

BUDGET NARRATIVE

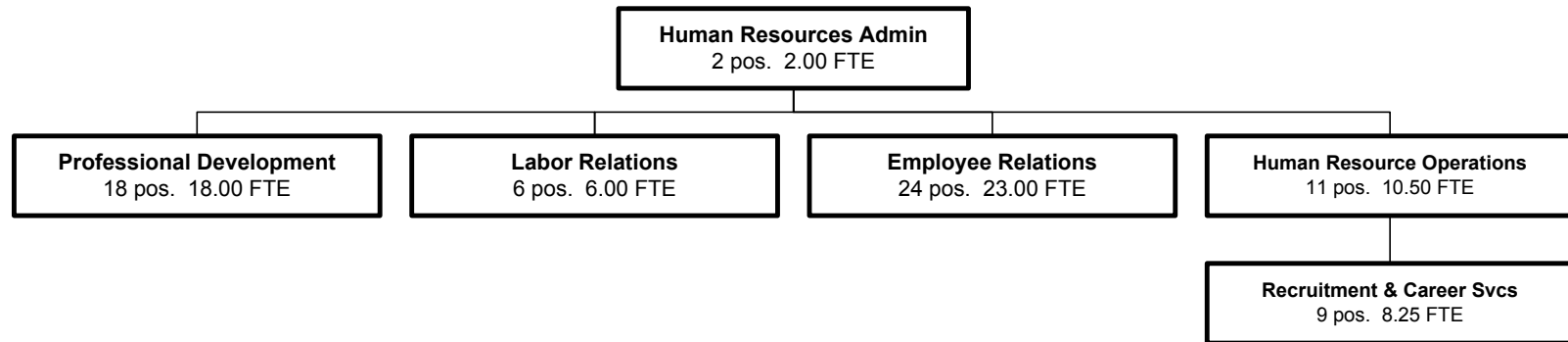
Human Resources Division

Program Description

OREGON DEPARTMENT OF CORRECTIONS

Human Resources Division Organizational Chart

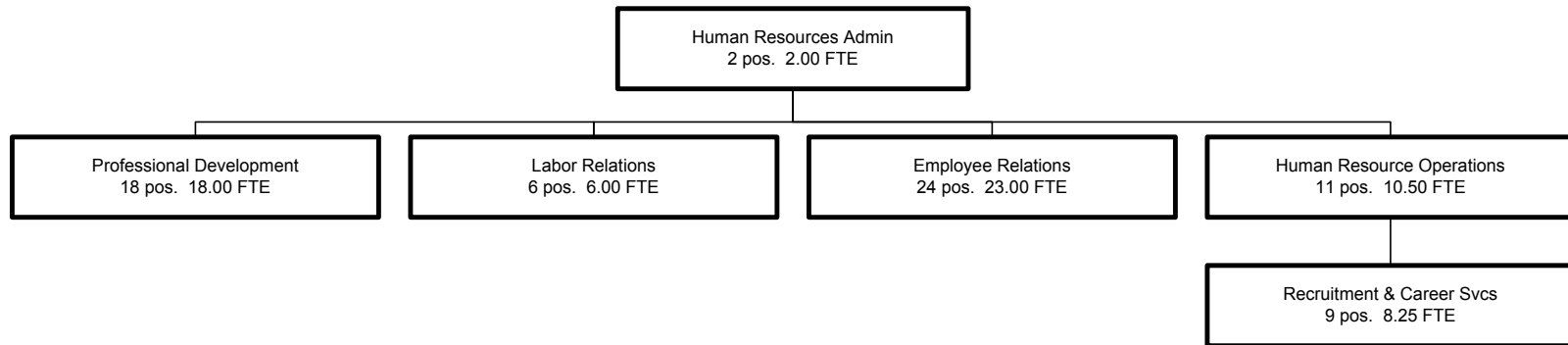
2011-13 Legislatively Adopted Budget



Total Positions: 70
FTE: 67.75

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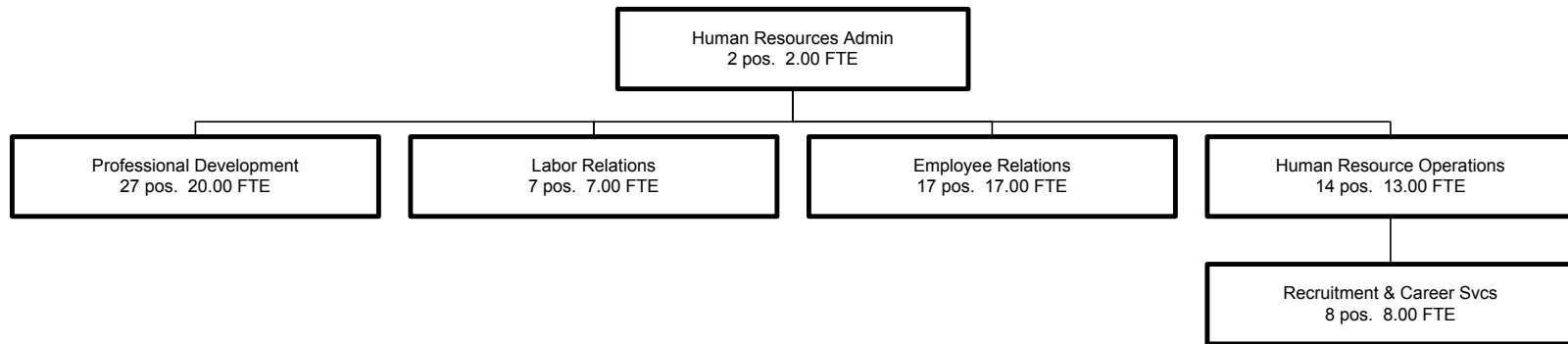
OREGON DEPARTMENT OF CORRECTIONS Human Resources Division Organizational Chart 2011-13 Current Legislatively Approved Budget



Total Positions: 70
FTE: 67.75

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OREGON DEPARTMENT OF CORRECTIONS Human Resources Division Organizational Chart 2013 -15 Agency Request Budget



Total Positions: 75
FTE: 67.00

BUDGET NARRATIVE

Human Resources Division

The Human Resources (HR) Division is responsible for all aspects of employee services including employee and labor relations, recruitment, personnel records, Federal Medical Leave Act/Oregon Family Leave Act (FMLA/OFLA) management, employee and management training, classification, and compensation. The HR Division is a centralized division within the Department of Corrections (DOC).

The 2013-15 HR Division organization chart identifies the positions requested to support the Current Service Level of the programs. It reflects the opening of units at Deer Ridge Correctional Institution (DRCI) in Madras, the increase in employee count, and the necessary structure within the HR Division to support the fundamental services of recruitment and career services, employee and labor relations, position classification/compensation, personnel records, and professional development. These staffing levels represent a lean staffing model that requires continual review of the organization's HR services needs to prioritize tasks to accomplish.

The HR Division is administered centrally and, where determined most effective, staff are deployed at the institutions as an integral part of the institution operations. The central human resources program office provides the resources that cannot cost-effectively be duplicated at the institutions. These include recruitment and career services, staff training administration, classification and compensation, personnel records, labor relations, and safety and risk management. With the anticipated opening of DRCI at full capacity, the majority of DOC staff would be located in the central and eastern regions of the state.

