

Human Resources

The Human Resources Department provides high-quality, consistent management to offer employees reasonable benefits that the City can afford. We also manage the risk of possible future costs for group health insurance, unemployment benefits, workers compensation / IOD claims and labor negotiations. The department continues to build a payroll department with the goal of creating more efficiencies. We help assure consistent contract administration across city and school departments.



Human Resources manages employee benefits, assists with collective bargaining and hiring for city and school departments.



The Human Resources staff works hard to be responsive to our 1000+ employees and nearly 500 retirees. While we are not a huge staff, we understand that the things we work on are very important to the overall satisfaction of our employees and retirees.

*Glenda Stoddard,
Director*

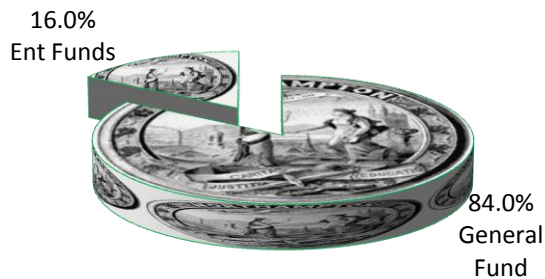
*Glenda Stoddard, Director
240 Main Street*

gstoddard@northamptonma.gov

T: 413.587.1257; F:413.587.1303

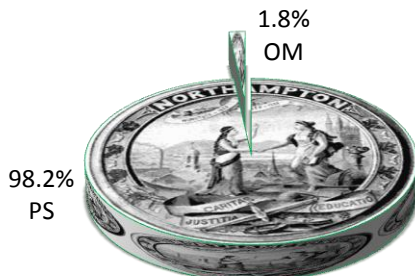
Staffing Proposal for FY2012

Position Title	Full or Part time	Annual Salary	Funding Source(s)	Budgeted FTE	Change from FY2011	Union affiliation
Director	Full Time	76,412	General Fund, Enterprise Funds	1.0	N/C	NR
Benefits Specialist	Part Time	34,049	General Fund, Enterprise Funds	.8	N/C	NR
Employment Specialist	Full Time	41,102	General Fund, Enterprise Funds	1.0	N/C	NR
Assistant	Part Time	30,498	General Fund, Enterprise Funds	.8	N/C	NR
Payroll Coordinator (2)	Full Time	34,151 33,087	General Fund, Enterprise Funds, School Dept.	2.0	N/C New position	NR NR



Where Our Funding Comes From

The annual budget of the Human Resources Department is supported through the General Fund and Enterprise Funds and a contribution from the School Department to the General Fund for an NPS payroll coordinator.





How We Spend Our Money

This chart shows how much of the annual budget of Human Resources is spent on staff (PS) and on Ordinary Maintenance (OM).

Some Accomplishments At A Glance

beyond our day-to-day operations

-  We continued our relationship with our Benefits Broker to capture Federal Funds under the Employee Early Reinsurance Program and the Retiree Drug Subsidy program.
-  We continue to support our Public Safety Departments by managing the hiring and promotional testing processes, formerly handled by Civil Service.

The Year Ahead

- We are adding another Payroll Coordinator that will start to focus on City Departments' payrolls.
- We have formalized a project to reinstall and improve the performance of our HR/Payroll software system, so that it is reliable and sustainable into the future. HR will lead this project with input and support from key stakeholders across the City and Schools.

HUMAN RESOURCES

	Actual FY 2010	Budget FY 2011	Budget FY 2012	\$ Change FY11-12	%Change FY11-12
<u>Appropriation by Major Object</u>					
Personal Services	182,444	204,240	206,257	2,017	1.0%
Ordinary Maintenance	2,685	3,700	3,700	0	0.0%
Other than Ordinary Maintenance	0	0	0	0	0.0%
Total	185,129	207,940	209,957	2,017	1.0%
<u>Appropriation by Major Activity</u>					
Employee Training & Education	0	0	0	0	0.0%
Administration	185,129	207,940	209,957	2,017	1.0%
Total	185,129	207,940	209,957	2,017	1.0%
<u>Financing Plan</u>					
General Fund	155,357	174,628	176,322	1,694	1.0%
Enterprise Fund Charge to General Fund	29,772	33,312	33,635	323	1.0%
Total	185,129	207,940	209,957	2,017	1.0%

Human Resources

3 4 8 1 9 7 0 6 2 5

by the numbers

- 1,331** Employees currently on the city and schools payroll
- 29 & 26** Numbers of employees sharing the most popular first names of city employees, Michael (29) and Susan (26)
- 10** Number of employees sharing each of the two most common surnames, Brown and Smith
- 49.7** Percent of employees who live in Northampton, Florence and Leeds
- 3,000** Approximate number of employment applications processed each year
- 400** Income verifications performed each year for employees who are seeking loans, credit or other assistance
- 7,250** Approximate number of pieces of paper added to employee files each year
- 12** Collective bargaining units (unions) whose benefits we administer
- 95** Percent of the time we are able to return phone calls within 24 hours