



Louisiana
SCS
State Civil Service

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Fiscal Year 2017-2018 Budget Request Hearings

1) During the 2016 sessions, what did the department testify would be the effects of the FY17 budget on services, staffing, and contracts?

Non-Applicable. The Department of State Civil Service (SCS) was not tasked with a plan for reduction.

2) Compared to FY16, what reductions, including services, staffing, and contracts, have been made in the department in FY17?

The Director of State Civil Service (SCS) recommended approval of a request by the Governor and the Commissioner's Office to the State Civil Service Commission (SCSC) to move forward with the suspension of performance adjustments to all classified state employees for the 2016-2017 fiscal year which, upon approval, was followed by the Governor's response to reciprocate that action to all appointed officials and unclassified state employees for the same time span.

Professional Services contracts were reviewed and reduced. In FY 2015-2016, SCS had three (3) contracts. These included a contract for automated typing services with Automated Typing Services, Inc. (which we must maintain), and two (2) consulting contracts with SSA Consultants (which provides assistance in planning, development and delivery for various human resources functions) and Allen Reynolds (consulted and was the outside coordinator for the national search for the new SCS Director). Both consulting contracts from FY 2015-2016 (SSA and Allen Reynolds) were dropped for the new FY 2016-2017.

In addition, R.S. 42:1351 requires, in accordance with Article X, Section 3(C) of the Constitution of 1974, that one member of the State Civil Service Commission be a classified state employee elected by the classified employees of the State every six years. Act 332 of the 2003 Regular Session of the Louisiana State Legislature requires the Department of State Civil Service to conduct the election of the employee member of the SCSC every six years (which falls this FY 2016-2017). In order to conduct the election, SCS had planned to contract with an outside election coordinator to assist in the election. However, rather than entering into this contract, and with the sole intent as a cost savings measure, SCS opted to coordinate the election using existing staff in working with the election vendor. Furthermore, SCS will be providing additional election services in-house in order to further reduce the cost associated with the vendor selected to tabulate the votes.

3) What reductions would the department make if there are mid-year reductions to the FY17 budget?

Listed below are the three activities/areas the Department would consider reducing or eliminating if required **and** assuming the necessary statutory changes would be made. It should be noted that any of the following reductions would greatly reduce our core functions and jeopardize the overall mission of the Department.

a) Reduce Employment Testing from bi-monthly to quarterly in locations outside of Baton Rouge and New Orleans, specifically, Shreveport, West Monroe, Lake Charles and Opelousas. Saturday testing sessions across the state would also be reduced or eliminated to the extent necessary to achieve any reduction targets.

In addition, the Department of State Civil Service provides services and support to a number of local entities including Levee Districts, Port Commissions and Housing Authorities which would be greatly reduced or eliminated altogether leaving these entities with no replacement or alternative to the services provided.

b) Eliminate services to Levee Districts and Greater Baton Rouge Port Commission, South Louisiana Port Commission, Lake Charles Harbor and Terminal District.

c) Eliminate services to Housing Authorities and the Port of New Orleans Port Commission. **THIS WOULD REQUIRE STATUTORY CHANGES (R.S. 40:539 (C)(8) and R.S. 34:4).**

4) Provide a brief overview of the FY18 budget request compared to FY17 by budget unit. What increases are requested in FY18 and why are the increases necessary, including any new or expanded programs or services to additional populations? Are there any reductions in the FY18 budget requests, including those as a result of annualizing reductions made in FY17?

State Civil Service requested a 3.25% increase in the total means of financing in the FY18 budget request. The FY18 budget request includes standard inflationary increases and compulsory adjustments. Those include adjustments to Salaries, Travel, Operating Services, Supplies, IAT and Acquisitions.

An adjustment to Salaries is being requested to adequately fund salaries based on the calculation of the ZP116 report as of the OPB recommended date of October 10, 2016. As well, this adjustment includes funding for four additional positions for the Comprehensive Public Training Program (CPTP) administered by the Training and Workforce Development Division. The agency has begun work on mapping competencies for state agencies and providing talent management and workforce development solutions for individual agencies based on the job or agency-specific competency map. There exists a significant opportunity to address growing concerns with recruitment and retention statewide with the ability to provide agencies with a team from SCS that can attack these issues by developing, building, and assisting with the implementation of "agency specific" initiatives from the ground up to help meet their current mission and goals whereby cutting costs associated with high turnover caused by an inability to identify best candidates for positions, being unable to retain productive employees, etc. CPTP has already completed several small pilots, and is experiencing an increased demand for this service. CPTP projects demand to continue to grow beyond the division's current capacity. Additionally, agencies have identified a need for, and requested assistance in increasing specific employee engagement surveys, workforce planning and succession planning activities. CPTP's current staff include primarily Training and Development specialists and program managers who are well-versed in creating training and performance support material, but do not have the experience or bandwidth to also take on workforce development tasks at the increased level required versed in competency building, leadership development and succession planning. Due to the specialized skills and significant experience required for the work these positions will be performing, we have requested salary up to the 3rd quartile of the range to ensure successful recruitment. If not funded, the TWD CPTP would not be able to continue the agency specific initiatives to the extent

possible with these additional resources, nor would SCS be able to significantly expand competency mapping and agency consultations.