In the 2011-13 biennium the HR Division continued to review the organizational structure to ensure the ability to effectively provide HR services to agency personnel. However, the state has continued to experience budget issues and additional cuts were made in HR; the Safety and Risk Administrator and the six centralized Safety Specialist 2's reporting to the Employee Relations Administrator within HR were removed. The duties have been redistributed to the Employee Relations Administrator, HR Managers, and institution staff. DOC continues to partner very closely with SAIF, DAS Risk Management and the Employee Assistance Program to ensure DOC managers and staff understand where safety is an issue and how the injured workers should be managed once they are able to return to work.

The Basic Corrections Certification Program continues to be a primary focus for the agency. DOC was given statutory authority to work with DPSST to administer an approved training curriculum to DOC corrections officers on site. The program is meeting its goals of delivering a more relevant curriculum at a lower cost, with on-site classroom, on-line, and practical training. HR works closely with DPSST to ensure it meets the requirements for Correctional Officer certification. Also a portion of the BCC is used for new employee orientation. Statutory authority sunsets in January, 2014, and a policy option package requests funding to continue this important program.

BUDGET NARRATIVE

Program Objectives and Services

- Lead a process for organizational development that creates a culture that calls for high standards of performance and aligns employees with the DOC's mission, vision, and business strategy.
- Develop a culture that places a high value and shared responsibility on employee development and continuous learning and achieves a flexible and skill-based work force to move the organization forward.
- Provide Basic Corrections Certification training that develops professional level corrections staff where they learn specific methodology necessary for the needs related to the long-term incarceration of inmates.
- Provide the leadership programs and resources needed to achieve effective leadership at all levels of the organization with sufficient depth to meet the requirements of DOC's long-range program expansion.
- Develop a workforce that is respectful of employee differences, promotes a harassment-free environment, meets the department's affirmative action goals, and reflects the diversity of Oregon.
- Develop labor/management relationships and processes that are built on mutual trust and respect and result in collaborative partnerships committed to achieving the DOC's mission, vision, and program goals.
- Provide a work environment that places a high priority on workplace safety, preventing accidents and injuries, reducing workers' compensation claims, providing an early-return-to-work program for injured employees, and reasonable accommodation for the temporarily and permanently disabled.
- Provide the tools and resources required for employees to get their jobs done successfully with a high-quality work life, a safe and healthy work environment, affordable market-based compensation, incentives to excel, and recognition for results achieved.
- Integrate the performance management program into a process that serves as a vehicle for translating DOC's mission, vision, and values into everyday actions while holding employees accountability for results.
- Provide an open-competitive recruitment and selection process based on merit principles that result in highly qualified and diverse applicant pools producing employees with the most potential for successful careers at DOC.
- Reduce institutional and organizational barriers that impede employee mobility and career development.
- Develop a comprehensive, full-service human resources program that delivers high quality, value added services and systems, and provides for customization of performance tools and individual solutions while continually working to improve productivity and lower unit costs.

New Laws Affecting the Program Unit

- HB 2020 passed by the Oregon Legislature in 2011 directs all state agencies that employ more than 100 employees to attain a ratio of 11 to 1 of public employees to supervisory employees and managerial employees acting in a supervisory capacity.

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- HB 4131 passed by the Oregon Legislature in 2011 directs all state agencies to attain a ratio of at least 11 to 1 of employees of the state agency who are not supervisory employees to supervisory employees. DOC adopted a plan and has successfully met the requirement by changing its ratio from 10 to 1 to 11 to 1.
- HB 4124 passed by the Oregon Legislature in 2011 allows eligible employees to take family leave to deal with death of a family member. Limits period of leave to two weeks or to six weeks with medical verification.
- HB 3199 passed by the Oregon Legislature in 2009 allows DOC to commence training new correctional officers on-site rather than sending them to the Department of Public Safety Standards and Training (DPSST) campus for five weeks of instruction. This legislation sunsets in January, 2014, and an extension has been requested as a part of policy option package 117.

Accomplishments - 2011-13

During the 2011-13 biennium, the Human Resources Division accomplished, or began the process for completing, the following program objectives:

Employee Relations

Accomplishments:

- Conducted 440 personnel investigations during the first half of the biennium.
- Continued utilization of alternative dispute resolution to resolve employee complaints.
- Realigned HR Manager assignments to accommodate DOC's reorganization.
- Continued consistent practices to manage military members based on new Uniformed Services Employment and Reemployment Rights Act (USERRA) laws. Worked with Employer Support of the Guard and Reserve (ESGR) to manage specific issues as they arose. DOC has a large number of service members, so this coordination was essential to support this part of the workforce while also ensuring adequate staffing levels at facilities.
- Continued to identify and implement a new process to update DOC HR policies by referencing them to DAS policies.
- Received Investigations updates and training from Department of Justice staff to enhance efficiency, effectiveness, and partnering during the investigations process.
- Facilitated management training for classes titled, "BOLI and EEOC," "Supervisor Working Files," "Investigations 101," "ADA," "Staff Attendance Improvement Process," "Respectful Workplace," and "Workplace Effects of Domestic Violence."
- Developed and implemented training consisting of the HR Briefings and 10 Minute Manager courses to present to DOC managers.
- Enhanced the effectiveness of the Corrections Caseload Management model through trainings and updating position descriptions.
- Participated on Wellness initiatives and committees.
- Responded to budget reductions and facilitated the necessary lay-off processes.

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- Collaborated with institution and division management to process Worker's Compensation claims and modified duty assignments.
- Reorganized HR Manager assignments to designate an HR Manager to facilitate Affirmative Action and Diversity & Workforce Readiness programs.

HR Operations

Classification and Compensation Unit

Accomplishments:

- Developed an equity differential pay solution for recruiting and retaining Health Services managers. They had pay inversion due to staff receiving years of increases and selective adjustments.
- Prepared and taught classes on wage and hour compliance to reduce risk in pay practices.
- Conducted review of BHS clerical positions for appropriate classification(s).
- Implemented HB 2020 & HB 4131.
- Prepared and taught classes on position description writing for DOC staff.
- Updated the DOC position description template and made it easily accessible for managers.

Records Unit

Accomplishments:

- Updated employee records as required by newly bargained labor agreements. Ran reports to avoid over/under payments for input that DAS entered for DOC employees.
- Implemented half step pay increases as required by newly bargained labor agreements.
- Continued internal audits of DOC volunteer and contractor ID cards for expiration and removal of outdated requests.
- Calculated service credit calculations for each bargaining unit.
- Continued to update all unit forms placed on DOC website for easier access.
- Moved employees to ensure budget information was correct following the DOC reorganization. Audited employees Salary Eligibility Date (SED) and made corrections, as necessary.
- Implemented an audit system to avoid over/under payments.
- Responded to budget reductions and assisted in lay-off processes.
- Improved communication between Payroll and Personnel Records, which in turn improved processes and procedures.
- Revamped and updated agency Record Distribution Codes (RDC) to ensure accurate position information.

