

## Schedules 2A & 2B

**COLORADO DEPARTMENT OF PERSONNEL AND ADMINISTRATION**

**SCHEDULE 2A - Department Summary**

Division	Actual FY02-03		Actual FY03-04		Appr. FY04-05		Estimate FY04-05		Request FY05-06	
	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE
<b>(1) EXECUTIVE OFFICE</b>										
Division Total	7,762,971	23.5	7,094,715	20.8	10,314,327	28.0	8,095,011	23.5	9,732,755	23.5
General Fund	2,909,457		2,855,416		3,339,253		3,011,977		3,616,763	
Cash Funds	158,814		173,446		106,989		33,295		49,867	
Cash Exempt	4,694,700		4,065,852		6,868,085		5,049,739		6,066,124	
<b>(2) DIVISION OF HUMAN RESOURCES</b>										
Division Total	42,481,616	55.6	51,555,885	49.2	63,612,792	58.2	63,696,134	55.7	53,964,336	56.7
General Fund	835,442		17,540		155,990		54,040		0	
Cash Funds	5,965,833		4,109,848		5,285,200		5,335,734		5,002,562	
Cash Exempt	35,680,342	8.1	47,428,497	8.4	58,171,602	9.0	58,306,360	9.0	48,961,774	9.0
<b>(3) PERSONNEL BOARD</b>										
Division Total	369,258	4.6	396,741	4.2	416,862	4.8	453,514	4.8	433,873	4.8
General Fund	369,118		184,706		225,564		243,386		320,013	
Cash Funds	140		438		1,200		1,200		1,200	
Cash Exempt			211,597		190,098		208,928		112,660	
<b>(4) CENTRAL SERVICES</b>										
Division Total	48,814,651	166.4	49,176,413	175.5	54,393,839	191.0	54,845,800	191.0	55,425,131	191.0
General Fund	34,479		2,533							
Cash Funds	4,446,493		3,181,756		3,277,930		3,277,930		3,702,601	
Cash Exempt	44,333,679		45,992,124		51,115,909		51,567,870		51,722,530	

Division	Actual FY02-03		Actual FY03-04		Appr. FY04-05		Estimate FY04-05		Request FY05-06	
	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE
<b>(5) FINANCE AND PROCUREMENT</b>										
Division Total	4,896,294	64.9	4,743,704	58.2	4,689,660	65.5	4,966,756	65.5	4,811,980	65.5
General Fund	915,849	7.0	591,434	5.6	1,032,949	7.0	1,133,135	7.0	1,045,116	7.0
Cash Funds	754,874	2.5	881,734	2.9	920,822	3.5	943,982	3.5	929,623	3.5
Cash Exempt	3,225,571		3,270,536		2,735,889		2,889,639		2,837,241	
<b>(6) DIVISION OF INFORMATION TECHNOLOGY</b>										
Division Total	35,458,967	172.9	34,782,993	161.6	36,989,249	185.3	37,864,050	180.3	35,500,623	180.3
General Fund	6,310,830		4,031,995		3,639,674		3,794,902		3,369,396	
Cash Funds	786,061		1,427,846		2,190,589		2,190,589		1,491,635	
Cash Exempt	28,260,071		29,207,626		31,087,455		31,807,028		30,568,061	
Federal Funds	102,005		115,526		71,531		71,531		71,531	
<b>(7) ADMINISTRATIVE HEARINGS</b>										
Division Total	3,238,565	37.3	2,997,864	34.2	3,383,122	39.0	3,565,008	39.0	3,254,429	39.0
Cash Funds									28,704	
Cash Exempt	3,238,565		2,997,864		3,383,122		3,565,008		3,225,725	
<b>COLORADO DEPARTMENT OF PERSONNEL AND ADMINISTRATION</b>										
Department Total	143,022,321	525.2	150,748,314	503.8	173,799,851	571.8	173,486,272	559.8	163,123,127	560.8
General Fund	11,375,174	7.0	7,683,625	5.6	8,393,430	7.0	8,237,440	7.0	8,351,288	7.0
Cash Funds	12,112,214	2.5	9,775,068	2.9	11,782,730	3.5	11,782,730	3.5	11,206,193	3.5
Cash Exempt	119,432,928	8.1	133,174,095	8.4	153,552,160	9.0	153,394,571	9.0	143,494,114	9.0
Federal Funds	102,005		115,526		71,531		71,531		71,531	

