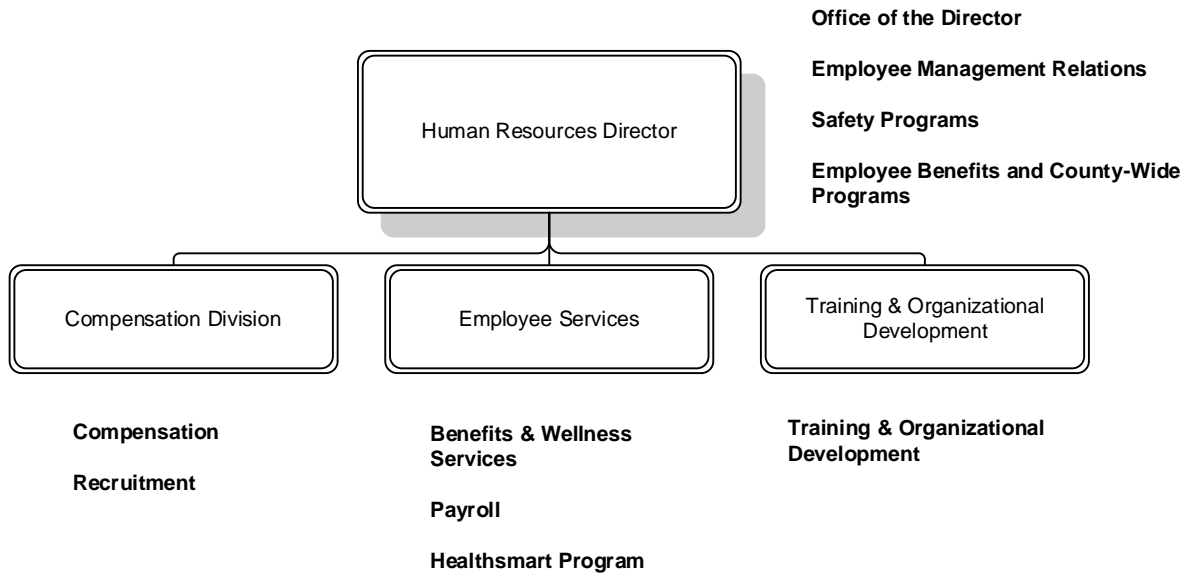


*Our Mission: To provide leadership and expertise to attract, develop, and retain a high performing and diverse workforce*

The Human Resources Department accomplishes its mission by continuing to be Arlington’s organizational leader in managing human resources in the pursuit and achievement of the County’s mission.

**LINES OF BUSINESS**



**SIGNIFICANT BUDGET CHANGES**

The FY 2025 adopted expenditure budget for the Human Resources Department is \$11,619,543, a two percent decrease from the FY 2024 adopted budget. The FY 2025 adopted budget reflects:

- ↓ Personnel decreases primarily due to the reductions itemized below, the charge out of a portion of a Staff Human Resources / OD Specialist position to the PRISM+ project (\$85,781), and the transfer out of a Claims Analyst (\$160,074, 1.0 FTE) and a Risk Manager (\$111,660, 0.5 FTE) as part of the transfer of the Risk Management Program to the Department of Management and Finance (DMF), which occurred at FY 2023 closeout. These decreases are partially offset by employee salary increases, an increase in the County’s cost for employee health insurance, slightly higher retirement contributions based on current actuarial projections, and adjustments to salaries resulting from the Human Resources & Safety Job Family Study (\$192,375).
- ↓ Non-personnel decreases due to the reduction itemized below, partially offset by annual increases for service contracts (\$10,000).
- ↓ Employee Benefits and County-wide Programs decreases due to the termination of third-party recruitment (\$76,485), learning management (\$51,241), and help desk (\$16,008) contractual services that will be replaced with comparable services through PRISM+ cloud upgrade. These decreases are partially offset by increases for regulatory payroll reporting services (\$88,000), which was previously included in the Oracle EBS and is not provided by PRISM+ cloud, and

annual increases for service contracts (\$16,045). In addition, the FY 2025 adopted budget includes the continuation of one-time funds for Employee Resource Groups (ERG) (\$40,000).

### **FY 2025 Adopted Budget Reductions**

#### **Compensation & Recruitment**

- ↓ Assessments for Recruiting: Reduction of hours for a filled position in the recruitment unit. (\$67,706, 0.3 FTE)

IMPACT: The reduction of hours to support departments' recruitments will require staffing analysts to spend more time screening applications and ultimately result in longer times to fill vacancies.

#### **Employee Services**

- ↓ Elimination of a vacant Onboarding Specialist position (\$68,335, 0.5 FTE)

IMPACT: The elimination of the Onboarding Specialist position may result in slower times to process new hires and personnel actions items. Some of this work may be automated with the PRISM+ upgrade.

