retirement benefits for all management and unrepresented staff; application of a vacancy factor of 4.9%; reduction in contract services for Gallup; and savings from internal service department reductions.
- With the application of budget adjustments to the CSL, the 2025-27 Proposed Budget for Human Resource Department is down to a 13.5% increased from the 2023-25 Adopted Budget.

2025-27 BUDGETED EXPENDITURES

- The largest categorical expense for the proposed 2025-27 Proposed Budget is Personal Services at 76.5% - slightly higher than 2023-25.
- The 2025-27 Proposed Budget includes 11.00 FTE – same as 2023-25.
- There is 59.6% reduction in contingency to enable spend down in Employee Benefits Trust Fund and a reduced payroll collection in 2025-27.
- The addition of a Transfer in 2025-27 is related to an Intra Fund shift from Employee Benefits Trust Fund to the HR Management Fund to offset staff cost to administer these programs.

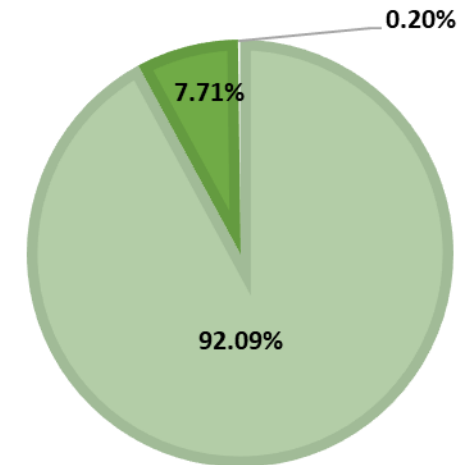


2025-27 REVENUE SOURCES

The Human Resources Department is supported through three different Funds that include:

- ✓ Management Service Fund (92.1%) – The Management Services Fund are all dedicated resources that are part of the internal cost allocation formula charged to each Department. In addition to these resources, there is a transfer of \$50,000 from the Employee Benefits Trust Fund to offset cost of administration.
- ✓ Employee Benefits Trust Fund (7.7%) – The Employee Benefits Trust Fund accumulates revenue from charges to each Department that is collected through employee payroll. The employee wellness, employee recognition, employee assistance programs are funded through a Department payroll charge that ensures each program can covers its cost. In 2025-27, there are no forecasted charges for the employee wellness program. Program will operate from excess contingency accumulated.
- ✓ Trust Fund (0.2%) – Dedicated resources paid from other governmental organizations to support the promotion of diversity within the organization.

HUMAN RESOURCES DEPARTMENT
2025-27 FUNDING SUMMARY



■ Management Services Fund ■ Employee Benefit Trust ■ Trust Fund

2025-27 BUDGET BY FUNCTIONAL AREA

Functional Area (in millions)	2021-23 Actuals	2023-25 Adopted	2025-27 CSL	2025-27 Net Change	2025-27 Proposed	CSL Increase	Proposed Increase
Human Resource Administration	\$2.83	\$3.68	\$4.83	(\$0.46)	\$4.37	31.3%	18.8%
Wellness Program	\$0.05	\$0.36	\$0.23	(\$0.001)	\$0.23	(37.1%)	(37.3%)
Employee Assistance Program	\$0.04	\$0.09	\$0.11	(\$0.001)	\$0.11	16.3%	15.5%
Employee Recognition Program	\$0.03	\$0.03	\$0.03	(\$0.001)	\$0.03	3.0%	0.3%
Employer Partnership Diversity Trust	\$0.001	\$0.02	\$0.01	(\$0.001)	\$0.01	(35.8%)	(37.0%)
Total Budget	\$2.95	\$4.18	\$5.21	(\$0.46)	\$4.75	24.6%	13.5%