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FMLA/OFLA Unit

Accomplishments:

- Continued to implement federal and state FMLA/OFLA laws.
- Developed and presented training to DOC managers, to include: FMLA/OFLA, AFSCME bargaining, and Labor Relations.
- Updated agency FMLA/OFLA letters to comply with changing internal policy, as well as using simple language for employees.
- Received and responded to over 8,000 requests for protected leave from DOC employees.
- Updated the FMLA/OFLA database to provide more accurate information on eligibility and leave usage as well as work schedules.
- Trained a new FMLA/OFLA Coordinator that is now managing 40% of the caseload.
- Trained employees on BOLI, DAS-HRSD, and DOJ, as well as beginning and advanced sessions covering Federal and Oregon Family & Medical Leave.

Recruitment Unit

Accomplishments:

- Represented DOC at several job fairs at minimal to no cost.
- Continued to participate in the e-recruit steering and implementation advisory meetings for NEOGOV™, the state's new e-recruit system.
- Processed 8,000 applications received for employment through NEOGOV™ .
- Processed over 500 recruitment eligible list requests for managers.
- Provided career counseling for DOC employees.
- Completed an audit of recruitment files and archived appropriately.
- Maintained www.odocjobs website to assist recruitment efforts.
- Updated all DOC Policies related to recruitment.
- Met VA and BOLI requirements to continue Veteran's Apprenticeship program at DOC.
- Participated in the Employer Partnership program with the Army National Guard and Army Reserves to support and hire veterans.
- Participated as one of the sponsors of the 2011 and 2012 State Diversity Conference.
- Participated in several strategic planning meetings with the City of Junction City, Lane Community College, and the community dealing with recruitment issues when the prison in Junction City is ready to open.
- Participated in several social networking meetings to learn and incorporate social networking into DOC recruitment.
- Assisted employees and managers affected by layoffs.

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Labor Relations Unit

Accomplishments:

- Started bargaining five collective bargaining agreements.
- Provided management training on the rights of labor representatives.
- Researched and compiled reports to assist with grievances and settlements. Participated in the Master Permit planning and Lay-off planning committees.
- Provided “Labor Relations 101” training for managers.
- Issued DOC Labor Relations reviews of significant arbitration decisions.
- Worked with DAS Labor Relations to bargain new ground rules for AFSCME Security and Security Plus local working conditions.
- Resolved or closed 101 grievances through July 2012 in the 2011-13 biennium.
- Developed and implemented a central response process for responding to Public Employee Collective Bargaining Act and general information requests.
- Partnered with DAS Labor Relations and DOJ in preparation for the State’s defense in all of the legal cases filed over the Health Engagement Model.

Professional Development Unit

Accomplishments:

- Developed online New Employee Orientation Course as an alternative to classroom delivery. Course includes a knowledge test and automatic notification to training staff of course completion.
- Continued delivery of Basic Correctional Course (BCC), a 12 month, 240 hour intensive course taught by DOC employees to entry level Correctional Officers.
- Completed a major rewrite of the BCC curriculum to ensure compliance with new DPSST standards in training.
- Continued to process the document imaging of all paper rosters and curriculum for electronic storage.
- Began major renovation of the Gath Road firing range to improve safety and functionality of ranges beginning in August 2010 and are nearing completion.
- Assisted other state agencies in their training initiatives and offered solutions to the challenges they face.
- Continued working with DAS Training unit to identify DOC as a customer of the Enterprise Learning Management System project and decided upon implementation schedule.

General Accomplishments

- Provided HR services to the Psychiatric Security Review Board and Criminal Justice Commission.
- Participated in the Human Resource Shared Resources Committee with OYA, State Police, and DPSST to identify opportunities for collaboration.

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Key Initiatives - 2013-15

The following key initiatives are identified as priorities for the 2013-15 biennium:

Employee Relations

Key Initiatives:

- Provide targeted trainings to managers during scheduled meetings.
- Identify opportunities to collaborate with union leadership to address workplace conflicts.
- Increase the use of alternative dispute resolution rather than disciplinary processes.
- Provide additional training and support for managers in HR related topics.
- Utilize iLearn to host an HR Quick Reference Guide and assist HR Managers with sharing information to improve statewide consistency.
- Collaborate with the Professional Development Unit to develop and implement new leadership training and the HR 10 Minute Manager.
- Identify and track ADA Accommodations information.
- Work with employees with disabilities to provide accommodations to ensure compliance with federal and state laws.
- The Affirmative Action Committee continues to meet and work toward inclusion efforts and exploring means of recruiting diverse persons for employment at DOC.

HR Operations

Key Initiatives:

Classification & Compensation

- Continue to find solutions to position description management within DOC.
- Audit and seek a solution to pay line exceptions that employees are receiving.
- Continue participation on the Share HR Services Committee to try and combine shared services between DOC, OYA, and the Oregon State Police.

Recruitment

- Fine tune DOC's recruitment and selection processes to improve the quality and diversity of the applicant pools and ensure sufficient numbers of applicants are available at the right location and at the right time.

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- Strengthen partnerships with colleges, universities, military and National Guard bases throughout the West Coast to assist recruiting efforts. Develop working relationships with tribal partners throughout the area to assist DOC with its drive toward a more diverse workforce.
- Train agency staff on E-recruit and enhance their ability to use the system to streamline hiring process.

FMLA/OFLA

- Continue to provide both formal and informal department wide training to employees, managers, and labor unions regarding FMLA/OFLA eligibility and appropriate use.
- Develop tracking system for SAIF claims to add efficiency to the entire process.

Labor Relations Unit

Key Initiatives:

- Schedule and conduct joint Labor and Management workgroup sessions for the purpose of developing a DOC-wide Field Training Officer program.
- Conduct management training on the rights of a labor representative.
- Develop HR grievance reports that meet the needs of multiple users.

Professional Development Unit

Key Initiatives:

- Improve the Professional Development Unit by identifying opportunities to assist with performance related deficiencies and tailor interventions to meet the specific needs of individuals and sections within DOC while still ensuring consistency in purpose and direction by delivering the organizational message.
- Integrate DAS Enterprise Learning Management System (iLearn) into DOC training and transfer all employee training records to the system. This will be a major initiative as it involves cultural and operational changes. Increase the number of computer based classes that can be accessed through the iLearn system.
- Train managers to use iLearn for employee development and succession planning.
- Oversee Field Training Officer program in order to formalize a statewide standard for initial on-the-job training for newly hired security staff.
- Continue to develop, evaluate, and streamline the delivery of BCC and Correctional Officer certification process and coordinate officer certification with DPSST.

BUDGET NARRATIVE

Organization

The 2013-15 HR organization chart identifies the positions requested to support the program. It reflects the opening of additional units of the Deer Ridge Correctional Institution (DRCI) in Madras, the increase in employee count, and the necessary structure within the HR Division to support the fundamental services of recruitment and career services, employee and labor relations, safety and risk management, position classification/compensation, personnel records, and professional development.

As part of the February 2012 Session, the entire safety program was eliminated, abolishing one administrator position along with seven Safety Specialist 2 positions. The 2013-15 mandated caseload package 040 adds 7 positions (6.50 FTE) to accommodate the additional workload associated with the increase in the populations of the inmates and DOC's employees.

