



Human Resource
Submitted by Gloria Roark, HR Director

Accomplishments for 2011:

1. Completed Drug and alcohol audit from FTA with no deficiencies
2. Reviewed handbook with attorney input and will issue.
3. Attended training and implemented changes with health care reform.
4. Worked on new retirement plan for non-uniform employees
5. Sponsored Safety Seminar with the Arkansas DOL for street and sanitation department

Goals for 2012:

1. Develop/research more training opportunities for staff.
2. Improving open enrollment and communications to staff regarding benefits.



City of Jonesboro Operating Budget FY 2012

Fund: General Fund	Department: Human Resource			
Account Name	2010 Actual	2011 Budget	2012 Budget	Difference
Salaries- Human Resource	\$ 99,140	\$ 99,140	\$ 102,118	\$ 2,978
Holiday Pay	1,525	1,525	1,571	46
Group Insurance	5,903	12,000	6,500	(5,500)
Payroll Taxes	6,055	6,147	6,429	282
Expenses (Travel & Training)	5,454	4,000	8,000	4,000
Insurance and Licenses	367	2,500	200	(2,300)
Professional Services	19,345	6,780	10,280	3,500
Postage	569	500	500	0
Advertising and Printing	190	800	1,600	800
Supplies	76	900	1,000	100
Office Supplies	567	900	900	0
Dues & Subscriptions	1,005	855	1,100	245
Unemployment/Wkms.Comp.	868	0	0	0
Medicare Contributions	1,416	1,438	1,503	66
TOTAL	\$ 142,482	\$ 137,484	\$ 141,701	\$ 4,217

City of Jonesboro Authorized Position FY 2012

Fund: General Fund

Human Resource Department Total Staff of 2 Employees

1 Human Resource Director

1 HR Safety Tech

Job Title		Salary
Human Resource Director	\$	65,180.48
HR Safety Tech		36,937.56
TOTAL	\$	102,118.04