

# Human Resources

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## Administration and Systems Support

The purpose of Administration and Systems Support Line of Business is to provide quality service and support to Metro departments and agencies with enterprise wide human resource and payroll systems; to maintain accurate personnel records; to assure compliance with policy and legal requirements; to maintain and provide appropriate and accurate Human Resource data as well as provide administrative support for central Human Resources. Administration and Systems Support contains the following areas: EBS, Payroll, Financials, Records Management, and HRIS.

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<b>Budget</b>	<b>Staffing Summary</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>FY21-FY22 Difference</b>	<b>FY21-FY22 % Change</b>
<b>Budget:</b>	GSD General Fund	1,965,100	1,688,985	1,921,400	2,626,300	704,900	36.7%
	Total	\$1,965,100	\$1,688,985	\$1,921,400	\$2,626,300	\$704,900	36.7%
<b>FTEs:</b>	GSD General Fund	13.00	13.00	12.00	15.00	3.00	25.0%
	Total	13.00	13.00	12.00	15.00	3.00	25.0%

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## Non-allocated Financial Transactions

Central adjustments related to internal service fees, pay adjustments, fringe benefits, non-programmatic changes and departmental "to be determined" budget reductions are reported here. These adjustments will be allocated to individual programs by the department in the upcoming fiscal year.

<b>Budget</b>	<b>Staffing Summary</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>FY21-FY22 Difference</b>	<b>FY21-FY22 % Change</b>
<b>Budget:</b>	GSD General Fund	-141,500	0	0	0	0	0.0%
	Total	-\$141,500	\$0	\$0	\$0	\$0	0.0%

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## Benefits Administration, Benefit Board and Committees

The purpose of the Benefits Administration, Benefit Board and Committees Line of Business is to provide benefit services, employee relations, and workforce management services to Metro Nashville employees and retirees.

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**Benefit Services**

The purpose of Benefit Services is to provide accurate, timely, quality benefit and resolution services to Metro employees and retirees; to ensure their health, retirement and other benefit services are satisfactory and that any concerns or issues are resolved in a timely manner. Benefit Services contains the following areas: Benefit Services and Compliance, Pension Services, Benefit Board, and Disability Services.

<b>Budget</b>	<b>Staffing Summary</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>FY21-FY22 Difference</b>	<b>FY21-FY22 % Change</b>
<b>Budget:</b>	GSD General Fund	1,394,500	1,359,596	1,430,800	1,451,200	20,400	1.4%
	Total	\$1,394,500	\$1,359,596	\$1,430,800	\$1,451,200	\$20,400	1.4%
<b>FTEs:</b>	GSD General Fund	25.49	25.49	26.49	26.49	0.00	0.0%
	Total	25.49	25.49	26.49	26.49	0.00	0.0%

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**Employee Relations**

The purpose of Employee Relations is to provide training, consultation, policy development and interpretation, as well as providing administrative support and staff recommendations to the Employee Civil Service Commission in order to promote and maintain a professional, quality workforce with fair and equitable employment practices. Employee Relations contains the following areas: EEO, Training, Civil Service Commission, Veteran's Outreach, and Labor Relations.

<b>Budget</b>	<b>Staffing Summary</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>FY21-FY22 Difference</b>	<b>FY21-FY22 % Change</b>
<b>Budget:</b>	GSD General Fund	765,700	461,580	827,900	832,200	4,300	0.5%
	Total	\$765,700	\$461,580	\$827,900	\$832,200	\$4,300	0.5%
<b>FTEs:</b>	GSD General Fund	6.00	6.00	8.00	8.00	0.00	0.0%
	Total	6.00	6.00	8.00	8.00	0.00	0.0%

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**Workforce Management**

The purpose of Workforce Management is to provide quality compensation products, career opportunities, staffing services, maintain classification and compensation systems as well as customer service and support to Metro departments and agencies in a timely and efficient manner, so they can meet and maintain their staffing needs while ensuring compliance with policy and legal requirements. The area of Workforce Management contains the following areas: Recruitment, Classification Compensation, and Risk Administration.

<b>Budget</b>	<b>Staffing Summary</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2022 Budget</b>	<b>FY21-FY22 Difference</b>	<b>FY21-FY22 % Change</b>
<b>Budget:</b>	GSD General Fund	1,669,400	1,870,461	1,659,300	1,719,400	60,100	3.6%
	Total	\$1,669,400	\$1,870,461	\$1,659,300	\$1,719,400	\$60,100	3.6%
<b>FTEs:</b>	GSD General Fund	18.00	18.00	18.00	18.00	0.00	0.0%
	Total	18.00	18.00	18.00	18.00	0.00	0.0%

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