An adjustment to Travel is being requested to fund travel related expenditures for the NeoGov conference, as well as increases related to inflation. Due to retirement and turnover the agency no longer has seasoned staff members who serve as administrators of the LA Career system (NeoGov). Proper training in this area would ensure performance indicator, Objective VII is met. The objective states the agency would routinely provide agency hiring managers with eligible lists of candidates meeting established minimum qualification requirements. All eligible lists are developed and maintained in the NeoGov system to include all test scoring and data storage. Not funding this adjustment could result in a reduced skill level in an area where it is imperative to have a high level of system administration knowledge and abilities.

Additionally, an adjustment to Operating Services is being requested to fund anticipated increases in various software maintenance agreements and annual increases to various dues and subscriptions. An adjustment to Operating Services was also requested to provide funding for software licenses and subscriptions for the requested additional positions.

Similarly, the adjustment to Supplies is being requested to provide funding for supplies for the requested additional positions.

In addition, an adjustment to IAT is being requested to fund the increase to the regular allocation of legislative audit services for FY17-18. The requested positions also necessitate a request to provide funding for additional telephone lines and email accounts.

Lastly, an adjustment to Acquisitions is being requested to purchase replacement items for the Staffing, Training and Workforce Development, and the MIS sections. Without funding to purchase the requested items, test security would be threatened; adequate accommodations would not be provided for all test takers, leaving the State vulnerable to possible litigation; effective and efficient training efforts would be compromised; the program would be forced to remain stagnant and not expand production of tech products; etc. This is contrary both to our expanding vision and to increasing requests from state agencies for "agency specific" products and services. Not receiving this funding would also cause TWD to continue to have slower work processes, less production, and less work efficiency than would be possible with better equipped machines. Additionally, not funding this request could result in staff's productivity being greatly hindered. In the event of hardware issues, there would be no replacement PCs to provide to employees. Without the requested laptops, the Accountability section would not have the ability to perform their core function of HR compliance audits, and new reliable machines would not be available for the monthly Civil Service Commission meetings. Without funding for the requested printers, adequate equipment would not be available to handle the workload volume. If funding is not provided for the UPS, the risk of an interruption of network connectivity due to a power outage/surge at the test administration facility would be greatly increased.

5) Has the department added any positions, including classified, unclassified, and other charges positions, in FY17? If so, how many and what positions? Did the department request additional positions in the FY18 budget request? If so, how many and what positions.

State Civil Service has not added any positions, including classified, unclassified, and other charges positions, in FY17.

Yes, State Civil Service requested four (4) additional positions associated with the agencies efforts to efficiently work on mapping competencies for state agencies and providing talent management and

workforce development solutions for individual agencies based on the job or agency-specific competency map:

- (2) Training and Development Program Managers
- (1) Training and Development Specialist
- (1) Workforce Development Specialist

6) Provide a summary of changes in salaries from FY16 to FY17, including performance adjustments, promotions, or any other changes in salaries. Provide a summary of requested changes in salaries from FY17 to FY18, including performance adjustments, promotions, or any other changes in salaries.

FY 2016 to FY 2017	Amount
Description	
Compression Pay (2)	\$10,483
6.5g Adjustment (1)	\$3,661
Detailed (3)	\$15,309
Promotion (10)	\$58,386
Reallocation (10)	\$36,462
0560 Total (26)	\$124,301

Please refer to #4 for a summary of requested changes in salaries from FY17 to FY18.

7) What budget adjustments have been made since the initial appropriation to your department? How much in each means of finance has been appropriated to each agency since the initial appropriation?

Non-Applicable. The Department of State Civil Service has not received any Supplemental Appropriations this FY.

8) Do your spending and staffing levels match the priorities of your department?

Yes. Currently, the Department’s spending and staffing levels match the priorities of the Department.

Under the direction of the State Civil Service Commission (SCSC), the Department of State Civil Service (SCS) provides value to the citizens of Louisiana through the administration and the regulation of the classified workforce. It’s through the Commission and the Department’s constitutional mandates, that the State is afforded a comprehensive, merit-based human resources management foundation that provides transparency, accountability and cost savings through uniform application. The SCSC is vested with broad and general rule making and subpoena powers for the administration and regulation of the classified service, including the power to adopt rules for regulating employment, promotion, demotion, suspension, reduction in pay, removal, certification, qualifications, political activities, employment conditions, compensation and disbursement to employees and other personnel matters and transactions. The mission of SCS is to provide human resources services and programs that enable state government to attract, develop, and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana. As such, the Department strives to do so in the most responsible way possible while also remaining cognizant of the fiscal climate affecting the State in working to achieve our goals, commitments and responsibilities charged to us by the State and its citizens.

9) Provide the top 5 performance measures that give the outcomes in your department. How do you rank nationally based on these priority measures?

