

Schedule 13 Funding Request for the 2013-14 Budget Cycle

Department: Department of Personnel & Administration
 Request Title: Departmental Technical Funding Adjustments
 Priority Number: R - 5

Dept. Approval by: *Adam Segner* 10/23/12
 Date

OSPB Approval by: *Eric N. ...* 10/23/12
 Date

- | |
|--|
| <input checked="" type="checkbox"/> Decision Item FY 2013-14 |
| <input type="checkbox"/> Base Reduction Item FY 2013-14 |
| <input type="checkbox"/> Supplemental FY 2012-13 |
| <input type="checkbox"/> Budget Amendment FY 2013-14 |

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
Total of All Line Items	Total	15,612,922	-	15,645,498	-	-
	FTE	170.6	-	170.6	-	-
	GF	1,774,939	-	1,713,461	-	-
	GFE	-	-	-	-	-
	CF	4,000,408	-	4,043,552	-	-
	RF	9,837,575	-	9,888,485	-	-
	FF	-	-	-	-	-
(1) Executive Director's Office, (A) Department Administration, Personal Services	Total	1,664,580	-	1,680,868	(93,623)	(93,623)
	FTE	19.8	-	19.8	(1.0)	(1.0)
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	15,648	-	15,648	-	-
	RF	1,648,932	-	1,665,220	(93,623)	(93,623)
	FF	-	-	-	-	-
(1) Executive Director's Office, (A) Department Administration, Operating Expenses	Total	100,481	-	100,481	(950)	(950)
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	100,481	-	100,481	(950)	(950)
	FF	-	-	-	-	-
(1) Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program, Personal Services	Total	621,877	-	621,877	93,623	93,623
	FTE	10.0	-	10.0	1.0	1.0
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	621,877	-	621,877	93,623	93,623
	FF	-	-	-	-	-

Department of Personnel & Administration

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Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
Fund						
(1) Executive Director's Office, (B) Statewide Special Purpose, (1) Colorado State Employees Assistance Program, Operating Expenses	Total	52,844	-	52,844	950	950
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	52,844	-	52,844	950	950
	FF	-	-	-	-	-
(1) Executive Director's Office, (B) Statewide Special Purpose, (4) Address Confidentiality Program	Total	128,823	-	128,823	(128,823)	(128,823)
	FTE	2.0	-	2.0	(2.0)	(2.0)
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	128,823	-	128,823	(128,823)	(128,823)
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(4) Central Services, (B) Integrated Document Solutions, Address Confidentiality Program (new line)	Total	-	-	-	128,823	128,823
	FTE	-	-	-	2.0	2.0
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	128,823	128,823
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(4) Central Services, (A) Administration, Operating Expenses	Total	77,427	-	77,427	(9,480)	(9,480)
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	9,502	-	9,502	-	-
	RF	67,925	-	67,925	(9,480)	(9,480)
	FF	-	-	-	-	-
(4) Central Services, (D) Facilities Maintenance - Capitol Complex, Operating Expenses	Total	1,884,034	-	1,884,034	9,480	9,480
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	1,884,034	-	1,884,034	9,480	9,480
	FF	-	-	-	-	-
(4) Central Services, (A) Administration, Personal Services	Total	740,605	-	740,605	(91,355)	(91,355)
	FTE	10.0	-	10.0	(2.0)	(2.0)
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	91,355	-	91,355	(91,355)	(91,355)
	RF	649,250	-	649,250	-	-
	FF	-	-	-	-	-

Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
Fund						
(4) Central Services, (A) Administration, Operating Expenses	Total	77,427	-	77,427	(9,502)	(9,502)
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	9,502	-	9,502	(9,502)	(9,502)
	RF	67,925	-	67,925	-	-
	FF	-	-	-	-	-
(4) Central Services, (A) Administration, Indirect Cost Assessment	Total	110,094	-	110,094	(9,395)	(9,395)
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	13,623	-	13,623	(9,395)	(9,395)
	RF	96,471	-	96,471	-	-
	FF	-	-	-	-	-
(5) Division of Accounts and Control - Controller, (B) State Purchasing Office, Personal Services	Total	805,769	-	805,769	104,454	104,454
	FTE	12.5	-	12.5	2.0	2.0
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	805,769	-	805,769	104,454	104,454
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(5) Division of Accounts and Control - Controller, (B) State Purchasing Office, Operating Expenses	Total	27,000	-	27,000	5,798	5,798
	FTE	-	-	-	-	-
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	27,000	-	27,000	5,798	5,798
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(1) Executive Director's Office, (A) Department Administration, Personal Services	Total	1,664,580	-	1,680,868	-	-
	FTE	19.8	-	19.8	(1.0)	(1.0)
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	15,648	-	15,648	-	-
	RF	1,648,932	-	1,665,220	-	-
	FF	-	-	-	-	-

