

Activity at a Glance

- 118 vacancies filled per calendar year
- 98% of labor grievances per fiscal year are resolved without arbitration
- 60% of employees provided onsite or offsite training per fiscal year
- 898 individual payroll timesheets processed bi-weekly

Activity Description

The Human Resources Division provides human resources services to the employees, prospective employees, and management of the Department of Administration (Admin) and the Office of Enterprise Technology (OET) by actively recruiting, hiring, developing, and retaining a productive, diverse, and highly competent workforce. The division's work is subject to compliance with federal and state law as well as internal policies and procedures.

Population Served

The Human Resources Division serves both Admin and OET.

Services Provided

The Human Resources Division provides the following services

- recruitment and staffing
- fringe benefits enrollment and administration
- labor contract administration/employee relations
- employee training and development
- bi-weekly payroll processing
- performance management and wage/compensation administration
- Worker's compensation administration, Occupational Safety and Health Administration (OSHA) compliance, and general safety/wellness program administration
- Affirmative Action, Americans with Disabilities Act (ADA), and Family and Medical Leave Act (FMLA) oversight and administration
- consultation on human resources management issues

Key Activity Goals & Measures

Admin Goal – To provide our customers with valuable services, products, advice, and expertise
(<http://www.admin.state.mn.us/admin.html>)

Measure: Managers and supervisors will receive a list of qualified applicants for positions within 48 hours of the closing of the announcement. It is critical that supervisors receive applications as soon as possible to diminish the length of time positions are vacant.

Measure: Average sick leave in the agency will be reduced to 30 hours per year or less. The agency is actively seeking to improve attendance so that its resources can be used most effectively. The number of sick leave hours does not include hours used under the Family and Medical Leave Act. In the past three years, the agency has averaged 42, 34, and 37 hours.

Measure: A collaborative effort between Admin and the Department of Transportation will reduce the time to train a new employee in the accounting series by 35%. Because of the complexity of the accounting system and its multiple demands, supervisors have been reluctant to hire candidates without state accounting experience. A training program being developed now will train new accounting staff across the state so that each accounting supervisor will have to spend less on-the-job training time.

Activity Funding

This activity is primarily funded through a general fund appropriation.

Contact

Director

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<http://www.admin.state.mn.us>

ADMINISTRATION DEPT

Program: ADMINISTRATIVE MGMT SERVICES

Activity: HUMAN RESOURCES

Budget Activity Summary

	<i>Dollars in Thousands</i>		<i>Dollars in Thousands</i>		<i>Biennium 2012-13</i>
	<i>Current FY2010</i>	<i>Current FY2011</i>	<i>Governor's Recomm. FY2012</i>	<i>Governor's Recomm. FY2013</i>	
<i>Expenditures by Fund</i>					
Direct Appropriations					
General	359	490	424	424	848
Total	359	490	424	424	848
<i>Expenditures by Category</i>					
Total Compensation	256	272	290	295	585
Other Operating Expenses	103	218	134	129	263
Total	359	490	424	424	848
Full-Time Equivalents (FTE)	3.9	4.1	4.4	4.4	