



Department Description

The Department of Human Resources provides leadership, direction, and support to city departments. The department is responsible for administering employee benefit programs, coordinating and delivering citywide training and workforce development opportunities, designing and administering a fair, equitable, and market driven compensation management system, and providing consistent and uniform administration of collective bargaining agreements.

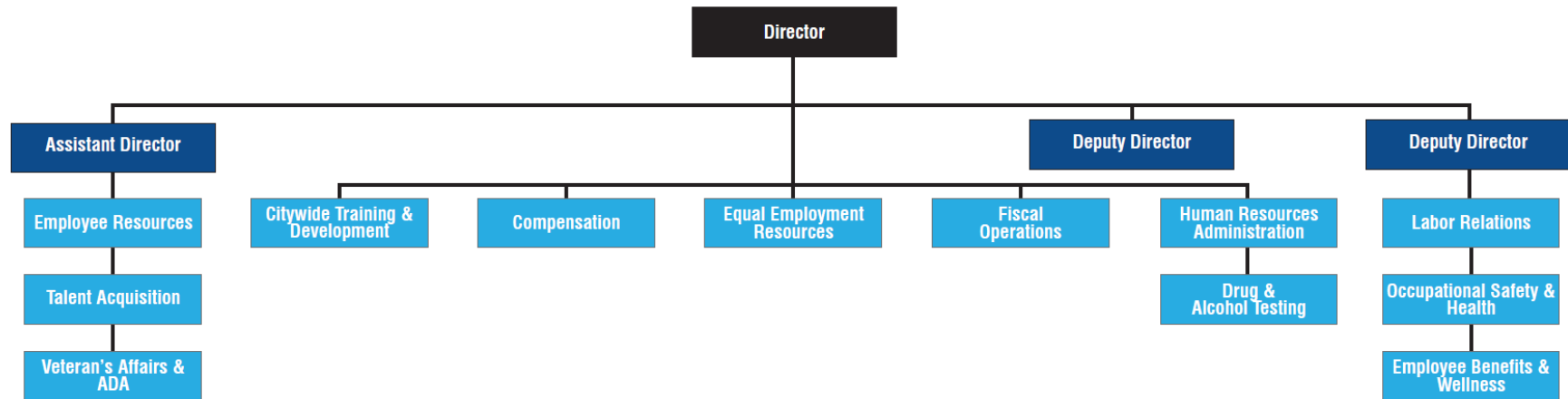
The Department of Human Resources also develops occupational safety and health programs and monitors compliance with established workplace safety standards. It administers drug-free workplace programs, coordinates citywide recognition and charitable programs, and ensures fair and equal treatment of employees and applicants.

Department Mission

To promote and support organizational excellence through effective partnerships that enhance the overall experience of every employee, by providing professional support administered in an environment that embraces diversity, equity, inclusion, and quality customer service.

Budget Summary				
Fund	2022 Actual	2023 Actual	2024 Budget	2025 Proposed
General Fund	3,288,639	3,335,243	3,658,238	3,937,913
Employee Benefits Fund	5,378,158	5,827,187	7,074,250	7,843,644
Department Total	\$ 8,666,797	\$ 9,162,430	\$ 10,732,488	\$ 11,781,557

Human Resources



2025 BUDGET NOTES

HUMAN RESOURCES

The general fund provides funding for all citywide training programs as well as supports the Equal Employment Opportunity Office, compensation section, and employee resources area. In addition:

- Funding is continued for contracts related to physical fitness and wellness testing for police officers and firefighters; this includes sufficient funding for the firefighter cancer screening initiative. All contracts are consolidated in this division to enhance service delivery and increase efficiency in contract administration.
- Funding is continued for contracts with promotion, recruitment and job seeking websites to maintain the city's focus on attracting and retaining high quality employees.
- Updated curriculum is funded in the Citywide Training and Development Office to support ongoing professional development for city employees.

EMPLOYEE BENEFITS

The employee benefits (EB) administration fund provides funding for all citywide benefits and wellness programs as well as labor relations, occupational health and safety, employee resources, and veterans affairs sections. In addition:

- Funding is continued for several professional service contracts, including employee benefits consultation, labor relations consulting services, workers' compensation actuarial services, health care audit services, and occupational safety consulting services. The latter contract assists departments in conducting safety audits, asbestos and mold assessment and abatement, safety training, and other environmental and occupational programming aimed at reducing risk exposure and work-related injuries.
 - Included in this budget is \$360,000 for the Occupational Safety and Health Clinic, which represents level funding when compared to the prior year.
 - Wellness programs designed to promote fitness and healthy lifestyles for employees continues, with a new Wellness Champions initiative being supported as well.
 - Funding is increased slightly for necessary software support for expanded benefits related programs in 2025.
 - Funding is allocated for outside counsel to act as the city's chief negotiator and legal counsel. For 2025, the funding for such services is reduced by \$150,000 to align with anticipated expenditures, including potential arbitration expenses and preparation for labor negotiations beginning at the end of 2025.
 - Support for Veteran's programs and recognition continues in 2025.
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Human Resources