SCS provides human resources services and programs that enable state government to attract, develop, and retain a productive and diverse workforce that excels in delivering quality services to the citizens of

Louisiana. The following performance indicators, while not inclusive of all of the services provided, reflect a focus on service and highly necessary outcomes for state agencies, as well as the citizens of the state:

- Percentage of Program Accountability Reviews Conducted
- Percentage of Mandatory Training Courses Provides to Supervisors
- Percentage of Appeal Hearing Decisions Rendered within 90 Days
- Percentage of Classified Position Descriptions Allocated within Prescribed Timeframe (currently 3 business days or less)
- Percentage of Classified Eligible Lists Provided to Agencies within Prescribed Timeframe (currently 3 business days or less)

SCS seeks to be a national leader in the area of human resources management and merit system administration. As such, we have spent a great deal of time in working with partner states through the National Association of State Personnel Executives (NASPE), which has allowed the transfer of knowledge in key areas such as performance management, job posting, employee qualification, and pay structure development. While national rankings are not easily accessible for the type of work that is provided by SCS, the last major study on the effectiveness of state programs by the Pew Center on the States graded the State of Louisiana, in the area of "People" as a "B." This area included strategic workforce planning, hiring, retaining employees, training and development, and managing employee performance. Additionally, SCS has been nationally recognized for our recruiting and communication efforts, as well as activities designed for educating and training state personnel on human resources practices.

10) Provide a list of all sources of revenue that are not appropriated. These funds could include restricted or off budget accounts. Also, please provide the amount anticipated to be used in FY17, the amount in FY18, and any balance or reserve amount for each source or revenue.

Non-Applicable. The Department of State Civil Service does not have any sources of revenue not appropriated.

Office of State Examiner

Fiscal Year 2017-2018 Budget Request Hearings

1) During the 2016 sessions, what did the department testify would be the effects of the FY17 budget on services, staffing, and contracts?

As the result of the FY16 mid-year budget reduction of \$53,000, which impacted funding for services and contracts, it was clear to us that appropriations for FY17 would be far lower than that which would be required on a continuation level. We advised that severely reduced appropriations would curtail the agency's responsiveness to the needs of local jurisdictions to recruit, appoint, and promote fire and police personnel, to maintain and promote discipline, and to provide adequate protection for their citizens. We projected that funding for our only two contracts would be severely curtailed. These contracts provide for support and security for our computer network and our test development and scoring software, which, if compromised, would have a direct negative impact on a core mission of the Office of State Examiner (OSE) to develop and score fire and police employment exams.

2) Compared to FY16, what reductions, including services, staffing, and contracts, have been made in the department in FY17?

To date, the OSE has made no reductions in services, staffing and contracts. However, the OSE consistently makes operational adjustments to maximize as much as possible its appropriated funding. This has been true especially when annual budget reductions have been necessary, as we have experienced in most of the preceding years. For example, in this fiscal year we anticipate that we may be able to replace our test development and scoring software with a less expensive, but more robust system. If the prospective system can perform as proposed, we anticipate that we will eliminate one technology contract, and realize a savings of \$10,000 per year. We believe that our critical contemporaneous review of our mission and anticipated expenditures against a backdrop of certain funding reductions has helped us to prioritize and streamline our operations.

3) What reductions would the department make if there are mid-year reductions to the FY17 budget?

This would, of course, depend upon the amount of the mid-year reduction. As mentioned in question 2, we strive to be operationally efficient and to maximize as much as possible the appropriated funding for each fiscal year in view of our mission and anticipated expenditures. We have been advised that a mid-year budget reduction of \$80,000 is possible for the Office of State Examiner. A 32-year veteran of the state service retired early in this fiscal year, which has resulted in a significant amount in personal services. We have earmarked those funds should it be necessary for a mid-year reduction.

4) Provide a brief overview of the FY18 budget request compared to FY17 by budget unit. What increases are requested in FY18 and why are the increases necessary, including any new or expanded programs or services to additional populations? Are there any reductions in the FY18 budget requests, including those as a result of annualizing reductions made in FY17?

The Office of State Examiner requested a 1.66% increase in the total means of financing in the FY18 budget request. The FY18 budget request includes standard inflationary increases and compulsory adjustments. Those include adjustments to Travel, Operating Services, Supplies, Professional Services and Acquisitions.

Office of State Examiner

An adjustment to Travel is being requested to fund travel related expenditures to attend the IPAC, IPMA-HR and SHRM conferences and increase related to inflation. The Office of State Examiner (OSE) attends conferences for the purpose of receiving training in recent developments in public sector human resources practices, including test validation and conducting job analyses. Keeping abreast of best practices also modifies our advice and guidance due to new methodologies learned. Knowledge received at these conferences has been implemented into the workload of the OSE and has allowed our office to provide a more effective and efficient product. Providing training opportunities for employees is necessary for employee development.

The adjustment to Operating Services is being requested to fund anticipated increases in costs for essential maintenance agreements, dues and subscriptions and various software licenses upgrades.

An adjustment to Supplies is requested to to fund the anticipated increase in the costs of printer toners, scantrons, copy paper, and inflation. The OSE uses copy paper for every examination administered by our office. Not funding this contract will create numerous problems for our office and result in a decline in services to the public safety entities we serve around the state. The OSE uses toner for every examination administered by our office. Not funding this contract will create numerous problems for our office and result in a decline in services to the public safety entities we serve around the state. The OSE uses Scantron for every examination administered by our office. Not funding this request will create numerous problems for our office and result in a decline in services to the public safety entities we serve around the state.

