

	Human Resources - Reorg for 2018			
	Typical Functions (2008 to present)	Human Resources	Finance interplay with HR	Legal interplay with HR
	BENEFITS:			
1	General Benefit Education, Training and Updates to employees/retirees	X		
2	New Employee benefit Orientations (prep, conduct, track & follow up)	X	X	
3	Benefit Annual Open Enrollment	X	X	
4	Benefit enrollment forms - audit and processing	X	X	
5	Assist Employees with claim issues on all benefits	X		
6	Disability Benefits (ICI, WRS, LTDI, duty disability, Non-duty disability)	X		
7	Benefit review with surviving family members of employee/retiree	X		
8	Process payment for administrative services (TPAs, PBM, Stop Loss, Network)	X	X	
9	Exit benefit review	X		
10	Medical Benefit Plan			
	RFP & Selection of Third Party Administrators, Pharmacy Benefit			
11	Manager, Consultant & Networks	X	X	
12	Process Medical & Rx Drug Claim payments & Administrator Fees	X	X	
13	Maintain census of covered members, verify eligibility; term non-eligible family members	X	X (census)	
14	Collect Data, Meet with Consultant for Budget/Establish Pseudo premiums & ee premiums	X	X	
15	Review TPA data reports for City plan compliance and performance	X		
16	Retiree Billing, Under Age 65 Spouse or COBRA billing	X	X	
17	Retiree Age-offs	X	X	
18	Plan Design - consultation with Health plan consultant	X	X	
19	Stop Loss - track & reconcile annual reimbursements from large claims	X	X	
20	Oversight of TPA compliance	X		
21	Premium audits	X	X	
22	Review of contracts for Third Party Admin, Pharmacy Benefit Manager & Networks	X	X	X
23	Members of Employee Benefit Trust Fund	X	X	X
24	Section 125: RFP, review proposals, interview, selection of vendors & ongoing administration of benefit	X	X	
25	Review of TPA agreement	X	X	X
26	Voluntary Benefits (Dental, Vision): RFP, administration, set up, processing of forms, vendor billing	X	X	
27	Health Risk Assessments	X	X	
28	457 Deferred Comp & Roth IRA plans (enrollments, deduction changes)	X	X	

29	457 RHS plan (enrollments &/or process retiree payouts, Highly compensated Individual taxation)	X	X	
30				
31	WRS			
32	Year WRS end reporting		X	
33	Eligibility - Rolling 12 months tracking/reports	X	X	
34	Military Leave - WRS contributions for sworn	X	X	
35	Public Safety Officer Premium Deduction Forms and processing	X	X	
36	ETF training	X	X	
37				
38	MANDATED FUNCTIONS (State and/or Federal):			
39	Workers Compensation			
40	Claim prep - earnings	X	X	
41	Audit of claims for requested payment	X		
42	Payment based on audit		X	
43	WC Hearings	X		
44	WC earnings taxability	X	X	
45	Assist employees with WC questions/concerns	X		
46				
47	Military Leave			
48	Reviews military leave request for orders	X	X	
49	Administers reimbursement (based on military pay stub)	X	X	
50				
51	EEOC			
52	Coding and entering	X	X	
53	Bi-annual reporting	X		
54				
55				
56	Drug and Alcohol administration and compliance - FMCSA, FTA	X		
57	Audit prep and presentation	X		
58	Mandatory training requirements/tracking/coordination	X		
59				
60	FMLA administration, training	X		
61				
62	ADAAA	X		
63				
64	FLSA issues	X	X	
65				
66	MEDICAL PLAN MANDATES			
67	Affordable Care Act - 1095 forms to EE & to IRS	X		
68	Affordable Care Act - PT EE hours for Health Plan Eligibility	X	X	