**Schedule 2.B**  
**Index from Line Items to Programs**

Department: Personnel & Administration  
Fiscal Year: 2005-06  
November 1, 2004

Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
				Associated Program(s)	Page Number
<b>(1) Executive Director's Office</b>	Personal Services	Payment of ongoing salaries for management and other services of the department			
	Health, Life, Dental Insurance	State's contribution to health benefits for employees within the department.	24-50-601	Executive Director's Office	
	Short Term Disability Ins	State contribution for employee short term illness.	24-50-603		
	Salary Survey & Senior Exec Service	Adjustments to State employee salaries based on the Total Compensation Survey	24-50-104		
	Performance-based Pay	Performance-based employee salary increases			
	Shift Differential	Hours of employment outside regular office hours of 8a.m. to 5 p.m.			
	Workers Compensation	Payment of insurance to cover employee projected and current losses.	24-10-1510		
	Operating Expense	Consumable supplies and materials used for general day-to-day operations.			
	Legal Services	Purchase of legal services from the Department of Law.			
	Purchase of Svc-Computing	Payments for automated data processing services from GGCC.			
	Multiuse Network Payments	Provides DPAs portion of the Statewide Multiuse Network			
	Payments to Risk Mgt & Property Funds	Insurance coverage for property and liability			
	Vehicle Lease Payments	Payments for lease or replacement of state owned and operated vehicles			
	Leased Space	Use and acquisition of space pursuant to a rental agreement.			
	Capitol Complex Leased Space	Lease of state-owned office space			
	Communications Services Payments	DPAs portion of total Communications Services (DTR, etc...)			
	Test Facility Lease	Federal Lease for high speed train testing in Pueblo.			
	Employment Security Contract	Contract for review of unemployment ins claims for executive branch.			
	Employees Emeritus	Additional retirement benefits for about 7 employees. Program is being phased out.			
	HIPAA-Security Remediation	Health Insurance Portability and Accountability Act of 1996			
<b>(2) Division of Human Resources</b>					
	<b>(A) Human Resource Services</b>	Provide leadership and consultation in human resource management for State agencies	Article XII, Sections 13, 14 and 15 of the State Constitution; 24-30 Parts 1 & 15; 24-50 et. seq.		
	<b>(1) State Agency Services</b>				
	Personal Services	Payment of ongoing salaries for management and other services of the division.			
	Operating Expense	Consumable supplies and materials used for general day-to-day operations.			
	<b>(2) Training Services</b>	Provide ongoing training and development for employees of the State.			
	Personal Services	Payment of ongoing salaries for management and other services of the division.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost Assessment	Payment of expenses indirectly associated to operation of the division.			
	<b>(3) CSEAP</b>		24-50-604		
Personal Services	Payment of ongoing salaries for management and other services of the division.				

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				Associated Program(s)	Page Number
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	<b>(B) Employee Benefits Services</b>	Assists employees of the state with cost-effective benefit choices that meet their needs.	24-50-601		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilization Review	Payments for professional services to ensure efficiency and cost benefits from selected providers.			
	Deferred Compensation Plans	Administrative management of employees supplemental retirement benefit			
	Defined Contribution Plans	Administrative management of a portable retirement fund for Legislators and Senior Executive Staff.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	<b>(C) Risk Management Services</b>	Administer, supervise, and manage a comprehensive risk management program that serves all state agencies in the protection of state assets.	24-30-1501		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Audit Expense	Payment for performance audit of the division.			
	Legal Services	Payment for legal services associated with the Risk Mgt. Liability Program	24-30-1507		
	Liability Premiums	Premiums paid by State agencies to cover projected and current losses due to liability cases.	24-10-114; 24-30-1510 (3) (a)		
	Property Premiums	Premiums paid by State agencies for protection of state assets.	24-30-1510.5		
	Workers' Compensation Premiums	Payments made by state agencies in support of the State's self-insured workers' compensation program.	24-30-1510.3; CRS 24-30-1510.7		
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
<b>(3) Personnel Board</b>		Resolve disputes involving state employees and agencies.	24-50-101 et seq.; 24-50.5-101 et seq.; Article XII, sections 13, 14, & 15		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
<b>(4) Central Services</b>		Division of Central Services	24-30-1101 thru 1117		
	<b>(A) Administration</b>	Provide administrative, financial, and human resource support for the division			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost	Payments of expenses indirectly associated to the division's operation.			
	<b>(B) Integrated Document Factory</b>	Centralized reproduction service provider to all state agencies.			
	<b>(1) Reprographic Services</b>	Provide professional agency publications to all state agencies	24-30-1102(4); 24-30-1104(1)		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	<b>(2) Document Solutions Group</b>	Provide filming and scanning services to all state agencies.	24-30-1102(4); 24-30-1104(1); 24-30-1104(1)(k); 24-30-1601 through 1606		
	Personal Services	Payment of ongoing salaries for management and services.			