Additionally, an adjustment to Professional Services is being requested to fund the anticipated need to retain attorneys for the purpose of filing amicus curiae briefs and for representation in litigation related to the agency's testing function and advisory role. R.S. 33:2479.F provides the state examiner may obtain on a contractual or fee basis the services which his office is unable to supply and which are necessary for his compliance with the provisions of the Fire and Police Civil Service Law. The State Examiner is required by the provisions of Acts 2016, No. 667 to seek writs of mandamus to compel compliance with the establishment a fire and police civil service system by local governing authorities to which the Fire and Police Civil Service Law is applicable. Such action is a ministerial duty of the State Examiner, and is not optional, and will require the OSE to expend funds for legal representation. Also, while there has never been a successful challenge to the services provided by the OSE, funds for an attorney are needed in the event of litigation. If money is not established in the budget for this category and we are challenged legally we will have to take funds away from our mission in order to fund attorney fees and related costs. Additionally, this adjustment includes anticipated inflation increases.

Lastly, an adjustment to Acquisitions is being requested to to purchase various replacement agency items, such as office furniture, computers, printers, a vehicle and an updated grading system. The office furniture is needed in order to improve ergonomics for employees and to minimize fatigue and work-related sick leave. Proposed furniture also maximizes utility of office space and increases surface area in order to accommodate both tasks and equipment. All of the computers used by office staff run a 32-bit system. New computers are now equipped with a 64-bit system to run programs more efficiently. The current color printer is twelve years old and cannot keep up with the volume of color print jobs. Agency requires color printing for illustrations, graphs and charts in its employment tests. It also makes extensive use of color printouts for reports and publications necessary to fulfil its statutory obligation

Office of State Examiner

to provide advice and guidance to stakeholders in the Fire and Police Civil Service System. The requested vehicle is to replace current 2007 vehicle, due to age, mileage, and cost of maintenance. The current vehicle is nine years old and is used at least three times a week, is prone to failure while employees are in travel status. High mileage correlates with higher repair costs. Safety of employees outweighs cost of new vehicle. Agency cannot use the Enterprise contract due to agency requirements for exam security and integrity while in travel status. The amount listed is based on the 2015 vehicle contract (SUV). Administering and scoring employment exams are vital statutory functions of the OSE. Current grading software was originally designed and built over 20 years ago. It is based on obsolete 16 bit MS-DOS technology and is increasingly incompatible with modern systems and programs running up to 64 bits. Incompatibility causes inefficiencies in terms of productivity and increasing maintenance. In addition to the replacement items, the agency also requested funding to purchase new tablets. Tablets will be used to access the applicable acts and laws as it pertains to the questions asked, as well as to research WestLaw and other legal sites in order to provide advice while in the field. Funding for the majority of these items has been appropriated in the FY 16-17 budget; however, the agency has relinquished purchasing the equipment to purchase a replacement vehicle; which, the Commissioner's office approved. The replaced vehicle compromised the safety of employees while in travel status.

- 5) Has the department added any positions, including classified, unclassified, and other charges positions, in FY17? If so, how many and what positions? Did the department request additional positions in the FY18 budget request? If so, how many and what positions.**

The OSE has not added any positions, including classified, unclassified, and other charges positions, in FY17.

The agency did not request additional positions in the FY18 budget request.

- 6) Provide a summary of changes in salaries from FY16 to FY17, including performance adjustments, promotions, or any other changes in salaries. Provide a summary of requested changes in salaries from FY17 to FY18, including performance adjustments, promotions, or any other changes in salaries.**

FY 2016 to FY 2017	Amount
Description	
0561	
Reallocation (1)	\$4,909
0561 Total (1)	\$4,909

Please refer to #4 for a summary of requested changes in salaries from FY17 to FY18.

- 7) What budget adjustments have been made since the initial appropriation to your department? How much in each means of finance has been appropriated to each agency since the initial appropriation?**

Non-Applicable. The OSE has not received any Supplemental Appropriations this FY.

- 8) Do your spending and staffing levels match the priorities of your department?**

Yes. In 1991, the Municipal Fire and Police Civil Service (MFPCS) Operating Fund was established to provide operational funding for the OSE, and is based upon a tax on insurance premiums paid into the state. In the twenty-five years since the MFPCS Fund was established, our T.O. has increased by only five positions (70%), while the jurisdictions served by the OSE has increased by 70 (92%). That represents a

Office of State Examiner

50% increase in the ratio of jurisdictions to individual employees. Prior to the enactment of Acts 1992, No. 497, reliance on the General Fund meant a lack of response and severe delays in testing for public safety positions, which negatively impacted employment and promotions in local fire and police departments statewide. Notwithstanding that our funding source is dedicated to the operations of the OSE, we remain committed to being austere with our appropriations in the same manner as we had been in the days when we were a State General Fund agency.

9) Provide the top 5 performance measures that give the outcomes in your department. How do you rank nationally based on these priority measures?

We identify the following outcome-based measures as primary indicators of performance (FY 2014-2015)

- 8,198 personnel action forms processed for compliance with civil service law.
- 12,532 requests for advice by telephone.
- 950 responses by correspondence to requests for information or advice.
- 564 examinations administered
- 221 new, customized examinations developed in-house.
- 98% overall approval rating by jurisdictions served.