#### **Office of the Director**

- ↓ Elimination of a vacant Senior IT Analyst position (\$98,668, 0.5 FTE)

IMPACT: The elimination of the Senior IT analyst position will reduce resources to properly test and implement changes in the payroll system as well as other changes in pay and retirement plans.

#### **Various**

- ↓ Eliminate overtime budget (\$23,816)

IMPACT: The overtime budget is used to address the backlog of onboarding and processing of employee records for all new hires as well as other personnel actions in PRISM. The new PRISM+ upgrade may automate certain onboarding functions, but the reduction may still negatively impact timeliness of updating employee records.

#### **Office of the Director**

- ↓ Reduce training budget (\$16,307)

IMPACT: The training budget allows staff to be current on certifications and/or learn about up-to-date industry best practices. Staff will participate in fewer trainings and conferences or find less expensive alternatives.

**DEPARTMENT FINANCIAL SUMMARY**

	FY 2023 Actual	FY 2024 Adopted	FY 2025 Adopted	% Change '24 to '25
Personnel	\$8,844,196	\$9,296,524	\$9,152,497	-2%
Non-Personnel	357,363	837,095	830,788	-1%
Employee Benefits and County-wide Programs	1,922,240	1,675,947	1,636,258	-2%
<b>Total Expenditures</b>	<b>11,123,799</b>	<b>11,809,566</b>	<b>11,619,543</b>	<b>-2%</b>
Total Revenues	-	-	-	-
<b>Net Tax Support</b>	<b>\$11,123,799</b>	<b>\$11,809,566</b>	<b>\$11,619,543</b>	<b>-2%</b>
Permanent FTEs	56.88	57.38	54.58	
Temporary FTEs	-	-	-	
<b>Total Authorized FTEs</b>	<b>56.88</b>	<b>57.38</b>	<b>54.58</b>	