69	Affordable Care Act - PCORI fee	X	X	
70	Affordable Care Act - Reinsurance fee	X	X	
71	Affordable Care Act - New EE required Healthcare Exchange Notice	X		
72	Affordable Care Act - Provide EE in medical plan required SBC	X		
73	Process & Track National Medical Support Notices	X	X	
74	COBRA Administration (medical, dental, vision, FSA plans)	X	X	
75	Annual Notice Mailings	X		
76	Monitor & Update SOB/SBC as necessary due to change in mandates	X		
77				
78	Open records request	X		X as needed
79				
80				
81				
82	EP UPGRADE - Team effort between Finance and Human Resources to integrate employee self serve for payroll, benefits, and on-line recruitment process including requisition to hire, transition to active ee, etc.			
83	Configuration for HR/Payroll ee self serve	X	X	
84	Team meetings with vendor	X	X	
85	Configuration for candidate self serve	X	X	
86				
87	Miscellaneous			
88	Shared Forms/Processing			
89	Payroll corrections, audit, process	X	X	
90	New Hire Forms	X	X	
91	Termination forms	X	X	
92	Rate/Status Change forms	X	X	
93	Cell phone stipends	X	X	
94	Name and Address Change Forms	X	X	
95	Calculation for pay-outs/unscheduled work days due to retirement	X	X	
96	Bereavement Leaves	X	X	
97	Wage or medical plan verification forms	X	X	
98	Jury Duty	X	X	
99	Leave Request Forms	X	X	
100	Retirement Notices	X	X	
101	Calculation of service years for retiree health insurance	X	X	
102				
103	Collective Bargaining			
104	Active discussion for collective bargaining prep	X	X	
105	Research comparable cities	X		
106	Participation as City team member during collective bargaining	X	X	

107	Provides information/guidance during closed F&P	X	X	
108	Reviews financial proposal for administration/programming	X	X	
109	Prepares/audits wage charts for collective bargaining proposal	X	X	
110	Collective bargaining agreement/Employee Handbook - implementation of changes	X	X	
111	Collective bargaining agreement/Employee Handbook - interpretation	X	X	
112				
113	Employee Handbook			
114	Active discussion for administration/programming prior to finalization	X	X	
115				
116	Jury Duty			
117	Monitors and process jury duty for reimbursement to City	X	X	
118				
119	Performance Evaluations			
120	Timeline / process for reporting eligibility for step increases	X	X	
121	Red-line stipends	X	X	
122				
123	Annual Finance audit	X	X	
124				
125	Voluntary Leave Donation Program	X	X	
126				
127	Vacation Carryover (Police, Fire, Transit)	X	X	
128				
129	Limited Term New Hire Paperwork			
130	Entry/audit of hires	X	X	
131				
132	Vending Machine Committee funding	X	X	
133				
134	Vacancy position tracking/audit	X	X	
135				
136	United Way	X	X	
137				
138	New positions to Budget	X	X	
139				
140	Research on potential retirements - budgetary purposes	X	X	
141				
142	LWOP - administration/coding	X	X	
143				
144	Attendance Tracking	X		
145				
146	Police and Fire Commission (Secretary functions)	X		X as needed

147				
148	Internal employee investigations/ERD/EEOC	X		X as needed
149				
150	Unemployment verification/processing	X	X	
151	UE Hearing	X		X as needed
152				
153	Review of other (non-benefit) contracts	X	X as needed	X as needed
154				
155	Drug and Alcohol - Police Random	X		
156				
157	Recruitment process/administration	X		
158	Review vacancy request/track	X		
159	Advertisements	X		
160	Screening of applicants	X		
161	Interviews	X		
162	Background/reference checks	X		
163	Testing - civil service/skills test/physical capacity/pre-employment drug and/or physical	X		
164	DOT FMCA/FTA regulations	X		
165	Wage offer analysis	X		
166	Job offer/benefit review	X		
167	Communication with candidates - invite, regret, testing, etc.	X		
168	Recruitment Fairs	X		
169				
170	Exit Interviews	X		
171				
172	New Employee Policy Orientations	X		
173				
174	Policy Development, Administration, and Training	X		
175				
176	Diversity Training	X		
177	Diversity and Inclusion Committee	Project put on hold due to staffing		
178				
179	Tuition Reimbursement	X		
180				
181	Pay and Class Study administration/reclass/analysis	X		
182				
183	Jeans Day	X		
184				
185	Nepotism - tracking	X		