The Municipal Fire and Police Civil Service System in the state of Louisiana appears to be unique among the fifty states of the Union. We are unaware that any other state has specifically established by constitution and statute a classified civil service system for the local fire and police personnel of its political subdivisions. We cannot find other states which have also established a central agency responsible for serving in an advisory capacity regarding the fire and police civil service law to the same extent that is provided for in Louisiana, and which also is responsible for employment and promotional testing. In an attempt to provide some kind of comparison, research indicates that California, Kentucky, Mississippi, South Carolina, and Texas administer human resources functions for public employment on a local or county levels. The state of New York operates a civil service system for state agencies and local governments, but it does not appear to function in the same manner as in Louisiana. Each department in the preceding named states appears to be held responsible to provide for their own rules and regulations for personnel management with guidance from state and federal statute.

Our research also indicates that, in most states, employment examinations appear to be outsourced by the testing jurisdictions. Alternatively, the state of Louisiana, through the Office of State Examiner, provides by statute for employment testing for the fire and police personnel employed under Louisiana's fire and police civil service system. Tests administered by the OSE are developed and validated in-house. Outsourcing exams is cost prohibitive, inasmuch as the cost of one commercially-developed exam, conservatively speaking, is approximately \$35,000. To have developed and administered the 221 exams developed by OSE in FY16 at a cost of \$35,000 would have cost the state of Louisiana \$7,735,000. That is almost four times the appropriated amount for all OSE operations.

Office of State Examiner

- 10) Provide a list of all sources of revenue that are not appropriated. These funds could include restricted or off budget accounts. Also, please provide the amount anticipated to be used in FY17, the amount in FY18, and any balance or reserve amount for each source or revenue.**

Currently, the Municipal Fire Police Civil Service Operating Fund balance in excess of the FY17 appropriation is \$106,530. If an increase in appropriation is not requested or granted, the agency would not have the ability to use any of these funds in FY17. The projected amount for FY18 is \$122,994.

Ethics Administration Program

Fiscal Year 2017-2018 Budget Request Hearings

1) During the 2016 sessions, what did the department testify would be the effects of the FY17 budget on services, staffing, and contracts?

The Louisiana Board of Ethics is the only agency responsible for administering and enforcing the ethics laws applicable at all levels of government – state, local and parish – that were enacted by the Legislature. The Board is also responsible for administering and enforcing the campaign finance and lobbying laws at all levels of government. There is no other body created by the Legislature to perform these tasks, which are enforced as to every public employee and elected official. In order to accomplish this mandate, the Board must have the personnel and funding to support the statutory directives.

The enacted budget for FY16-17 resulted in a standstill budget for the Ethics Administration Program. However, during the 2016 session, substantial reductions were recommended and the agency testified that any reduction would impede the Ethics Administration's ability to administer and enforce investigations regarding conflict of interest, campaign finance and lobbying laws. Budget cuts would impact personnel decisions and the ability to purchase much needed items for the agency. To absorb any reductions, the agency would be forced to eliminate positions.

Originally the Ethics Administration program was facing a 63% reduction of state general funds from the agency's existing operating budget. Such a reduction would have crippled the Board's ability to function in accordance with its legislative mandate. In fact, any reduction at all in the FY16-17 budget would have a serious adverse effect on the Board's ability to function. Seventy-six percent (76%) of the agency's budget is consumed by the 40 employees on the Board's staff. All 40 are required to enable the Board to function in accordance with its mandate. The remainder of the budget is for IAT expenses that the agency has little to no control (rent, Division of Administration Law, and Civil Service fees), and operating services (computer hardware/software needs, and postage for statutorily-required notices).

It must be noted that the functions and operations performed by the Board and its staff are not at the discretion of the Board. Rather, the functions are statutorily mandated. Any reductions in funding would require decisions to be made as to which mandates would not be performed.

2) Compared to FY16, what reductions, including services, staffing, and contracts, have been made in the department in FY17?

The Ethics Administration Program reviewed and reduced all professional services contracts.

3) What reductions would the department make if there are mid-year reductions to the FY17 budget?

If there are FY17 mid-year reductions to the Ethics Administration Program budget, the majority of funding for this reduction would be from personal services. The agency would be able to realize some savings in personal services in FY17 because of the uncertainty about the agency's budget and attrition. While the agency was ultimately funded at a standstill level from FY16, as you are aware, the proposed cuts during the budget process were dire to the agency, and would have resulted in layoffs. Knowing that the agency had vacancies due to retirements and transfers to other agencies for better pay, vacant positions were not filled until FY17, which resulted in more moves within the agencies and more vacancies that were posted in accordance with Civil Service Rules. Furthermore, the Ethics Administration Program filled the positions at salaries lower than projected.

Ethics Administration Program

- 4) Provide a brief overview of the FY18 budget request compared to FY17 by budget unit. What increases are requested in FY18 and why are the increases necessary, including any new or expanded programs or services to additional populations? Are there any reductions in the FY18 budget requests, including those as a result of annualizing reductions made in FY17?**

The Ethics Administration Program is requesting a 4.34% increase in total means of financing in the FY18 budget request. The FY18 budget request includes standard adjustments for inflationary increases and compulsory adjustments for salaries and related benefits. Funding is requested for continuing education travel and training seminar registrations, and increases in essential software maintenance agreements, renewal of software licenses, and increases in various dues and subscriptions. Acquisition funding is being requested to replace items that have surpassed their life expectancy, such as desktop computers, Board laptop computers used at meetings, printers, and a laptop charging cart. Funds are being requested in Professional Services to ensure there are sufficient funds available for the agency to engage the services of outside counsel to represent the Board in the event that litigation is filed in state or federal court. Lastly a position is being requested due to an increase in the number of disclosure reports received by the agency, which has resulted in the number of disclosure reports needing to be reviewed for compliance. This position is necessary to conduct the reviews efficiently and timely.