Department of Personnel & Administration

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Line Item Information		FY 2012-13		FY 2013-14		FY 2014-15
		1	2	3	4	6
Fund		Appropriation FY 2012-13	Supplemental Request FY 2012-13	Base Request FY 2013-14	Funding Change Request FY 2013-14	Continuation Amount FY 2014-15
(1) Executive Director's Office, (B) Statewide Special Purpose, (3) Colorado State Archives, Personal Services	Total	530,013	-	530,013	-	-
	FTE	8.0	-	8.0	1.0	1.0
	GF	408,974	-	347,496	-	-
	GFE	-	-	-	-	-
	CF	110,302	-	153,446	-	-
	RF	10,737	-	29,071	-	-
	FF	-	-	-	-	-
(2) Division of Human Resources, (A) Human Resource Services (1) State Agency Services, Personal Services	Total	1,617,780	-	1,617,780	-	-
	FTE	20.2	-	20.2	(1.0)	(1.0)
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	1,617,780	-	1,617,780	-	-
	FF	-	-	-	-	-
(2) Division of Human Resources, (C) Risk Management Services, Personal Services	Total	753,646	-	753,646	-	-
	FTE	10.5	-	10.5	1.0	1.0
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	-	-	-	-	-
	RF	753,646	-	753,646	-	-
	FF	-	-	-	-	-
(5) Division of Accounts and Control - Controller, (A) Office of the State Controller, Personal Services	Total	2,518,582	-	2,518,582	-	-
	FTE	34.3	-	34.3	(2.0)	(2.0)
	GF	1,365,965	-	1,365,965	-	-
	GFE	-	-	-	-	-
	CF	1,152,617	-	1,152,617	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(2) Division of Human Resources, (B) Employee Benefits Services, Personal Services	Total	778,013	-	778,013	-	-
	FTE	10.0	-	10.0	2.0	2.0
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	778,013	-	778,013	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-
(5) Division of Accounts and Control - Controller, (B) State Purchasing Office, Personal Services	Total	805,769	-	805,769	-	-
	FTE	12.5	-	12.5	(3.0)	(3.0)
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	805,769	-	805,769	-	-
	RF	-	-	-	-	-
	FF	-	-	-	-	-

Line Item Information	Fund	FY 2012-13		FY 2013-14		FY 2014-15
		1 Appropriation FY 2012-13	2 Supplemental Request FY 2012-13	3 Base Request FY 2013-14	4 Funding Change Request FY 2013-14	6 Continuation Amount FY 2014-15
(2) Division of Human Resources, (A) Human Resource Services, (2) Training Services, Personal Services	Total	653,578	-	653,578	-	-
	FTE	1.0	-	1.0	3.0	3.0
	GF	-	-	-	-	-
	GFE	-	-	-	-	-
	CF	36,837	-	36,837	-	-
	RF	616,741	-	616,741	-	-
	FF	-	-	-	-	-
Letternote Text Revision Required? Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>						
Cash or Federal Fund Name and COFRS Fund Number: EDO: This amount shall be from Fund 21A, the Address Confidentiality Program Surcharge Fund created in Section 24-30-2114 (4) (a), C.R.S.; DCS: This amount shall be from car rental and travel agency rebates.						
Reappropriated Funds Source, by Department and Line Item Name: EDO: These amounts shall be from statewide indirect cost recoveries; DCS: This amount shall be from fees from user agencies deposited in the Department of Personnel Revolving Fund created in Section 24-30-1108 (1), C.R.S., and the Motor Fleet Management Fund created in Section 24-30-1115 (1), C.R.S.						
Approval by OIT? Yes: <input type="checkbox"/> No: <input type="checkbox"/> Not Required: <input checked="" type="checkbox"/>						
Schedule 13s from Affected Departments: Not Applicable						
Other Information:						



DEPARTMENT OF PERSONNEL & ADMINISTRATION

John W. Hickenlooper
Governor

Kathy Nesbitt
Executive Director

*FY 2013-14 Funding Request
November 1, 2012*

Kathy Nesbitt 10/22/12
Signature Date

*Department Priority: R - 5
Departmental Technical Funding Adjustments*

Summary of Incremental Funding Change for FY 2013-14	Total Funds	General Fund	FTE
Departmental Technical Funding Adjustments	\$0	\$0	0.0

Request Summary:

The Department requests cumulative adjustments in the FY 2013-14 Long Bill to various line items. The proposed adjustments are budget neutral as the Department is simply seeking to align its resources in the most efficient manner possible. The requested funding adjustments result from the desire to align Department resources within the appropriate section of the Long Bill to insure that services currently being provided better reflect actual programmatic implementation and oversight.

