

PLEASE NOTE: THIS FORM MUST BE ACCOMPANIED BY ALL DETAILED BUDGET SHEETS

WARREN COUNTY BUDGET SUMMARY SHEET

PRIOR YEAR EXPENDITURES AND REQUEST FOR 2017 APPROPRIATIONS

REQUEST SUBMISSION TO THE CLERK OF THE BOARD OF SUPERVISORS

NAME OF DEPARTMENT: Civil Service
BUDGET ACCOUNT CODE: A.1430

OBJECT CODES	2015 EXPENDITURES	2016 ADOPTED	2016 AMENDED	2017 DEPARTMENT REQUESTS
100's PERSONAL SERVICES	\$223,496.72	\$175,838.00	\$175,838.00	\$199,138.00
200's EQUIPMENT	\$517.58	\$0.00	\$2,545.73	\$0.00
400's CONTRACTUAL	\$33,463.59	\$20,163.00	\$20,163.00	\$22,178.00
800's EMPLOYEE BENEFITS	\$97,533.67	\$103,079.00	\$103,079.00	\$103,848.00
TOTALS	\$355,011.56	\$299,080.00	\$301,625.73	\$325,164.00

2015 REVENUES	2016 ADOPTED REVENUES	2016 ESTIMATED REVENUES	2017 DEPARTMENT REQUESTS
\$4,915.00	\$6,000.00	\$6,000.00	\$6,000.00

SIGNED: Patricia L. Kemmerer
DEPARTMENT HEAD
TITLE: PERSONNEL OFFICER
DATE: 9/15/16

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
REVENUE						
Department 1430 - Civil Service						
<i>Intergovernmental Charges</i>						
2220	Civil Service Fees	4,915.00	6,000.00	6,000.00	5,372.50	6,000.00
	<i>Intergovernmental Charges Totals</i>	\$4,915.00	\$6,000.00	\$6,000.00	\$5,372.50	\$6,000.00
	Department 1430 - Civil Service Totals	\$4,915.00	\$6,000.00	\$6,000.00	\$5,372.50	\$6,000.00
	REVENUE TOTALS	\$4,915.00	\$6,000.00	\$6,000.00	\$5,372.50	\$6,000.00
EXPENSE						
Department 1430 - Civil Service						
<i>Personal Services</i>						
110	Salaries - Regular	215,399.84	152,689.00	152,689.00	94,484.10	195,038.00
120	Salaries - Overtime	2,213.95	4,100.00	4,100.00	1,662.67	4,100.00
130	Salaries - Part Time	5,882.93	19,049.00	19,049.00	5,238.92	.00
	<i>Personal Services Totals</i>	\$223,496.72	\$175,838.00	\$175,838.00	\$101,385.69	\$199,138.00
<i>Equipment</i>						
210	Furniture/Furnishings	232.00	.00	2,545.73	2,313.73	.00
220	Office Equipment	285.58	.00	.00	.00	.00
	<i>Equipment Totals</i>	\$517.58	\$0.00	\$2,545.73	\$2,313.73	\$0.00
<i>Contractual Expense</i>						
410	Supplies	4,094.28	1,500.00	1,500.00	1,005.38	1,500.00
423	Telephone	516.05	240.00	240.00	139.10	240.00
424	Postage	1,075.03	1,000.00	1,000.00	647.30	1,000.00
426	Subscriptions	416.00	225.00	225.00	.00	240.00
427	Memberships & Dues	1,060.00	100.00	100.00	100.00	100.00
428	Data Processing & Internet Fees	248.00	248.00	248.00	186.00	248.00
435	Medical Fees	380.00	2,350.00	2,350.00	2,060.00	3,350.00
436	Advertising Fees	1,126.85	1,000.00	1,000.00	.00	2,000.00
439	Misc Fees & Expenses	5,000.00	12,000.00	12,000.00	.00	12,000.00
444	Travel/Education/Conference	1,250.38	1,500.00	1,500.00	592.33	1,500.00
470	Contract	18,297.00	.00	.00	.00	.00
	<i>Contractual Expense Totals</i>	\$33,463.59	\$20,163.00	\$20,163.00	\$4,730.11	\$22,178.00