Agency Request Budget

Staffing

Positions	75
FTE	67.00

Revenue Sources

General Fund	\$17,870,201
Other Funds	5,000

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Human Resources Division

010 Non-PICS Psnl Svc / Vacancy Factor

Package Description

Purpose

This package includes three components: 1) The cost of Personal Services adjustments, such as inflation on non-PICS accounts, i.e., overtime, differentials, unemployment compensation, and mass transit taxes, which are not automatically generated by PICS; 2) An adjustment for the anticipated savings associated with normal employee turnover, commonly referred to as vacancy savings, which is developed using a formula prescribed by the Department of Administrative Services (DAS) Chief Financial Office (CFO) that considers both the savings and costs associated with normal turnover activity; 3) An adjustment to the Public Employee Retirement System (PERS) Pension Obligation Bond assessment, which is also developed by DAS CFO.

How Achieved

Non-PICS Accounts – With the exception of Mass Transit, adjustment amounts are computed by multiplying the above referenced accounts in the 2013-15 Base Budget by the standard inflation factor of 2.4%. Added to those amounts is the value of exception request number 291-02 approved by DAS. This exception resulted in an increase of \$1,219 General Fund for security differentials awarded to represented non-security staff that perform specific security functions.

Vacancy Savings – An estimate of the savings associated with vacancies, employee turnover and hiring delays is included in this package. Vacancy savings are computed using the formula and guidelines prescribed in the Budget and Legislative Concept Instructions and approved in advance by DAS CFO. In the Human Resources Division, the vacancy savings budget decreased by \$6,133 General Fund from the 2011-13 budgeted level.

PERS Pension Obligation Bonds – This package includes an increase of \$94,414 General Fund from the 2011-13 budgeted levels for distribution to DAS for Debt Service on PERS Pension Obligation Bonds.

Agency Request Budget

Staffing Impact

None

BUDGET NARRATIVE

Revenue Source

General Fund	\$100,309
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2015-17 Fiscal Impact

Actions approved in this package will have varying impacts on future periods. Normal inflation will be integrated into and become part of the Base Budget for 2015-17, as will the funding approved in the non-PICS exceptions. Vacancy savings are re-projected each biennium based on agency experience. The Pension Obligation Bond financing will be an ongoing liability for the agency.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	100,309	-	-	-	-	-	100,309
Total Revenues	\$100,309	-	-	-	-	-	\$100,309
Personal Services							
Overtime Payments	3,190	-	-	-	-	-	3,190
All Other Differential	3,209	-	-	-	-	-	3,209
Public Employees' Retire Cont	1,558	-	-	-	-	-	1,558
Pension Obligation Bond	94,414	-	-	-	-	-	94,414
Social Security Taxes	489	-	-	-	-	-	489
Unemployment Assessments	77	-	-	-	-	-	77
Mass Transit Tax	3,505	-	-	-	-	-	3,505
Vacancy Savings	(6,133)	-	-	-	-	-	(6,133)
Total Personal Services	\$100,309	-	-	-	-	-	\$100,309
Total Expenditures							
Total Expenditures	100,309	-	-	-	-	-	100,309
Total Expenditures	\$100,309	-	-	-	-	-	\$100,309
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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Essential and Policy Package Fiscal Impact Summary - BPR013

BUDGET NARRATIVE

Human Resources Division

021 Phase-In

Package Description

Purpose

This package includes the additional costs associated with 24-month operation of programs or services phased-in during the prior biennium. Package 021 includes the added costs of programs above the 2013-15 Base Budget level, after adjustments are made for start-up costs or other one-time expenditures funded in 2011-13.

How Achieved

This package provides the necessary funding (including inflation) for non-PICS Personal Services, Services & Supplies, Capital Outlay, and Special Payments accounts to provide for 24-month operation of positions and services brought on-line during 2011-13. This includes the phased-in personnel and services & supplies associated with the Human Resources Division's support of the inmate population growth from the 2011-13 biennium. In addition, this package includes phasing in the effects of HB 3199 (2009) which eliminated the Basic Corrections Course (and simultaneously transferred it back to the Department of Public Safety Standards and Training) for the training of correctional officers. HB 3199 transferred this program to DOC with a sunset date of January 2, 2014.

The additional funding for positions approved by the 2011-13 Legislature and phased-in during the biennium (after July 1, 2011) is budgeted in the Base Budget as part of the automated budget system process. Only the incremental cost for the above mentioned accounts is included in this package. Inflation for these additional costs is also included in this package at the factors prescribed by DAS CFO.

Agency Request Budget

Staffing Impact

Positions	0
FTE	(5.25)

Revenue Source

General Fund	(\$1,064,937)
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BUDGET NARRATIVE

2015-17 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2015-17.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(1,064,937)	-	-	-	-	-	(1,064,937)
Total Revenues	(\$1,064,937)	-	-	-	-	-	(\$1,064,937)
Personal Services							
Class/Unclass Sal. and Per Diem	(698,796)	-	-	-	-	-	(698,796)
Empl. Rel. Bd. Assessments	(210)	-	-	-	-	-	(210)
Public Employees' Retire Cont	(170,017)	-	-	-	-	-	(170,017)
Social Security Taxes	(53,456)	-	-	-	-	-	(53,456)
Worker's Comp. Assess. (WCD)	(308)	-	-	-	-	-	(308)
Flexible Benefits	(160,272)	-	-	-	-	-	(160,272)
Total Personal Services	(\$1,083,059)	-	-	-	-	-	(\$1,083,059)
Services & Supplies							
Instate Travel	2,672	-	-	-	-	-	2,672
Office Expenses	12,347	-	-	-	-	-	12,347
Data Processing	1,041	-	-	-	-	-	1,041
Other Services and Supplies	2,062	-	-	-	-	-	2,062
Total Services & Supplies	\$18,122	-	-	-	-	-	\$18,122
Total Expenditures							
Total Expenditures	(1,064,937)	-	-	-	-	-	(1,064,937)
Total Expenditures	(\$1,064,937)	-	-	-	-	-	(\$1,064,937)

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Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total FTE							
Total FTE							(5.25)
Total FTE	-	-	-	-	-	-	(5.25)

PACKAGE: 021 - Phase-in

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0900290	MMS	X7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1-	1.00-	24.00-	09	7,811.00	187,464- 90,578-				187,464- 90,578-
0900290	MMS	X7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1	.25	6.00	09	7,811.00	46,866 22,645				46,866 22,645
0900291	AAONC0118	AA	EXECUTIVE SUPPORT SPECIALIST 1	1-	1.00-	24.00-	06	3,684.00	88,416- 58,903-				88,416- 58,903-
0900291	AAONC0118	AA	EXECUTIVE SUPPORT SPECIALIST 1	1	.25	6.00	06	3,684.00	22,104 14,726				22,104 14,726
0900292	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1-	1.00-	24.00-	08	6,437.00	154,488- 80,032-				154,488- 80,032-
0900292	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	.25	6.00	08	6,437.00	38,622 20,009				38,622 20,009
0900293	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1-	1.00-	24.00-	02	4,853.00	116,472- 67,875-				116,472- 67,875-
0900293	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	.25	6.00	02	4,853.00	29,118 16,969				29,118 16,969
0900294	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1-	1.00-	24.00-	06	5,856.00	140,544- 75,573-				140,544- 75,573-
0900294	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	.25	6.00	06	5,856.00	35,136 18,894				35,136 18,894
0900295	AAONC1338	AA	TRAINING & DEVELOPMENT SPEC 1	1-	1.00-	24.00-	08	5,328.00	127,872- 71,520-				127,872- 71,520-
0900295	AAONC1338	AA	TRAINING & DEVELOPMENT SPEC 1	1	.25	6.00	08	5,328.00	31,968 17,881				31,968 17,881
0900296	AAONC1338	AA	TRAINING & DEVELOPMENT SPEC 1	1-	1.00-	24.00-	06	4,853.00	116,472- 67,875-				116,472- 67,875-
0900296	AAONC1338	AA	TRAINING & DEVELOPMENT SPEC 1	1	.25	6.00	06	4,853.00	29,118 16,969				29,118 16,969
TOTAL PICS SALARY									698,796-				698,796-
TOTAL PICS OPE									384,263-				384,263-
TOTAL PICS PERSONAL SERVICES =					5.25-	126.00-			1,083,059-				1,083,059-