Financial Summary by Fund					
Fund	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposed
General Fund					
Administration	\$ 3,288,639	\$ 3,335,243	\$ 3,658,238	\$ 3,372,850	\$ 3,937,913
General Fund Subtotal	3,288,639	3,335,243	3,658,238	3,372,850	3,937,913
Employee Benefits Fund					
Administration	5,378,158	5,827,187	7,074,250	6,985,212	7,843,644
Employee Benefits Fund Subtotal	5,378,158	5,827,187	7,074,250	6,985,212	7,843,644
Department Total	\$ 8,666,797	\$ 9,162,430	\$ 10,732,488	\$ 10,358,062	\$ 11,781,557

Financial Summary by Area of Expense					
Division	2022 Actual	2023 Actual	2024 Budget	2024 Projected	2025 Proposed
Administration					
General Fund					
Personnel	\$ 1,638,872	\$ 1,956,770	\$ 2,157,952	\$ 1,890,088	\$ 2,202,457
Materials & Supplies	17,938	38,318	71,848	71,848	80,500
Services	1,631,829	1,340,155	1,428,438	1,408,414	1,654,956
Other	-	-	-	2,500	-
General Fund Subtotal	3,288,639	3,335,243	3,658,238	3,372,850	3,937,913
Employee Benefits Fund					
Personnel	3,556,079	3,849,244	4,627,426	4,282,748	5,255,091
Materials & Supplies	34,564	42,309	69,048	68,554	125,500
Services	1,787,516	1,935,634	2,377,776	2,633,910	2,463,053
Employee Benefits Fund Subtotal	5,378,158	5,827,187	7,074,250	6,985,212	7,843,644
Administration Subtotal	8,666,797	9,162,430	10,732,488	10,358,062	11,781,557
Department Total	\$ 8,666,797	\$ 9,162,430	\$ 10,732,488	\$ 10,358,062	\$ 11,781,557

Department Personnel Summary								
Fund	2022 Actual		2023 Actual		2024 Budget		2025 Proposed	
	FT	PT	FT	PT	FT	PT	FT	PT
General Fund								
Administration	14	0	15	0	15	1	15	1
Employee Benefits Fund								
Administration	30	2	30	2	36	3	37	3
Total	44	2	45	2	51	4	52	4

Operating Budget by Program				
Program	2024	2024	2025	2025
	Budget	FTEs	Proposed	FTEs
Human Resources Administration	\$ 797,229	5	\$ 2,028,177	11
Internal Services	455,185	0	507,523	0
Compensation	300,388	2	318,776	2
Citywide Office of Training and Development	656,520	4	881,405	5
Labor Relations	291,884	2	1,049,374	5
Employee Resources	263,365	2	762,453	6
Equal Employment Opportunity	162,440	1	164,302	1
Occupational Health and Safety	3,678,788	13	4,273,231	13
Benefits Administration	3,225,574	19	1,796,316	9
EB Labor Relations	901,115	3	-	0
Department Total	\$ 10,732,488	51	\$ 11,781,557	52

For additional financial information related to the Human Resources Department, please refer to the employee benefits fund contained within the Internal Service Funds section. Program descriptions begin on the following page.



Employee Health and Benefits Fair



2025 PROGRAM GUIDE

HUMAN RESOURCES ADMINISTRATION

To provide leadership and direction for the department and to provide related administrative support for senior management. To manage the citywide Drug Free Work Place and Tuition Reimbursement programs.

INTERNAL SERVICES

To account for the internal service charges of the department necessary to maintain operations.

COMPENSATION

To develop, implement, and maintain compensation and performance management policies, procedures, and programs that meet the needs of the citizens of Columbus for a qualified and motivated workforce, while ensuring fair and equitable treatment of our employees.

CITYWIDE OFFICE OF TRAINING AND DEVELOPMENT

To provide workforce educational opportunities that enhance employee skills and maximize workplace potential and provide quality and affordable training and development opportunities to external agencies.

LABOR RELATIONS

To support the collective bargaining activity with each of the bargaining units and ensure consistent application of the provisions of all the collective bargaining contracts.

EMPLOYEE RESOURCES

To reward City of Columbus employees for extraordinary efforts in serving the citizens of Columbus and to expand outreach efforts to attract qualified candidates for employment opportunities with the City of Columbus.

EQUAL EMPLOYMENT OPPORTUNITY

To secure equal employment opportunity and fair treatment of the city's workforce.

OCCUPATIONAL HEALTH AND SAFETY

To provide leadership and policy development, as well as necessary supplies and services, to ensure and improve the safety of all employees. Physical fitness assessments for police and fire employees and the Occupational Safety and Health Clinic are incorporated into this program as well.

BENEFITS ADMINISTRATION

To promote employee wellness and provide efficient, cost effective, and responsive benefits that meet the needs of city employees.

EB LABOR RELATIONS

To support the collective bargaining activity with each of the bargaining units and ensure consistent application of the provisions of all the collective bargaining contracts. These activities are primarily funded through the employee benefits fund.



Wear Red Day – Go Red for Women – HR Participates

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