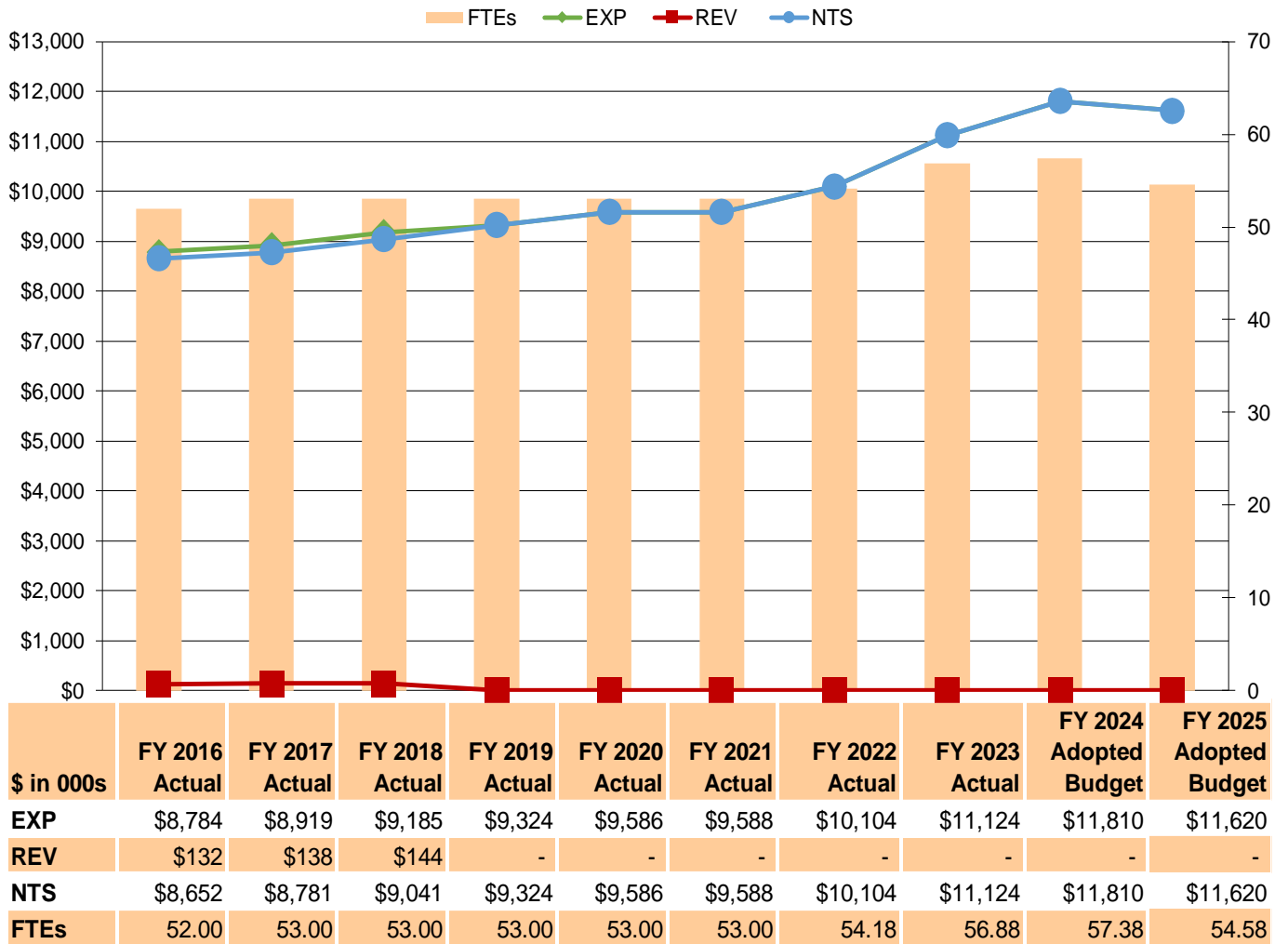
**Expenses by Line of Business**

	FY 2023 Actual Expense	FY 2024 Adopted Expense	FY 2025 Adopted Expense	% Change '24 to '25
Office of the Director	\$2,391,118	\$3,329,108	\$3,322,485	-
Safety & Worker's Compensation	484,817	490,188	244,618	-50%
Employee Management Relations	332,457	335,344	353,293	5%
Employee Benefits and County-wide Programs	1,922,240	1,675,947	1,636,258	-2%
Training and Organizational Development	895,295	946,300	908,370	-4%
Compensation & Recruitment	2,589,404	2,643,676	2,648,191	-
Employee Services	2,508,468	2,389,003	2,506,328	5%
<b>Total Expenditures</b>	<b>\$11,123,799</b>	<b>\$11,809,566</b>	<b>\$11,619,543</b>	<b>-2%</b>

**Authorized FTEs by Line of Business**

	FY 2024 FTEs Adopted	FY 2025 Permanent FTEs Adopted	FY 2025 Temporary FTEs Adopted	FY 2025 Total FTEs Adopted
Office of the Director	14.80	14.25	-	14.25
Safety & Worker's Compensation	3.00	1.50	-	1.50
Employee Management Relations	2.00	2.00	-	2.00
Employee Benefits and County-wide Programs	-	-	-	-
Training and Organizational Development	6.00	6.00	-	6.00
Compensation & Recruitment	16.58	15.83	-	15.83
Employee Services	15.00	15.00	-	15.00
<b>Total FTEs</b>	<b>57.38</b>	<b>54.58</b>	<b>-</b>	<b>54.58</b>

**EXPENDITURE, REVENUE, NET TAX SUPPORT AND FULL-TIME EQUIVALENT TRENDS**



<b>Fiscal Year</b>	<b>Description</b>	<b>FTEs</b>
FY 2016	<ul style="list-style-type: none"> <li>▪ Live Where You Work Grants were restored (\$133,012).</li> <li>▪ Revenue increased to reflect the salary and benefits of the Safety Specialist that is funded by Arlington Public Schools (\$4,657).</li> </ul>	
FY 2017	<ul style="list-style-type: none"> <li>▪ Live Where You Work Grant Funding was increased (\$22,000).</li> <li>▪ Tuition Reimbursement Funding was increased (\$38,000).</li> <li>▪ Revenue increased to reflect the salary and benefits of the Safety Specialist that is funded by Arlington Public Schools (\$5,500).</li> <li>▪ Personnel increased to reflect the addition of a Human Resources/OD Specialist (\$131,230).</li> </ul>	1.00
FY 2018	<ul style="list-style-type: none"> <li>▪ County Ethics Initiative Funding was transferred to Non-Departmental (\$20,000).</li> <li>▪ Revenue increased to reflect the salary and benefits of the Safety Specialist that is funded by Arlington Public Schools (\$4,649).</li> </ul>	
FY 2019	<ul style="list-style-type: none"> <li>▪ Contractual services increased related to the County’s Retirement software (\$2,250).</li> <li>▪ Employee Benefits and County-wide Programs increased due to the addition of an Adoption Assistance Program for employees (\$50,000), contractual increases in the Employee Assistance Program (EAP) shared with Arlington Public Schools (\$3,522), and other contractual increases (\$12,150).</li> <li>▪ Revenue increased to reflect the salary and benefits increase of the Safety Specialist funded by Arlington Public Schools (\$6,351).</li> <li>▪ Reduced funding for County-wide employee recruitment and outreach (\$25,000) and County-wide employee training (\$25,000).</li> </ul>	
FY 2020	<ul style="list-style-type: none"> <li>▪ Reduced wireless service charges as part of a County-wide review of wireless service providers (\$1,729).</li> <li>▪ Reduced unclassified and consultant services in the Office of the Director and Employee Benefits and County-wide Programs (\$99,312).</li> <li>▪ Personnel and revenue decreased due to Arlington Public Schools (APS) taking over management of Safety Specialist work on schools’ facilities (\$148,964).</li> <li>▪ Contractual costs increased for maintenance of the County’s Retirement software and related system modifications (\$13,400).</li> <li>▪ County-wide programs contracted services increased for the county-wide learning management services (\$14,400).</li> </ul>	
FY 2021	<ul style="list-style-type: none"> <li>▪ Pension Gold contractual costs were reallocated from the Human Resources Department to the Retirement Board (\$120,365).</li> <li>▪ Employee benefits and county-wide programs contracted services increased (\$33,472).</li> </ul>	