BUDGET NARRATIVE

Human Resources Division

022 Phase-out Pgm & One-time Costs

Package Description

Purpose

This package includes eliminating the budget for programs that were terminated or phased-out during the prior biennium. Extraordinary one-time expenditures are also reduced in this package.

How Achieved

PICS automatically removes phased-out positions in the base budget. One-time Human Resources Division expendable property start-up equipment and supplies from prior biennium mandated caseload increases are eliminated here.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund (\$11,329)

2015-17 Fiscal Impact

The actions reflected in this package will not affect the 2015-17 budget since they address the elimination of one-time expenditures.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(11,329)	-	-	-	-	-	(11,329)
Total Revenues	(\$11,329)	-	-	-	-	-	(\$11,329)
Services & Supplies							
Expendable Prop 250 - 5000	(7,979)	-	-	-	-	-	(7,979)
IT Expendable Property	(3,350)	-	-	-	-	-	(3,350)
Total Services & Supplies	(\$11,329)	-	-	-	-	-	(\$11,329)
Total Expenditures							
Total Expenditures	(11,329)	-	-	-	-	-	(11,329)
Total Expenditures	(\$11,329)	-	-	-	-	-	(\$11,329)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

031 Standard Inflation

Package Description

Purpose

This package includes funding for inflation and adjustments to reflect the Price List of Goods and Services issued by DAS. The prescribed standard inflation factors were used for all accounts in this Division.

How Achieved

For 2013-15, inflation factors are 2.4% for standard inflation, 2.8% for Professional Services, 14.9% for Attorney General charges and 6.0% for Facility Rental and Taxes. Inflation requested in this package is based on the 2013-15 Base Budget. Inflation associated with biennialized phased-in programs, when applicable, is included in package 021. Inflation associated with new institution start-up and operation is included in the essential package for caseload in package 040.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$95,099
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2015-17 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2015-17.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	95,099	-	-	-	-	-	95,099
Total Revenues	\$95,099	-	-	-	-	-	\$95,099
Services & Supplies							
Instate Travel	3,347	-	-	-	-	-	3,347
Out of State Travel	68	-	-	-	-	-	68
Employee Training	4,229	-	-	-	-	-	4,229
Office Expenses	3,306	-	-	-	-	-	3,306
Telecommunications	110	-	-	-	-	-	110
Data Processing	976	-	-	-	-	-	976
Publicity and Publications	39	-	-	-	-	-	39
Professional Services	11,085	-	-	-	-	-	11,085
Attorney General	66,748	-	-	-	-	-	66,748
Employee Recruitment and Develop	2,285	-	-	-	-	-	2,285
Dues and Subscriptions	13	-	-	-	-	-	13
Fuels and Utilities	268	-	-	-	-	-	268
Facilities Maintenance	620	-	-	-	-	-	620
Medical Services and Supplies	288	-	-	-	-	-	288
Other Care of Residents and Patients	19	-	-	-	-	-	19
Other Services and Supplies	585	-	-	-	-	-	585
Expendable Prop 250 - 5000	113	-	-	-	-	-	113
IT Expendable Property	1,000	-	-	-	-	-	1,000
Total Services & Supplies	\$95,099	-	-	-	-	-	\$95,099

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	95,099	-	-	-	-	-	95,099
Total Expenditures	\$95,099	-	-	-	-	-	\$95,099
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

032 Above Standard Inflation

Package Description

Purpose

This package includes funding for above standard inflation as prescribed by DAS. Approval by DAS, CFO is required in order to use this package. Human Resources Division is approved to use the additional medical services inflation factor because of necessary pre-employment examinations.

How Achieved

For 2013-15 the above standard inflation factor for Medical Services and Supplies is 1.6%. This is in addition to the 2.4% included in package 031.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$192
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2015-17 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2015-17.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 032 - Above Standard Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	192	-	-	-	-	-	192
Total Revenues	\$192	-	-	-	-	-	\$192
Services & Supplies							
Medical Services and Supplies	192	-	-	-	-	-	192
Total Services & Supplies	\$192	-	-	-	-	-	\$192
Total Expenditures							
Total Expenditures	192	-	-	-	-	-	192
Total Expenditures	\$192	-	-	-	-	-	\$192
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

040 Mandated Caseload

Package Description

Purpose

Mandated caseload changes included in this package are based on changes to programs that are required by the federal government, the state constitution or court actions. Mandated caseload costs include, but are not limited to, the cost of the additional staff and operating costs required to operate these programs. The April 2012 Oregon Corrections Population Forecast published by DAS Office of Economic Analysis is the basis for actions presented in this package.

How Achieved

In response to the caseload projections included in the April 2012 Population Forecast, DOC completes a Population Management Plan that details the location and number of additional beds to be opened in the institutions. This plan reflects the continued use of temporary and emergency beds within the Department's facilities as needed to manage the growing prison population. Specifically, the plan includes opening temporary and emergency beds during 2013-15 at Warner Creek Correctional Facility, Two Rivers Correctional Institution, Powder River Correctional Facility, Shutter Creek Correctional Institution and opening five new permanent units at Deer Ridge Correctional Institution (DRCI) for male inmates. Additional female inmates will be housed in emergency beds at Coffee Creek Correctional Facility.

The Human Resources Division will need to add adequate personnel and supplies in order to meet the support needs of this larger population and increased work force at the various locations indicated. This package also includes the one-time costs for startup associated with opening the five new units (including disciplinary segregation and infirmary beds) at DRCI.