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				Associated Program(s)	Page Number
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilities	Utilities payments for Central Services Document Solutions Group			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(3) Mail Services	Provide full mail processing services, consult state mailers, and monitor the processes and technologies of the U.P.S. and the mailing industry.	24-30-1102(4); 24-30-1104(1); 24-30-1111		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(C) Fleet Management Program & Motor Pool Services	Provide full service light duty vehicles leasing to state agencies.	24-30-1104(2) and 24-30-1112 through 1117		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Vehicle Lease/Purchase	Funding for new and replacement fleet vehicles			
	(D) Facilities Maintenance		24-1-136.5; 24-82-101 through 103; 24-30-1303; 18-9-117, CRS (combined with 24-82-101).		
	(1) Capitol Complex Facilities				
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Capitol Complex Repairs	Routine maintenance of buildings.			
	Capitol Complex Security	Routine security of buildings			
	Utilities	Utility payments for all Denver area buildings.			
	(2) Grand Jct St Svc Bldg				
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilities	Utility payments for the Grand Junction State Services Building			
	(3) Camp George West				
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Utilities	Utility pmts for all buildings at Camp George West.			
(5) Finance & Procurement			24-17-103; 24-30-201, et. seq.; 24-52-101, et. seq.; 24-75-102; 24-75-105 through 111; 24-75-201.3; 24-75-202 through 204; 24-75-212 through 214; 24-75-301 through 305; 24-75-402; 24-101-101, et.seq.		
	(A) State Controller's Office and Procurement Services	Manage the financial and procurement operations of the state.			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			

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Long Bill Group	Long Bill Line Item	Long Bill Line Item Description	Statutory Citation	Cross-Reference to Program Crosswalk	
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	(B) Supplier Database	The supplier database maintained by State Purchasing Office that provides notification of solicitations, known as the Bid Information and Distribution System (BIDS)	24-102-202.5		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(C) Collection Services	Provide debt collection services for state agencies.	24-30-202.4		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Collection of Debts Due to the State	Tax Offset for payment of debts owed to the State.			
	(D) Real Estate Svcs		24-30-1301 through 1304; 24-82-202		
	Coordination of CC, CM, & Leases	Planning for statewide controlled maintenance and capital construction. Maintenance requests. Management of leasing statewide.			
<b>(6) Division of Information Technology</b>					
	(A) Administration	Manages the internal business functions of the Colorado Information Technology Services			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(B) Customer Services	DoIT's Service Center provides 24 hrs, 7-day a week coverage to its customers	24-30-1601 thru 21-30-1607		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(C) Order Billing	Provides direct support to all activities of DoIT Network Services operations	24-30-901 thru 24-30-909		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(D) Communications Services	Provides full information network services for the statewide telecommunication network.	24-30-901; 24-30-903; 24-30-908.5; 24-33.5-223		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Training	Continuing Safety training for CPR & First Aid.			
	Utilities	Utility pmts for all microwave tower sites & leased office space.			
	Local Systems Development	Local government connections to microwave towers.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(E) Network Services	A high-speed fiber-optic network link for Colorado.	24-30-901 thru 24-30-909		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Telecommunications Audit Expense	Allows audits of telecom billings to ensure accuracy and possible savings			
	Toll Free Access to GA	Toll-free access for constituents.			
	(F) Computer Services	Provides computing services for the management and operation of the State's information data center.	24-30-1601 thru 24-30-1607		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Rent/Lease/ Lease Purchase CPU	Lease payments for the mainframe.			

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	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			
	(G) Information & Archival Services	Ensures the preservation of the state's permanent legal records and information.	24-80-101 thru 24-80-109		
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	(H) Technology Management Unit	Provides maintenance of statewide information systems the financial and human resource systems.			
	Personal Services	Payment of ongoing salaries for management and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
(7) Administrative Hearings		Provide professional adjudication services for the State of Colorado.	24-4-100		
	Personal Services	Payment of ongoing salaries for management, staff, and services.			
	Operating Expenses	Consumable supplies and materials used for general day-to-day operations.			
	Indirect Cost Assessment	Payments of expenses indirectly associated to the division's operation.			