

HUMAN RESOURCES

Mission Statement

Provide efficient, high quality, customer-oriented personnel services to Louisville Metro Government (LMG) employees and departments in accordance with legal mandates.

Major Services

- Civil Service/Recruitment
- HR/Personnel Management
- OSHA
- Labor Relations
- Employee Training

Objectives

- Recruit and select outstanding, professionally-minded candidates for employment with LMG as an “Employer of Choice”
- Administer the affirmative action plan for LMG by adhering to established minority hiring goals
- Manage compliance with the Civil Rights Act Title VI, Title VII, Civil Rights Act (1991), COBRA, FLSA, FMLA, HIPAA, USERRA, ADA, and ADEA
- Introduce and improve professional development programs for all employees
- Administer and manage the benefits and classification/compensation system for LMG, including the health, vision, life, and dental insurance; tuition assistance and child care assistance; and the employee participation in the state retirement system
- Emphasize prevention through OSHA’s education, monitoring, inspection, and compliance requirements

Human Resources

Budget Summary

	Prior Year Actual 2010-2011	Original Budget 2011-2012	Revised Budget 2011-2012	Mayor's Recommended 2012-2013	Council Approved 2012-2013
General Fund Appropriation	3,751,700	4,244,500	4,244,500	4,256,900	4,266,900
Total Revenue:	3,751,700	4,244,500	4,244,500	4,256,900	4,266,900
Personnel Services	2,697,300	2,944,300	2,894,300	2,790,600	2,790,600
Contractual Services	937,400	892,900	952,100	1,049,200	1,059,200
Supplies	12,900	14,600	15,300	12,800	12,800
Equipment/Capital Outlay	0	1,000	1,000	1,000	1,000
Interdepartment Charges	104,300	91,700	91,800	103,300	103,300
Restricted & Other Proj Exp	0	300,000	290,000	300,000	300,000
Total Expenditure:	3,751,900	4,244,500	4,244,500	4,256,900	4,266,900
Expenditures By Activity					
Recruitment & Civil Service	504,400	571,900	571,900	593,200	593,200
Personnel Management	2,988,600	3,105,500	3,135,500	3,161,100	3,171,100
Employee Training	258,900	567,100	537,100	502,600	502,600
Total Expenditure:	3,751,900	4,244,500	4,244,500	4,256,900	4,266,900

Human Resources**Position Detail**

	Mayor's Recommended 2012-2013	Council Approved 2012-2013
Regular Full-time	37	37
Regular Part-time	1	1
Seasonal/Other	6	6
Total Positions	44	44

Position Title

Administrative Assistant	5	5
Administrative Coordinator	1	1
Administrative Specialist	1	1
Assistant Director	1	1
Benefits and Compensation Supervisor	1	1
Board Member	6	6
Chief Examiner	1	1
Communications Coordinator II	1	1
Compliance and Training Supervisor	1	1
Compliance Coordinator	1	1
Director	1	1
Director of Labor Relations	1	1
Employee Benefits Coordinator	1	1
Employee Benefits Specialist	2	2
Human Resource Specialist	3	3
Human Resources Analyst	3	3
Human Resources Generalist	3	3
Industrial Hygiene Specialist	1	1
Information Systems Analyst	2	2
Information Systems Supervisor	1	1
Labor Negotiator	1	1
Labor Relations Assistant	1	1
Legal Administrative Liaison	1	1
OSHA Specialist	1	1
OSHA Supervisor	1	1
Training Specialist	2	2