Agency Request Budget

Staffing Impact

Positions	7
FTE	6.50

Revenue Source

General Fund	\$1,305,774
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BUDGET NARRATIVE

2015-17 Fiscal Impact

This package will have an impact on the 2015-17 budget, with beds phasing-in during 2013-15 needing to be funded for a full 24-month period in 2015-17. Base salary and Other Personnel Expenses for new staff will be automatically adjusted by PICS. Additional Services & Supplies and non-PICS Personal Services accounts will be manually adjusted in package 021. The additional operating costs will be offset partially by the elimination of one-time and startup supplies and equipment in package 022.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	1,305,774	-	-	-	-	-	1,305,774
Total Revenues	\$1,305,774	-	-	-	-	-	\$1,305,774
Personal Services							
Class/Unclass Sal. and Per Diem	660,936	-	-	-	-	-	660,936
Empl. Rel. Bd. Assessments	280	-	-	-	-	-	280
Public Employees' Retire Cont	160,807	-	-	-	-	-	160,807
Social Security Taxes	50,561	-	-	-	-	-	50,561
Unemployment Assessments	1,190	-	-	-	-	-	1,190
Worker's Comp. Assess. (WCD)	413	-	-	-	-	-	413
Mass Transit Tax	2,567	-	-	-	-	-	2,567
Flexible Benefits	213,696	-	-	-	-	-	213,696
Total Personal Services	\$1,090,450	-	-	-	-	-	\$1,090,450
Services & Supplies							
Instate Travel	9,926	-	-	-	-	-	9,926
Employee Training	10,970	-	-	-	-	-	10,970
Office Expenses	47,300	-	-	-	-	-	47,300
Data Processing	3,868	-	-	-	-	-	3,868
Attorney General	67,560	-	-	-	-	-	67,560
Employee Recruitment and Develop	31,530	-	-	-	-	-	31,530
Food and Kitchen Supplies	575	-	-	-	-	-	575
Other Services and Supplies	7,664	-	-	-	-	-	7,664
Expendable Prop 250 - 5000	19,530	-	-	-	-	-	19,530

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	16,401	-	-	-	-	-	16,401
Total Services & Supplies	\$215,324	-	-	-	-	-	\$215,324
Total Expenditures							
Total Expenditures	1,305,774	-	-	-	-	-	1,305,774
Total Expenditures	\$1,305,774	-	-	-	-	-	\$1,305,774
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							7
Total Positions	-	-	-	-	-	-	7
Total FTE							
Total FTE							6.50
Total FTE	-	-	-	-	-	-	6.50

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1300051	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	1.00	24.00	02	4,853.00	116,472 67,875				116,472 67,875
1300052	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	1.00	24.00	02	4,853.00	116,472 67,875				116,472 67,875
1300053	MMN X1322	AA	HUMAN RESOURCE ANALYST 3	1	1.00	24.00	02	4,809.00	115,416 67,537				115,416 67,537
1300054	MMN X1322	AA	HUMAN RESOURCE ANALYST 3	1	1.00	24.00	02	4,809.00	115,416 67,537				115,416 67,537
1300055	MMN X1319	AA	HUMAN RESOURCE ASSISTANT	1	1.00	24.00	02	2,830.00	67,920 52,348				67,920 52,348
1300056	MMN X1320	AA	HUMAN RESOURCE ANALYST 1	1	1.00	24.00	02	3,590.00	86,160 58,181				86,160 58,181
1300057	MMN X1320	AA	HUMAN RESOURCE ANALYST 1	1	.50	12.00	02	3,590.00	43,080 44,404				43,080 44,404
TOTAL PICS SALARY									660,936				660,936
TOTAL PICS OPE									425,757				425,757
TOTAL PICS PERSONAL SERVICES =									---	-----	-----	-----	-----
				7	6.50	156.00			1,086,693				1,086,693

BUDGET NARRATIVE

Human Resources Division

060 Technical Adjustments

Package Description

Purpose

This package is used for technical budget adjustments such as agency reorganizations and expenditure category budget shifts that do not meet the criteria of the other essential packages.

How Achieved

During 2011-13, DOC completed an agency wide reorganization that included eliminating the Transitional Services Division and the Public Services Division while creating a new Offender Management and Rehabilitation Division.

This package includes a transfer of \$5,000 Other Funds limitation (due to the DOC Reorganization) from the General Services Division to the Human Resources Division. This transfer nets to zero for the agency.

Agency Request Budget

Staffing Impact

None

Revenue Source

Other Funds	\$5,000
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2015-17 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2015-17.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
Rents and Royalties	-	-	5,000	-	-	-	5,000
Total Revenues	-	-	\$5,000	-	-	-	\$5,000
Services & Supplies							
Facilities Maintenance	-	-	5,000	-	-	-	5,000
Total Services & Supplies	-	-	\$5,000	-	-	-	\$5,000
Total Expenditures							
Total Expenditures	-	-	5,000	-	-	-	5,000
Total Expenditures	-	-	\$5,000	-	-	-	\$5,000
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

081 May 2012 E-Board

Package Description

Purpose

The 2011-13 DOC Legislatively Approved Budget reflects the Legislatively Adopted Budget (the budget as of the close of the 2011 Legislative Session), plus additional legislative activity that impacts the budget for the remainder of the biennium (i.e. Emergency Boards). The 2013-15 Base Budget only includes changes from Legislative Sessions, Special Sessions and Emergency Boards through February 2012. As a result, any legislative changes to the 2011-13 budget that occur after February 2012 are not included in the base used to build the 2013-15 budget. Instead, these post-February 2012 changes (like the May 2012 Emergency Board and the September 2012 Emergency Board) are introduced into the 2013-15 budget process as packages.

Package 081 was created to memorialize the changes related to the May 2012 Emergency Board in the 2011-13 Legislatively Approved Budget.

How Achieved

DOC was asked to share in a statewide budget reduction as a part of the February 2012 Session of nearly \$7.9M. That reduction was taken across several divisions as a mix of Personal Services and Services & Supplies. In the May 2012 Emergency Board, the agency was directed to make specific position reductions (21 positions, 9.71 FTE) as part of the \$7.9M already taken. In essence, this was a rebalance of the initial reduction.

Package 081 makes the position reductions implemented in the 2011-13 biennium permanent in the 2013-15 biennium and beyond. For the Human Resources Division, this equates to (9) Positions, (9.00) FTE for a total of (\$1,790,256) General Fund.

Agency Request Budget

Staffing Impact

Positions	(9)
FTE	(9.00)

BUDGET NARRATIVE

Revenue Source

General Fund (\$1,790,256)

2015-17 Fiscal Impact

The adjustments approved in this package will become part of the Base Budget for 2015-17.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 081 - May 2012 E-Board

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(1,790,256)	-	-	-	-	-	(1,790,256)
Total Revenues	(\$1,790,256)	-	-	-	-	-	(\$1,790,256)
Personal Services							
Class/Unclass Sal. and Per Diem	(1,147,608)	-	-	-	-	-	(1,147,608)
Empl. Rel. Bd. Assessments	(360)	-	-	-	-	-	(360)
Public Employees' Retire Cont	(279,213)	-	-	-	-	-	(279,213)
Social Security Taxes	(87,792)	-	-	-	-	-	(87,792)
Worker's Comp. Assess. (WCD)	(531)	-	-	-	-	-	(531)
Flexible Benefits	(274,752)	-	-	-	-	-	(274,752)
Total Personal Services	(\$1,790,256)	-	-	-	-	-	(\$1,790,256)
Total Expenditures							
Total Expenditures	(1,790,256)	-	-	-	-	-	(1,790,256)
Total Expenditures	(\$1,790,256)	-	-	-	-	-	(\$1,790,256)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							(9)
Total Positions	-	-	-	-	-	-	(9)

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 081 - May 2012 E-Board

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							(9.00)
Total FTE	-	-	-	-	-	-	(9.00)