- 5) Has the department added any positions, including classified, unclassified, and other charges positions, in FY17? If so, how many and what positions? Did the department request additional positions in the FY18 budget request? If so, how many and what positions.**

The Ethics Administration Program has not added any positions, including classified, unclassified, and other charges positions, in FY17.

Yes, The Ethics Administration Program requested one (1) additional position (Compliance Investigator) associated with an increase in the number of disclosure reports received by the agency, which has resulted in the number of disclosure reports needing to be reviewed for compliance.

- 6) Provide a summary of changes in salaries from FY16 to FY17, including performance adjustments, promotions, or any other changes in salaries. Provide a summary of requested changes in salaries from FY17 to FY18, including performance adjustments, promotions, or any other changes in salaries.**

FY 2016 to FY 2017	Amount
Description	
Detailed to Special Duty (1)	\$7,800
Promotion (1)	\$9,526
Reallocation (5)	\$27,061
0562 Total (7)	\$44,387

Please refer to #4 for a summary of requested changes in salaries from FY17 to FY18.

- 7) What budget adjustments have been made since the initial appropriation to your department? How much in each means of finance has been appropriated to each agency since the initial appropriation?**

Non-Applicable. The Ethics Administration Program has not received any Supplemental Appropriations this FY.

- 8) Do your spending and staffing levels match the priorities of your department?**

Currently, the agency's spending and staffing levels match the priorities of the agency. The agency is functioning as it should at the current funding level. The Board and its staff are keenly aware of the fiscal crisis affecting the State and strive to run the agency in an efficient manner while being committed to the

Ethics Administration Program

responsibilities and functions that have been charged to them by the Legislature and the citizens of this State.

9) Provide the top 5 performance measures that give the outcomes in your department. How do you rank nationally based on these priority measures?

- Number of non-complex investigations completed
- Number of non-complex investigations completed by deadline
- Percentage of reports and registrations filed electronically
- Number of informational presentations
- Number of persons receiving training

It is difficult to measure, rank and compare our performance measures to that of other nationally based rankings. The Ethics laws and enforcement of those laws vary from state to state. Additionally not all states have priority or performance measures in which to base their outcomes and their budget. There is one common general performance measure – Number of Investigations per Year - collected by the Council on Governmental Ethics Laws (COGEL) that the agency can use as a performance measure (It has caveats which are footnoted below.):

GENERAL PERFORMANCE INFORMATION: Council on Governmental Ethics Laws (COGEL) - Number of Investigations Per Year ¹	
STATE	VALUE
Arkansas ²	75
California ³	700
Kansas ⁴	7
Louisiana ⁵	561
Missouri ⁶	200
Nebraska ⁷	40
Oklahoma ⁸	7
Texas ⁹	281

States used for comparisons have similar jurisdiction with regards to lobbying, campaign finance, ethics and financial disclosure; however, jurisdiction over certain entities may vary (see additional footnotes).

¹

certain entities may vary (see additional footnotes).

²

Jurisdiction over Judges, but not private sector/vendors.

³

Jurisdiction over Judges, but not private sector/vendors.

⁴

Jurisdiction over Judges, but not judicial employees, local employees, local appointed officials, and private sector/vendors.

⁵

No jurisdiction over Judges.

⁶

Jurisdiction over Judges, but not legislative employees and private sector/vendors.

⁷

No jurisdiction over judicial employees.

⁸

Jurisdiction over Judges.

⁹

Jurisdiction over Judges.

Source: COGEL Blue Book 2015 Ethics Update

Ethics Administration Program

10) Provide a list of all sources of revenue that are not appropriated. These funds could include restricted or off budget accounts. Also, please provide the amount anticipated to be used in FY17, the amount in FY18, and any balance or reserve amount for each source or revenue.

Non-Applicable. The Ethics Administration Program does not have any sources of revenue not appropriated.



State Police Commission

Post Office Box 66555
Baton Rouge, LA. 70896-6555
Phone (225) 925-7057
Fax (225) 925-7058

AN EQUAL OPPORTUNITY EMPLOYER

John Bel Edwards
Governor

Cathy Derbonne
Executive Director

November 30, 2016

Representative Cameron Henry
Chairman
Louisiana House of Representatives
Committee on Appropriations
P.O. Box 44486
Baton Rouge, Louisiana 70804-4486

Re: Fiscal Year 2017-2018 Budget Request Hearings

Dear Chairman Henry:

As requested in your correspondence of September 21, 2016, we are pleased to provide the following information to the Committee regarding the implementation and progress of the FY 17 appropriation and the departments request for FY 18.

Section One:

During the 2016 sessions, what did the department testify would be the effects of the FY 17 budget on services, staffing, and contracts?