Background:

Legislative actions over the course of the past few years have assigned responsibility for activities to the Department; however, in some cases the duties may have been assigned to a less than optimal organization within the Department. The Department is therefore requesting to move certain functions, personnel, or FTE authority to different units within the budget to more efficiently manage the resources needed to run the programs.

Proposed Solution(s)

The Department is requesting technical funding adjustments to the Long Bill. The changes will better align the different budgeted appropriations with actual programmatic functions and management oversight.

1) Executive Director's Office, (A) Department Administration

The Department is requesting to transfer \$93,623 in Personal Services funds and 1.0 FTE, and \$950 of Operating Expenses Reappropriated Funds (user fees) from the Executive Director's Office to DPA's Colorado State Employee Assistance Program (CSEAP) section.

The Department recently eliminated the Ombuds Program and would like to move this position in order to better utilize the skill set of the incumbent FTE to address the excess caseload and unmet demand in the CSEAP program, specifically the Statewide Employee Mediation Program. Mediation allows state employees support in reaching mutually acceptable outcomes with colleagues, managers, or subordinates at the lowest level possible. This avoids direct costs to the State that would be incurred in litigated disputes, and reduces indirect costs (e.g., lost productivity) that would be incurred in formal conflict resolution procedures involving the State Personnel Board. The incumbent FTE currently provides assistance in this area and this request merely formalizes this reporting relationship.

Executive Director's Office, Statewide Special Purpose, Colorado State Employees Assistance Program Conforming Letternote Revisions:

“b”: Assignment of Letternote “b” to RF source.

1) Executive Director's Office, (B) Statewide Special Purpose, (4) Address Confidentiality Program

The Department is requesting to move \$128,823 in Cash Funds and 2.0 FTE from the Address Confidentiality Program (ACP) to (4) Central Services, (B) Integrated Document Solutions unit (IDS). House Bill 11-1080 moved the Address Confidentiality Program from the Secretary of State to the Department’s Executive Director’s Office.

After analyzing the program, the Department believes greater efficiencies may be obtained by formally placing the functions in the Integrated Document Solutions Unit. The Department believes the duties and functions of the program better align with the duties and functions performed by IDS which includes the mail services program.

The primary purpose of the ACP is to maintain the privacy of a victim’s address through the use of a substitute address to prevent a potential assailant from discovering the location of the client. Since the Department assumed responsibility for the ACP program, all correspondence to an ACP client has been routed through the Department’s IDS unit.

The Department’s IDS unit is in the business of providing mail services for the State, and as such would ideally be the best organization to coordinate and provide mail delivery and forwarding services of the program.

Central Services, Integrated Document Solutions Conforming Letternote Revisions:

“a”: Assignment of Letternote “a” to CF source which already exists for other line items in this group.

2) Division of Human Resources, (A) Human Resource Services (2) Training Services

The Department is requesting to rename this section to:

2) Division of Human Resources, (A) Human Resource Services (2) Statewide Training and Development Center

The Department believes the current name of this section “Training Services” does not reflect the breadth of offerings or the scope of its mission, and believes this name change better reflects the mission of the organization.

4) Central Services, (A) Administration

The Department is requesting to move \$9,480 in Operating Expenses, Reappropriated Funds (user fees) for the State ID Card Program from the Central Services, Administration to Central Services, Facilities Maintenance – Capitol Complex. Funding for the program was appropriated to Central Services Administration however; the program has functionally been performed within the Central Services, Facilities Maintenance – Capitol Complex Unit. Because the operating expenses are currently appropriated in the Central Services Administration, journal entries are required to transfer the expenses incurred by Facilities Maintenance – Capitol Complex.

Central Services Administration performs the oversight function of all Central Services functions (mail services, reprographics, document solutions, fleet management, and facilities maintenance – capitol complex) and as such, does not manage specific programs within the administration unit.

The Department believes that providing State ID cards is best performed by the Facilities Maintenance – Capitol Complex unit as this unit interacts with State Departments and employees on a daily basis. By moving the spending authority to the Facilities Maintenance – Capitol Complex organization, the Department will be able to eliminate the additional burden of journal entries and consolidate the function in the most appropriate line item.

Central Services, Facilities Maintenance – Capitol Complex Conforming Letternote Revisions:

“b”: no revisions necessary, does not specify quantities.

