

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 and child care assistance; and the employee participation in the state retirement system
- Emphasize prevention through OSHA’s education, monitoring, inspection, and compliance requirements

Website

For additional information, please visit <http://www.louisvilleky.gov/humanresources/>

Performance Measures

To view the agency’s strategic plan and performance measures as they relate to the LouieStat initiative, please visit <http://louiestat.louisvilleky.gov/>

Human Resources

Budget Summary

	Prior Year Actual 2012-2013	Original Budget 2013-2014	Revised Budget 2013-2014	Mayor's Recommended 2014-2015
General Fund Appropriation	3,941,500	3,658,900	3,658,900	3,926,000
Total Revenue:	3,941,500	3,658,900	3,658,900	3,926,000
Personnel Services	2,532,100	2,715,400	2,715,400	2,762,100
Contractual Services	1,196,200	935,400	933,500	1,136,600
Supplies	27,700	8,100	8,100	20,800
Equipment/Capital Outlay	78,000	-	1,900	1,900
Interdepartment Charges	107,300	-	-	4,600
Total Expenditure:	3,941,300	3,658,900	3,658,900	3,926,000
Expenditure by Activity				
Recruitment & Civil Service	544,400	551,100	551,100	617,700
Personnel Management	2,941,000	2,944,200	2,944,200	3,131,300
Employee Training	455,900	163,600	163,600	177,000
Total Expenditure:	3,941,300	3,658,900	3,658,900	3,926,000

Human Resources

Filled Position Detail

	FY12	FY13	FY14 by Quarter			
	Average	Average	7/1/13	10/1/13	1/1/14	4/1/14
Regular Full-time	34	32	34	33	31	34
Regular Part-time	1	1	2	2	2	2
Seasonal/Other	6	6	6	6	6	6
Filled Position Total	41	39	42	41	39	42
Position Title						
Administrative Assistant	5	4	4	2	2	2
Administrative Coordinator	1	1	1	1	1	1
Administrative Specialist	1	1	1	2	2	3
Assistant Director	1	1	1	1	1	1
Benefits and Comp Supervisor	1	1	1	1	1	1
Board Member	6	6	6	6	6	6
Chief Examiner	1	1	1	1	1	1
Communications Coordinator II	1	1	1	1	1	1
Compliance and Training Supervisor	1	1	1	1	1	1
Compliance Coordinator	1	1	1	1	1	1
Director	1	1	1	1	1	1
Director of Labor Management	1	0	0	0	0	0
Employee Benefits Coordinator	1	1	1	1	1	1
Employee Benefits Specialist	2	1	1	1	0	1
Human Resources Specialist	2	2	2	2	2	2
Human Resources Analyst	3	3	4	4	4	4
Human Resources Generalist	3	3	3	3	2	3
Industrial Hygiene Coordinator	0	0	0	1	1	1
Industrial Hygiene Specialist	1	1	1	0	0	0
Information Systems Analyst	2	2	3	3	3	3
Information Systems Supervisor	1	1	1	1	1	1
Labor Negotiator	1	1	1	1	1	1
Labor Relations Assistant	1	1	1	1	1	1
Labor Relations Liaison	0	1	1	1	1	1
OSHA Coordinator	0	0	0	1	1	1
OSHA Specialist	1	1	1	0	0	0
Special Assistant	0	0	1	1	1	1
Training Specialist	2	2	2	2	2	2