Services: The State Police Commission is one agency, one program and one activity. Its function is to provide an independent civil service system for all regularly commissioned full-time law enforcement officers employed by the Department of Public Safety and Corrections, Office of State Police, or its successor, who are graduates of the State Police training academy of instruction and are vested with full state police powers, as provided by law, and persons to become such officers. Article X, Part IV, Section 41, et seq. of the Louisiana Constitution amendment of 1974, provides for the primary statutory authority of the State Police Service. The Commission is composed of seven (7) individuals representing each of the six congressional districts of the state. Six (6) members are nominated by Presidents of certain private universities and appointed to serve by the Governor. The seventh member is an "employee representative," who is elected by his fellow classified members of the State Police Service.

Staffing: The State Police Commission has (3) authorized positions; Director, Program Manager, and Test Analyst. The program administers entry-level law enforcement examinations and annual promotional examinations, processes personnel actions, issues certificates to those eligible, and schedules appeal hearings and pay hearings. Senate Resolution No. 190 of the 2016 Regular Session by Senator Barrow requires Civil Service Systems to utilize *electronic testing procedures* for applicants for classified positions.

Contracts: The Commission has contracts for professional services with the following:

- (1) **Taylor, Porter, Brooks, and Phillips** - To provide professional legal representation as special counsel to the State Police Commission, and its Director and serve as Referee for State Police Commission when requested by the Commission. To date, this firm has served the Commission since inception of the state police service in the early 1990's.

- (2) T. Taylor Townsend, LLC - To provide legal representation as special counsel to the State Police Commission, its Director during an investigation of any suspected violation by any person of the provisions of the Article or these Rules. The current contract was approved by the Attorney General Jeff Landry dated March 29, 2016
- (3) Louisiana State University in Shreveport, Institute for Nonprofit Administration and Research (INAR) - The specific goal of this contract is for the development, scoring, and validation of the custom hiring examinations used for entry-level assessment and the selection, for the position of cadet. In addition, this contract is to revise the promotional exams and create new computer-based versions for the positions of sergeant, lieutenant, and captain. The new versions are developed from an item pool established during job analysis and testing processes, considering changes in content sources (i.e., LSP Policy and Procedure Manual) used in previous versions of the test. The promotional exam is a reflection of knowledge about leadership, policy and procedure, writing skills, and of current laws.

Section Two:

Compared to FY 16, what reductions, including services, staffing, and contracts, have been made in the department in FY 17? Our existing FY 16 budget is at a critically low level. Statutorily dedicated State General Funds for FY 16-17 was \$474,166 with an interagency transfer amount of \$35,000. The total amount for the department is \$509,166. Compared to FY 16, no reductions were made in FY 17 for services, staffing, and contracts in order for the department to perform its statutory duties.

Section Three:

What reductions would the department make if there are mid-year reductions to the FY 17 budget? In order for the department to perform its statutory duties, it is recommended that the department not receive any mid-year reductions. There were no State Police academies from the year of 2009 to 2013, the Commission was able to withstand the moderate reductions during those years. Now, since the State Police Academy began in 2014, the Commission needs to receive adequate appropriations to enable it to implement its operation efficiently and effectively.

Section Four:

Provide a brief overview of the FY 18 budget request compared to FY 17 by budget unit. What increases are requested in FY 18 and why are the increases necessary, including any new or expanded programs or services to additional populations? Are there any reductions in the FY 18 budget requests, including those as a result of annualizing reductions made in FY 17?

An overview of FY 18 budget includes a statutorily dedicated State General Fund amount of \$679,105. It will include an interagency transfer amount of \$45,000 from the Department of Public Safety & Corrections for cadet testing. The total amount requested for the department is \$724,105 and is necessary for the following reasons:

- a) To include the requirement of all Civil Service Systems to utilize the *electronic testing procedures* for applicants for classified positions. In order to implement this measure we would provide testing via computers or IPADS.

- b) A request for one (1) new position as Deputy Director to serve as confidential assistant to the Director is needed. To allow this to be implemented, the requested budgetary increase is for the salary and related benefits which would require the total amount of \$133,048 to assist in the day to day activities.
- c) There is a need for an adjustment to the current salaries category, as the amount appropriated for salaries for the current year FY 16-17 is not sufficient enough to pay its current employees for the remainder of the year without an adjustment being made.
- d) Included in the budget request is a 4% increase for performance adjustments for employees.
- e) The state of Louisiana Statewide cost allocation plan with calculation of fixed costs to the Commission in the amount total of \$21,809 to the following departments: Plan & Budget, Contractual Review, DOA Information Services, ISIS - Information Services, and HRPR.
- f) The current equipment dated 2003 (standard desktop/ office computers) utilized by the Commission staff are insufficient and outdated and the need for new equipment is a priority.
- g) The current multi-function copier is not working properly and is outdated. It is unable to be repaired. The need for a copier is crucial to the department in the day to day activities.
- h) Accounting and Audit Services were billed to the Commission in the amount of \$6,156.

Section Five:

Has the department added any positions, including classified, unclassified, and other changes in positions, in FY 17? If so, how many and what positions? No positions have been added in FY 17.

Did the department request additional positions in the FY 18 budget request? If so, how many and what positions? A request for (1) new unclassified position was made in FY 18. The position is for a Deputy Director to serve as confidential assistant to the Director is needed. The position would require a law degree to represent the department in a more complex and important litigation due to the increase in appeals and assist with investigations and demand to stay current on new laws. There is an increase in the workload due to the number of personnel actions requiring a one day turn around.