4) Central Services, (A) Administration

The Department is requesting to move \$110,252 in Cash Funds and 2.0 FTE working in the Statewide Travel Management Program (STMP) from (4) Central Services, (A) Administration to the (5) Division of Accounts and Control – Controller, (B) State Purchasing Office.

The Department believes the Statewide Travel Management Program is a better fit within the State Purchasing Office as the Statewide Travel Management Program function purchases state wide travel services for State employees. STMP obtains and manages statewide price agreements with airlines, auto rental companies and travel agents. These statewide price agreements are conceptually very similar to the activities performed by the State Purchasing Office in that the State Purchasing Office obtains and manages statewide price agreements for a variety of statewide contracts. The Department believes the State Purchasing Office is a better fit for this program due to the similarity of the functions involved.

Division of Accounts and Control – Controller, (B) State Purchasing Office Conforming Letternote Revisions:

“a”: Assignment of Letternote “a” to CF source which already exists for other line items in this group.

General FTE Utilization Adjustments:

The Department is transferring various FTE from certain units within the Department to other units to better reflect expected utilization of resources. No funding changes are required as part of these adjustments, however the Department would like the Long Bill to reflect the transfer of these FTE.

Certain units within the Department have more FTE allocated than spending authority, but there are other units within the organization that would benefit from more FTE authority than they

currently have. The Department would like to adjust the FTE for the following units:

Move 1.0 FTE from the (1) Executive Director’s Office, (A) Department Administration to the (1) Executive Director’s Office, (B) Statewide Special Purpose, (3) Colorado State Archives.

Move 1.0 FTE from the (2) Division of Human Resources, (A) Human Resource Services (1) State Agency Services to the (2) Division of Human Resources, (C) Risk Management Services.

Move 2.0 FTE from the (5) Division of Accounts and Control – Controller, (A) Office of the State Controller to the (2) Division of Human Resources, (B) Employee Benefits Services.

Move 3.0 FTE from the (5) Division of Accounts and Control – Controller, (B) State Purchasing Office to the (2) Division of Human Resources, (A) Human Resource Services, (2) Training Services.

ORG	APPR	Adjustments	Adjusted APPR
Executive Office	19.8	(1.0)	18.8
CSEAP	10.0		10.0
Colorado Archives	8.0	1.0	9.0
Office of the State Architect	5.0		5.0
Address Confidentiality Program	2.0		2.0
State Agency Services	20.2	(1.0)	19.2
Training Services	10.0	3.0	13.0
Employee Benefits	1.0	2.0	3.0
RISK TTL	10.5	1.0	11.5
State Personnel Board	4.8		4.8
DCS Administration	10.0		10.0
Integrated Document Solutions	113.6		113.6
Fleet Management	14.0		14.0
Facilities Maintenance, Capitol Complex	55.2		55.2
Office of the State Controller	34.3	(2.0)	32.3
State Purchasing Office	12.5	(3.0)	9.5
SDb E-Pro	4.0		4.0
Collection Services	20.0		20.0
OAC Services	40.0		40.0
Total	394.9	0.0	394.9

Anticipated Outcomes:

The Department believes that placing positions and duties within the functional group responsible for managing the identified programs will result in better aligned, more efficient, customer focused operations. Management oversight is strengthened by placing the duties under the functionally responsible manager. Administrative efficiencies will also be realized by eliminating accounting entries associated with transferring expenses from a unit incurring the expenses to the unit responsible for managing and incurring the costs of these programs.

Assumptions for Calculations:

The requested transfer amount for salaries is the employee's actual salary, and budgeted operating costs.

For the Address Confidentiality Program and the Statewide Travel Management Program, the amount being transferred is the programs' current appropriation.

The State I.D. card program operating expense transfer is based on the average expenditures from the past two fiscal years for the program.

Consequences if not Funded:

The Department would continue to manage these functions and operations in a less optimal manner. It would need to continue transferring expenses and recording journal entries to move the expenses from the organization incurring

them to the organization that was assigned the responsibility. In addition, FTE authority would not be reflected in the most optimal manner as needed by the Department.

Impact to Other State Government Agency:

None

Cash Fund Projections:

Not Applicable.

Relation to Performance Measures:

This supports the Department's performance measure of "Continually improve the perception and image of the Department of Personnel and Administration through the department's annual survey of customer satisfaction, implemented in FY 2011-12."

Supplemental, 1331 Supplemental or Budget Amendment Criteria:

Not Applicable.

Current Statutory Authority or Needed Statutory Change:

No change is needed.