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0100447	MMS	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	08	5,839.00	140,136- 75,442-				140,136- 75,442-
0500213	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	02	4,364.00	104,736- 64,121-				104,736- 64,121-
0900278	MMN	X1321	AA HUMAN RESOURCE ANALYST 2	1-	1.00-	24.00-	02	4,159.00	99,816- 62,548-				99,816- 62,548-
4720001	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	05	5,052.00	121,248- 69,403-				121,248- 69,403-
4720201	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	08	5,839.00	140,136- 75,442-				140,136- 75,442-
8900318	MMS	X7006	AA PRINCIPAL EXECUTIVE/MANAGER D	1-	1.00-	24.00-	09	7,093.00	170,232- 85,068-				170,232- 85,068-
8919004	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	05	5,052.00	121,248- 69,403-				121,248- 69,403-
9712035	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	08	5,839.00	140,136- 75,442-				140,136- 75,442-
9902339	MMN	X1346	AA SAFETY SPECIALIST 2	1-	1.00-	24.00-	03	4,580.00	109,920- 65,779-				109,920- 65,779-
TOTAL PICS SALARY									1,147,608-				1,147,608-
TOTAL PICS OPE									642,648-				642,648-
TOTAL PICS PERSONAL SERVICES =				9-	9.00-	216.00-			1,790,256-				1,790,256-

BUDGET NARRATIVE

Human Resources Division

110 HR Systems & Improvements

Package Description

Purpose

The Human Resources Division uses several databases to track information on employee issues. The types of information included are: staff investigations, grievances, BOLI/Tort/EEOC actions and public records requests. There are multiple databases containing information with varying degrees of compatibility and the data is used by Employee Relations, Labor Relations, Office of the Inspector General, and management for monitoring and tracking actions.

How Achieved

By purchasing a stable and adaptable system to house and maintain all of this information in one place, the agency will benefit from more efficient data capturing, tracking, and reporting. This solution will foster a more effective and timely resolution to employee issues.

Quantifying Results

One system will condense downloading of personnel information from 3 systems to 1 system, ensuring accurate information is used by all parties. This will provide one point of entry to be easily viewed by appropriate parties. It will provide the ability to access employee issues history, predict future actions, and seek DOJ assistance more quickly to reduce the agency's risk and liability for litigation costs and settlement fees. It will improve coordination and collaboration with the Office of Inspector General and Employee Relations, who frequently work together on employee issues but from different perspectives. Reporting will be more concise and comprehensive; thus providing management with all appropriate information to make decisions and take actions.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$2,079,583
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BUDGET NARRATIVE

2015-17 Fiscal Impact

The actions taken in this package will become part of the Base Budget for 2015-17.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 110 - HR Systems & Improvements

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	2,079,583	-	-	-	-	-	2,079,583
Total Revenues	\$2,079,583	-	-	-	-	-	\$2,079,583
Capital Outlay							
Data Processing Software	2,079,583	-	-	-	-	-	2,079,583
Total Capital Outlay	\$2,079,583	-	-	-	-	-	\$2,079,583
Total Expenditures							
Total Expenditures	2,079,583	-	-	-	-	-	2,079,583
Total Expenditures	\$2,079,583	-	-	-	-	-	\$2,079,583
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

117 Transfer Training from DPSST to DOC

Package Description

Purpose

In 2009, HB 3199 allowed the agency to commence training new correctional officers on-site (called Basic Corrections Course, or BCC) rather than sending them to the Department of Public Safety Standards and Training (DPSST) campus for five (5) weeks of instruction. By bringing new correctional officer training in-house, DOC Operations Division was able to offer up \$7.9M in savings as a part of the 2009-11 biennium budget.

Partially offsetting that substantial savings was the need for General Fund resources and positions in the Human Resources Division to develop training materials, transfer curricula, and provide the instruction. The Professional Development Unit (PDU) did not have the staffing levels to effectively provide internal auditing or the needed coordination with DPSST BCC audit unit. Internal auditing by DOC is critical to the success of the BCC program by ensuring that there is consistent delivery of the training curriculum, instructor updates/re-certification, and the continued standardization of a statewide BCC program.

HB 3199 sunsets on January 2, 2014 and associated dollars have been phased out of the agency budget as a part of the 2013-15 biennium current service level (CSL) budget. This package requests funding to extend the BCC program. Because the legislation sunsets mid-biennium, this package reflects only the 18 months of cost that would result from the extension of BCC through the end of the 2013-15 biennium.

How Achieved

The Human Resources Division requests the continuation of seven positions (5.25 FTE) to develop and provide the training at a cost of \$1,083,063 General Fund. These positions include one manager for the program, one support position, and five training and development specialists to be located across the state.

Quantifying Results

The extension of BCC results in an overall savings for the agency, but that savings will be realized in the Operations Division through decreased overtime and travel costs.

BUDGET NARRATIVE

Agency Request Budget

Staffing Impact

Positions	7
FTE	5.25

Revenue Source

General Fund	\$1,083,063
Other Funds	

2015-17 Fiscal Impact

The adjustments approved in this package will become part of the Base Budget for 2015-17. The FTE will be phased in to reflect a 24 month value as a part of Package 021 in 2015-17 if legislation is extended.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 117 - Transfer Training from DPSST to DOC

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	1,083,063	-	-	-	-	-	1,083,063
Total Revenues	\$1,083,063	-	-	-	-	-	\$1,083,063
Personal Services							
Class/Unclass Sal. and Per Diem	698,796	-	-	-	-	-	698,796
Empl. Rel. Bd. Assessments	210	-	-	-	-	-	210
Public Employees' Retire Cont	170,017	-	-	-	-	-	170,017
Social Security Taxes	53,460	-	-	-	-	-	53,460
Worker's Comp. Assess. (WCD)	308	-	-	-	-	-	308
Flexible Benefits	160,272	-	-	-	-	-	160,272
Total Personal Services	\$1,083,063	-	-	-	-	-	\$1,083,063
Total Expenditures							
Total Expenditures	1,083,063	-	-	-	-	-	1,083,063
Total Expenditures	\$1,083,063	-	-	-	-	-	\$1,083,063
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions	-	-	-	-	-	-	7
Total Positions	-	-	-	-	-	-	7

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Corrections, Dept of
Pkg: 117 - Transfer Training from DPSST to DOC

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total FTE							
Total FTE							5.25
Total FTE	-	-	-	-	-	-	5.25

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1300479	MMS	X7008	AA PRINCIPAL EXECUTIVE/MANAGER E	1	.75	18.00	09	7,811.00	140,598 67,934				140,598 67,934
1300480	AAONC0118	AA	EXECUTIVE SUPPORT SPECIALIST 1	1	.75	18.00	06	3,684.00	66,312 44,177				66,312 44,177
1300481	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	.75	18.00	08	6,437.00	115,866 60,024				115,866 60,024
1300482	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	.75	18.00	02	4,853.00	87,354 50,906				87,354 50,906
1300483	AAONC1339	AA	TRAINING & DEVELOPMENT SPEC 2	1	.75	18.00	06	5,856.00	105,408 56,680				105,408 56,680
1300484	AAONC1338	AA	TRAINING & DEVELOPMENT SPEC 1	1	.75	18.00	08	5,328.00	95,904 53,640				95,904 53,640
1300485	AAONC1338	AA	TRAINING & DEVELOPMENT SPEC 1	1	.75	18.00	06	4,853.00	87,354 50,906				87,354 50,906
TOTAL PICS SALARY									698,796				698,796
TOTAL PICS OPE									384,267				384,267
TOTAL PICS PERSONAL SERVICES =									---	-----	-----	-----	-----
				7	5.25	126.00			1,083,063				1,083,063