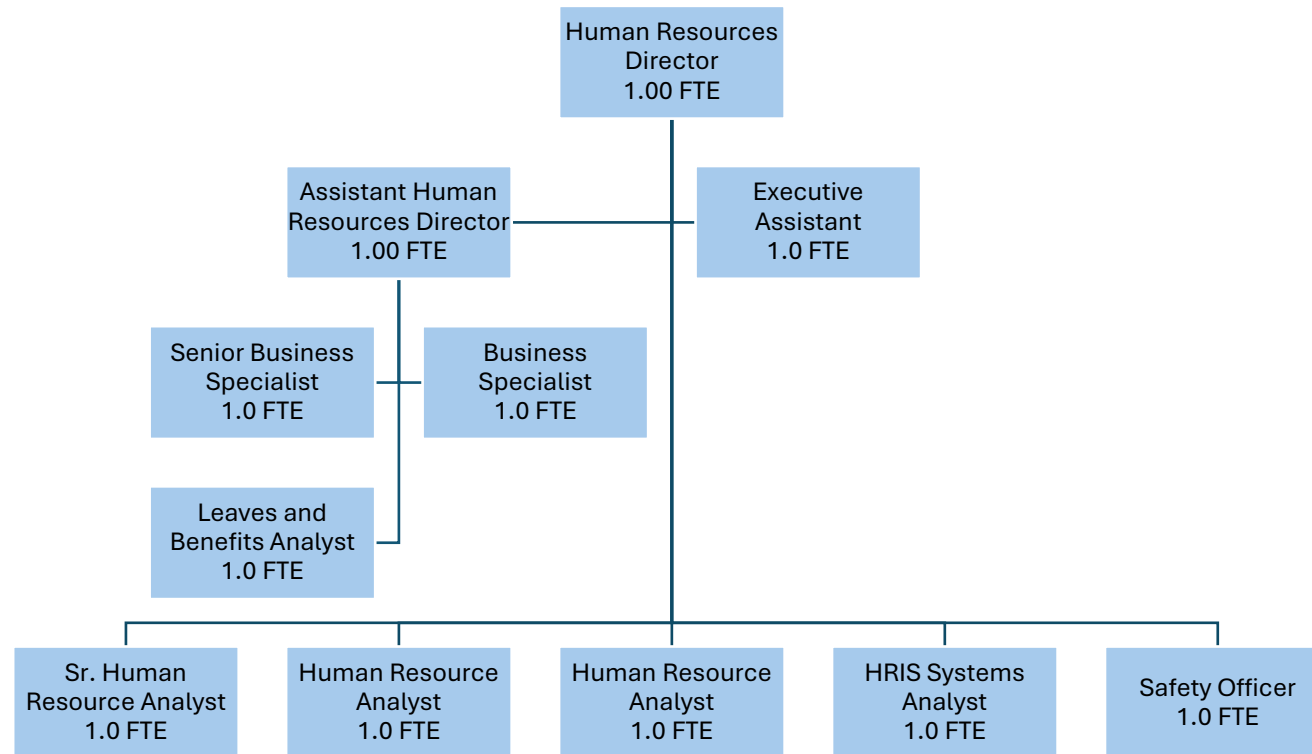
DEPARTMENT OVERVIEW

MISSION: Become an Employer of Choice. Human Resources staff members work as strategic business partners with County departments by providing the infrastructure that enables them to achieve their program goals through effective human resource programs.

- Recruitment and selection
- Labor and employee relations
- Policy development & implementation
- Training & organizational development
- Job evaluation, classification, & compensation
- Benefit administration and Ignite Wellness program
- Performance Management
- Human Resource Information Systems (HRIS)
- Safety/workers' compensation
- Employers Partnership for Diversity - Cultural proficiency

DEPARTMENT ORGANIZATION CHART

2025-27 Current Service Level Budget
11.00 FTE



HUMAN RESOURCES ADMINISTRATION



- Policy development and implementation
- Training and organizational development
- Job evaluation, classification, and compensation
- Safety and Workers Compensation
- Labor and employee relations
- Recruitment and retention
- Performance management
- Human Resource Information Systems
- Safety/Workers compensation
- Cultural proficiency

2025-27 Current Service Level Budget: \$4,829,449

FTE: 11.00

*2025-27 CSL is reduced by \$459,950
due to General Fund budget constraints.*

EMPLOYEE WELLNESS PROGRAM



- Ignite Wellness Program partnered with Wellworks for You January 2025.
 - The program saw an increase in employee participation.
 - WWFY provides an opportunity to report on and provide analytics of wellness impacts on Health Care costs.
- Continued shift from Preferred Provider Plan (PPO) to the High-Deductible Plan.
- Employee vaccination clinics for COVID and flu in 2023 - 2024 and 2024 -2025 provided a total of 723 vaccinations for employees and their family members.