Account	Account Description	2015 Actual Amount	2016 Adopted Budget	2016 Amended Budget	2016 Actual Amount	2017 Departmental Request
Fund A - General						
EXPENSE						
Department	1430 - Civil Service					
<i>Comments</i>						
<i>Account</i>	<i>Level</i>	<i>Comment</i>				
426	Departmental Request	Yearly subscription update.				
435	Departmental Request	Physical agility or exam testing expenses. For 2017, request additional \$1000 for anticipated medical exam fees				
436	Departmental Request	2017 Legal Notices and exam advertising				
439	Departmental Request	Exam fees due annually (anticipated fees encumbered in 2016 for payment after State billing in 2017), plus other misc. expenses.				
444	Departmental Request	Association Conference- \$900 Civil Service Institute- \$600				
<i>Employee Benefits</i>						
810	Retirement	24,273.92	26,962.00	26,962.00	15,378.87	26,336.00
830	Social Security	13,281.77	10,901.00	10,901.00	6,052.60	12,346.00
831	Medicare Contribution	3,106.24	2,549.00	2,549.00	1,415.51	2,887.00
860	Hospitalization	45,126.87	50,666.00	50,666.00	27,481.57	53,421.00
865	Dental Insurance	696.00	864.00	864.00	442.00	864.00
<i>Employee Benefits Totals</i>		\$86,484.80	\$91,942.00	\$91,942.00	\$50,770.55	\$95,854.00
<i>Other Benefits</i>						
840	Workmen's Compensation	695.87	1,047.00	1,047.00	1,046.29	933.00
861	Retirees Hospitalization	10,353.00	10,090.00	10,090.00	4,232.16	7,061.00
<i>Other Benefits Totals</i>		\$11,048.87	\$11,137.00	\$11,137.00	\$5,278.45	\$7,994.00
Department 1430 - Civil Service Totals		\$355,011.56	\$299,080.00	\$301,625.73	\$164,478.53	\$325,164.00
EXPENSE TOTALS		\$355,011.56	\$299,080.00	\$301,625.73	\$164,478.53	\$325,164.00
Fund A - General Totals						
REVENUE TOTALS		\$4,915.00	\$6,000.00	\$6,000.00	\$5,372.50	\$6,000.00
EXPENSE TOTALS		\$355,011.56	\$299,080.00	\$301,625.73	\$164,478.53	\$325,164.00
Fund A - General Totals		(\$350,096.56)	(\$293,080.00)	(\$295,625.73)	(\$159,106.03)	(\$319,164.00)
Net Grand Totals						
REVENUE GRAND TOTALS		\$4,915.00	\$6,000.00	\$6,000.00	\$5,372.50	\$6,000.00
EXPENSE GRAND TOTALS		\$355,011.56	\$299,080.00	\$301,625.73	\$164,478.53	\$325,164.00
Net Grand Totals		(\$350,096.56)	(\$293,080.00)	(\$295,625.73)	(\$159,106.03)	(\$319,164.00)

2017 Salary Schedule (Position Budgeting)
Civil Service

Empl. #	Name	Position	Annual Earnings	Empl. Type	Benefit Group	Hire Date
	Jan1 Grade & Rate	Ann. Grade & Rate				
12908	Folger, Tammy	Personnel Clerk	\$29,671.00	Full Time	CSEA/FT	5/9/2016
	06-00 / \$14.10	06-01 / \$14.35				
5372	Lawrence, Margit	Personnel Technician #1	\$49,055.00	Full Time	Out of UnitFT	3/1/1989
	N/A / \$23.58	N/A / \$23.58				
9770	Nenninger, Patricia	Personnel Officer	\$74,312.00	Full Time	Appointed F/T	4/7/2003
	N/A / \$40.83	N/A / \$40.83				
		Civil Service Technician I	\$42,000.00			
	N/A / \$20.19	N/A / \$20.19				
		Personnel Extra Help/Over Time	\$4,100.00			
	N/A / \$0.00	N/A / \$0.00				
		Test Administrator	\$0.00			
	N/A / \$0.00	N/A / \$0.00				
		6	\$199,138.00			

Civil Service					
Salaries					
A:1430.110					
			Adopted 2016	2017 Position Budget	Proposed 2017
Personnel Officer			\$74,312	\$74,312	\$74,312
Personnel Technician			\$49,055	\$49,055	
Personnel Clerk			\$29,322	\$29,671	
(Promotion to Sr. Civil Service Clerk)					\$35,209
Civil Service Technician I*				\$42,000	\$45,000
Total			\$152,689	\$42,000	\$154,521
A:1430.120					
Overtime			\$4,100	\$4,100	\$4,100
Total			\$4,100	\$4,100	\$4,100
A:1430.130					
Personnel Aide - PT			\$19,049		0**
Temp Help- Test Admin					\$15,202
Test Administrators					0***
Test Monitors					0****
Total			\$19,049		\$15,202
2017 Proposed Total Total			\$175,838	\$199,138	\$173,823
* added per R304 of 2016					
** deleted per R304 of 2016					
*** \$18.00/ hr per R 304 of 2016					
****\$12.00/hr 2017 proposed					