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Corrections, Dept of
2013-15 Biennium

Agency Number: 29100

Cross Reference Number: 29100-008-00-00-00000

<i>Source</i>	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Rec. Budget	2013-15 Leg Adopted Budget
Other Funds						
Rents and Royalties	-	-	-	5,000	-	-
Total Other Funds	-	-	-	\$5,000	-	-

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Source	Fund	ORBITS	2009-2011 Actual	2011-13 Legislatively Adopted	2011-13 Estimated	2013-15		
		Revenue Acct				Agency Request	Governor's Balanced	Legislatively Adopted
Shooting Range Rental	Other	0510	0	0	5,000	5,000	0	0

Program Unit Appropriated Fund Group and Category Summary
 2013-15 Biennium
 Human Resources Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 29100-008-00-00-00000

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Rec. Budget	2013-15 Leg Adopted Budget
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LIMITED BUDGET (Excluding Packages)

PERSONAL SERVICES

General Fund	10,153,900	13,373,158	13,317,107	14,497,976	-	-
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SERVICES & SUPPLIES

General Fund	1,169,879	1,139,329	1,574,727	1,574,727	-	-
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CAPITAL OUTLAY

General Fund	5,729	-	-	-	-	-
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TOTAL LIMITED BUDGET (Excluding Packages)

General Fund	11,329,508	14,512,487	14,891,834	16,072,703	-	-
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AUTHORIZED POSITIONS

76	70	70	70	-	-
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AUTHORIZED FTE

74.05	67.75	67.75	69.50	-	-
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LIMITED BUDGET (Essential Packages)

010 NON-PICS PSNL SVC / VACANCY FACTOR

PERSONAL SERVICES

General Fund	-	-	-	100,309	-	-
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021 PHASE-IN

PERSONAL SERVICES

General Fund	-	-	-	(1,083,059)	-	-
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SERVICES & SUPPLIES

General Fund	-	-	-	18,122	-	-
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AUTHORIZED FTE

-	-	-	(5.25)	-	-
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**Program Unit Appropriated Fund Group and Category Summary
2013-15 Biennium
Human Resources Division**

**Version: V - 01 - Agency Request Budget
Cross Reference Number: 29100-008-00-00-00000**

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Rec. Budget	2013-15 Leg Adopted Budget
022 PHASE-OUT PGM & ONE-TIME COSTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(11,329)	-	-
031 STANDARD INFLATION						
SERVICES & SUPPLIES						
General Fund	-	-	-	95,099	-	-
032 ABOVE STANDARD INFLATION						
SERVICES & SUPPLIES						
General Fund	-	-	-	192	-	-
040 MANDATED CASELOAD						
PERSONAL SERVICES						
General Fund	-	-	-	1,090,450	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	215,324	-	-
AUTHORIZED POSITIONS	-	-	-	7	-	-
AUTHORIZED FTE	-	-	-	6.50	-	-
060 TECHNICAL ADJUSTMENTS						
SERVICES & SUPPLIES						
Other Funds	-	-	-	5,000	-	-
TOTAL LIMITED BUDGET (Essential Packages)						
General Fund	-	-	-	425,108	-	-

Program Unit Appropriated Fund Group and Category Summary
 2013-15 Biennium
 Human Resources Division

Version: V - 01 - Agency Request Budget
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Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Rec. Budget	2013-15 Leg Adopted Budget
Other Funds	-	-	-	5,000	-	-
All Funds	-	-	-	430,108	-	-
AUTHORIZED POSITIONS	-	-	-	7	-	-
AUTHORIZED FTE	-	-	-	1.25	-	-
LIMITED BUDGET (Current Service Level)						
General Fund	11,329,508	14,512,487	14,891,834	16,497,811	-	-
Other Funds	-	-	-	5,000	-	-
All Funds	11,329,508	14,512,487	14,891,834	16,502,811	-	-
AUTHORIZED POSITIONS	76	70	70	77	-	-
AUTHORIZED FTE	74.05	67.75	67.75	70.75	-	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						
081 MAY 2012 E-BOARD						
PERSONAL SERVICES						
General Fund	-	-	-	(1,790,256)	-	-
AUTHORIZED POSITIONS	-	-	-	(9)	-	-
AUTHORIZED FTE	-	-	-	(9.00)	-	-
110 HR SYSTEMS & IMPROVEMENTS						
CAPITAL OUTLAY						
General Fund	-	-	-	2,079,583	-	-
117 TRANSFER TRAINING FROM DPSST TO DOC						

Program Unit Appropriated Fund Group and Category Summary
 2013-15 Biennium
 Human Resources Division

Version: V - 01 - Agency Request Budget
 Cross Reference Number: 29100-008-00-00-00000

Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Rec. Budget	2013-15 Leg Adopted Budget
PERSONAL SERVICES						
General Fund	-	-	-	1,083,063	-	-
AUTHORIZED POSITIONS	-	-	-	7	-	-
AUTHORIZED FTE	-	-	-	5.25	-	-
TOTAL LIMITED BUDGET (Policy Packages)						
General Fund	-	-	-	1,372,390	-	-
AUTHORIZED POSITIONS	-	-	-	(2)	-	-
AUTHORIZED FTE	-	-	-	(3.75)	-	-
TOTAL LIMITED BUDGET (Including Packages)						
General Fund	11,329,508	14,512,487	14,891,834	17,870,201	-	-
Other Funds	-	-	-	5,000	-	-
All Funds	11,329,508	14,512,487	14,891,834	17,875,201	-	-
AUTHORIZED POSITIONS	76	70	70	75	-	-
AUTHORIZED FTE	74.05	67.75	67.75	67.00	-	-
OPERATING BUDGET						
General Fund	11,329,508	14,512,487	14,891,834	17,870,201	-	-
Other Funds	-	-	-	5,000	-	-
All Funds	11,329,508	14,512,487	14,891,834	17,875,201	-	-
AUTHORIZED POSITIONS	76	70	70	75	-	-
AUTHORIZED FTE	74.05	67.75	67.75	67.00	-	-
TOTAL BUDGET						

**Program Unit Appropriated Fund Group and Category Summary
2013-15 Biennium
Human Resources Division**

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Description	2009-11 Actuals	2011-13 Leg Adopted Budget	2011-13 Leg Approved Budget	2013-15 Agency Request Budget	2013-15 Governor's Rec. Budget	2013-15 Leg Adopted Budget
General Fund	11,329,508	14,512,487	14,891,834	17,870,201	-	-
Other Funds	-	-	-	5,000	-	-
All Funds	11,329,508	14,512,487	14,891,834	17,875,201	-	-
AUTHORIZED POSITIONS	76	70	70	75	-	-
AUTHORIZED FTE	74.05	67.75	67.75	67.00	-	-