2025-27 Current Service Level Budget: \$228,160

2025-27 CSL is reduced by \$840 due to General Fund budget constraints.

IGNITE: ADDRESSING THE FIVE ELEMENTS OF WELLBEING



EMPLOYEE ASSISTANCE PROGRAM (EAP)

- The EAP provides free and confidential personal assistance services for:

- Individual Counseling (Incl. Telehealth, phone, chat, & video)
- Crisis Counseling
- Well-being Tools
- Legal Services & Identity Theft
- Financial Wellness
- Work/Life Balance
- Supervisor Support for Workplace Issues
- Training and Onsite Support

2025-27 Current Service Level Budget: \$109,094

2025-27 CSL is reduced by \$694 due to General Fund budget constraints.

REWARDS & RECOGNITION



The Rewards and Recognition Committee plans, hosts and staffs:

- Annual Benton Breakfast
- Employee summer barbeque
- Public Service Recognition Week activities
- Seasonal coffee breaks
- Corvallis Knight Baseball games

2025-27 Current Service Level Budget: \$30,890

2025-27 CSL is reduced by \$790 due to General Fund budget constraints.



2040 THRIVING COMMUNITIES INITIATIVE

Goal #1

Review position specifications for classification to standardize minimum qualifications and alignment with job matches by June 30, 2026.

Core Value/Focus Area:	Responsible Governance
Commissioner Priority:	Equity
How Funded:	2025-27 Current Service Level

2040 THRIVING COMMUNITIES INITIATIVE

Goal #2

Design, develop, and continue phased-in implementation of a structured employee development program for job enrichment and to promote County career planning, by June 30, 2027.

Core Value/Focus Area:	Prosperous Economy, Environment and Natural Resources
Commissioner Priority:	Responsible Governance
How Funded:	2025-27 Current Service Level

2025-27 BUDGET ADJUSTMENTS AND IMPACTS

SUMMARY OF DEPARTMENT IMPACTS

Proposed Budget Adjustment	Amount
Elimination of Management ECI and reduced retirement benefits.	(\$203,521)
Implement vacancy factor of 4.9%	(\$187,389)
Eliminate Gallup Contract that focuses on employee engagement	(\$63,400)
Cost savings from Internal Service Department Reductions.	(\$8,148)
Total Proposed Budget Adjustment	(\$462,458)

There is a recommended \$462,458 reduction to the Human Resources 2025-27 Current Service Level Budget. This reduction creates the following estimated impacts:

- Diminished incentives for attracting and retaining talent.
- May affect level of employee relations and coaching support to managers. Many County managers are new to their roles at all levels and require more support than seasoned managers.
- May affect ability to undertake or support new initiatives.
- Diminished intentional work improving employee engagement will affect morale and performance management.

2025-27 PROPOSED BUDGET

The Human Resources Department did not request any Policy Option Packages for the 2025-27 biennium. After applying the budget adjustments, there is a decrease of 8.9% to the department's Current Service Level Budget. The 2025-27 Proposed Budget is 13.5% higher than the 2023-25 Adopted Budget.

FUTURE CHALLENGES & OPPORTUNITIES

Challenges:

- Inflation and housing shortages
- Ability to attract and retain talent
- Funding a compensation philosophy of “leading the market”
- Maintaining pay equity
- Contract negotiations: ONA 2025; BCDSA 2027
- Terminating Gallup Q12 Employee Engagement Survey

Opportunities:

- Contract negotiations: ONA 2025; BCDSA 2027
- Supervisor training program, including continued development and utilization of Neogov Learn
- New manager orientation program
- Individual Development Plans
- Creative strategies to attract and retain talent