Fiscal Year	Description	FTEs
FY 2022	<ul style="list-style-type: none"> <li>▪ The County Board added funding for a one percent merit pay adjustment, a five percent increase in the range, and an increase to the one-time bonus for staff from \$500 to approximately \$900.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ The County Board restored funding for a vacant Assistant to the Director position (\$121,105, 1.0 FTE) with American Rescue Plan funding.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Added a position to manage the Collective Bargaining compensation modeling (\$150,000).</li> </ul>	1.00
	<ul style="list-style-type: none"> <li>▪ Transferred in 1.0 FTE Staff Human Resources/OD Specialist position from the Department of Public Safety Communications and Emergency Management (PSCM) to provide HR strategic and administrative support to PSCM managers and employees (\$107,222).</li> </ul>	1.00
	<ul style="list-style-type: none"> <li>▪ Increased 0.18 FTE to the work allocation of a Staff Admin/Management Specialist position in Benefits and Wellness.</li> </ul>	0.18
	<ul style="list-style-type: none"> <li>▪ Eliminated 1.0 FTE vacant Safety Specialist position previously funded by Arlington Public Schools.</li> </ul>	(1.00)
	<ul style="list-style-type: none"> <li>▪ Reduced office equipment and office supplies for HR operations and programs (\$38,336).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Reduced funding for defensive driving classroom instruction, testing, and instructor certification (\$26,666).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Reduced compensation for the Staff HR/OD Specialist supporting classification and compensation analysis of County-wide job classes and categories (\$44,484).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Employee benefits and county-wide programs increased due to increases in Live Where You Work grants (\$155,000), employee online training (\$89,000), and increased costs for service contracts (\$7,579).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ <i>In FY 2021 closeout, funding was added for one percent merit pay adjustment (\$34,871) and a one-time bonus for staff of \$450 (\$29,619).</i></li> </ul>	
	<ul style="list-style-type: none"> <li>▪ <i>During FY 2021 close-out, the County Board transferred a Classification and Compensation position to the Human Resources Department from the Department of Environmental Services (\$169,414).</i></li> </ul>	1.00
	FY 2023	<ul style="list-style-type: none"> <li>▪ The County Board added funding for an additional one percent merit pay adjustment for a total increase of 5.25 percent, increased the pay-for-performance budget by an additional 0.5 percent, increased the pay range movement to five percent, a one-time increase in language premium from \$0.69 to \$0.92 per hour (\$4,270), and an optional one-time cash-out of 40 hours of compensation time for those with balances of 80 or more (\$9,822).</li> </ul>
<ul style="list-style-type: none"> <li>▪ Added a Senior IT Analyst position (\$81,635).</li> </ul>		0.50
<ul style="list-style-type: none"> <li>▪ Added a Collective Bargaining position (\$169,414).</li> </ul>		1.00
<ul style="list-style-type: none"> <li>▪ A technical adjustment to a position in Benefits and Wellness Services.</li> </ul>		0.20
<ul style="list-style-type: none"> <li>▪ Increased salaries resulting from an Administrative job family study (\$23,120).</li> </ul>		



<b>Fiscal Year</b>	<b>Description</b>	<b>FTEs</b>
	<ul style="list-style-type: none"><li>○ Termination of third-party recruitment (\$76,485), learning management (\$51,241), and help desk (\$16,008) contractual services.</li><li>○ Increased funding for regulatory payroll reporting services (\$88,000) and annual increases for service contracts (\$16,045).</li><li>○ The addition of one-time funds for Employee Resource Groups (ERG) (\$40,000).</li></ul>	