

**Department Name: Personnel Services**

**Total Reductions: \$150,000    FTE: 1.0**

**Program Title: Employment Office**

**Program Description:**

Administers the County Classification Plan, develops County job classification specifications, collects salary information, and recommends salaries for County classes; designs job-related examinations for County classes, administers County Civil Service examinations, and certifies eligible candidates for employment.

**Reduction:**

Total Budget	Reduction	Revised Budget	% Reduced	Total Program FTEs	Reduction in FTEs	% Reduced
\$5,549,677	\$74,715	\$5,474,962	1.35%	49.0	1.0	2.04%

**Program Impact:** The reduction of \$74,715 (\$14,921 General Fund savings) will unfund 1.0 Personnel Specialist (vacant) position which will increase the time required to process testing information to applicants and candidates. Additionally, the time to create eligible lists will increase, as will the creation and certifying of re-employment lists.

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**Program Title: Leadership & Organizational Development**

**Program Description:**

Manages college education at the worksite (County Campus), skills-based training programs, and employee development services; provides support for the Customer Service and Quality movement in the County; and provides Countywide and department-specific training services.

**Reduction:**

Total Budget	Reduction	Revised Budget	% Reduced	Total Program FTEs	Reduction in FTEs	% Reduced
\$899,528	\$75,285	\$824,243	8.37%	6.0	0.0	0.00%

**Program Impact:** The reduction of \$75,285 (\$15,051 General Fund savings) in the Other Professional Services (20259100) account will eliminate funding for all non-mandated training and development consulting/contractor services. These services are currently suspended, so impact to operations is not anticipated to be significant.