Section Six:

Provide a summary of changes in salaries from FY 16 to FY 17, including performance adjustments, promotions, or any other changes in salaries. Provide a summary of requested changes in salaries from FY 17 to FY 18, including performance adjustments, promotions, or any other changes in salaries. No changes have been made in FY 16 to FY 17 in salaries.

Section Seven:

What budget adjustments have been made since the initial appropriation to your department? How much in each means of finance has been appropriated to each agency since the initial appropriation? No budget adjustments have been made since the initial appropriation to the department.

Section Eight:

Do your spending and staffing levels match the priorities of your department? No, the spending and staffing levels do not match priorities of our department. It is necessary that the department receive adequate appropriations to enable it to implement its operation efficiently and effectively.

Section Nine:

Provide the top 5 performance measures that give the outcomes in your department.

- (1) The Administration Program will maintain an average time of 4 months to hear and decide an appeal, with at least 75% of all appeal cases disposed within 3 months.
- (2) The Administration Program will maintain existing testing, grade processing, and certification levels for the State Police *cadet hiring* process.
- (3) The Administration Program will maintain existing testing, grade processing, and certification levels for the State Police *promotional* process.
- (4) The Administration Program will maintain existing indicators for the State Police Sergeants, Lieutenants and Captains until a new examination is developed which could drastically change indicators at that time.
- (5) The Administration Program will maintain a one-day turnaround time on processing the personnel actions.

Section Ten:

Provide a list of all sources of revenue that are not appropriated. These funds could include restricted or off budget accounts. Also, please provide the amount anticipated to be used in FY 17, the amount in FY 18, & any balance or reserve amount for each source or revenue.

The State Police Commission is a governmental regulatory agency established by the Louisiana Constitution to regulate the state police service. The State Police Commission does not have a list of sources of revenue that are not appropriated.

Please do not hesitate to contact me at (225) 925-7104 or cathy.derbonne@la.gov if I can be of further assistance.

Sincerely,



Cathy Derbonne
Executive Director

HISTORICAL BUDGET REQUEST FUNDING

Department: STATE POLICE COMMISSION 17-563		FY 2006-07	FY 2007-08	FY 2008-09	FY 2009-10	FY 2010-11	FY 2011-12	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
STATE GENERAL FUND		\$504,955	\$565,364	\$580,163	\$590,835	\$515,546	\$550,664	\$575,407	\$530,618	\$497,467	\$515,013	\$514,067	\$679,105
INTERAGENCY TRANSFERS		\$76,542	\$73,700	\$76,989	\$74,781	\$75,527	\$70,315	\$54,665	\$54,130	\$15,928	\$7,820	\$5,645	\$45,000
FEES & SELF GENERATED													
STATUTORY DEDICATIONS													
FEDERAL													
TOTAL		\$581,497.00	\$639,064.00	\$657,152.00	\$665,616.00	\$591,073.00	\$620,979.00	\$630,072.00	\$584,748.00	\$513,395.00	\$522,833.00	\$519,712.00	\$774,105.00

Board of Tax Appeals HAC Agency Responses

Wednesday, December 7, 2016

1) What budget adjustments have been made since the initial appropriation to your department? How much in each means of finance has been appropriated to each agency since the initial appropriation?

A BA-7 was approved for additional Self Generated Revenue to be used for additional caseload.

2) Do your spending and staffing levels match the priorities of your department?

Yes, currently using temporary employees due to increase in case volume, but otherwise at full staffing.

3) Provide the top 5 performance measures that give the outcomes in your department. How do you rank nationally based on these priority measures? Not applicable.

4) Provide a list of all sources of revenue that are not appropriated. These funds could include restricted or off budget accounts. Also, please provide the amount anticipated to be used in FY 17, the amount in FY 18, and any balance or reserve amount for each source or revenue.

Not applicable. Note: The BTA does hold certain local tax funds in escrow in certain appealed cases, but these are not expended or appropriated for BTA purposes.

5) During the 2016 sessions, what did the department testify would be the effects of the FY 17 budget on services, staffing, and contracts?

The adopted budget had no negative effect on staffing. The Board only has one contract for legal advice.

6) Compared to FY 16, what reductions, including services, staffing, and contracts, have been made in the department in FY 17?

Disputes from legislative changes to tax law have resulted in a significant increase in case volume. There have been no staffing savings due to the need to deploy additional temporary employees to process this influx of additional petitions. The BTA has only one contract for legal advice.

7) What reductions would the department make if there are mid-year reductions to the FY 17 budget? Stop the utilization of temporary employees being used for additional case processing. If the cut was larger, then the layoff of a TO.

8) Provide a brief overview of the FY 18 budget request compared to FY 17 by budget unit. What increases are requested in FY 18 and why are the increases necessary, including any new

or expanded programs or services to additional populations? Are there any reductions in the FY 18 budget requests, including those as a result of annualizing reductions made in FY 17?

The Local Tax Division program is fully funded with local funds (show up as IAT), that program has stabilized (it was newly created in 2014).

The Administrative program handles state tax and fee disputes. Its workload has increased considerably due to disputes stemming from recent legislative changes to tax laws. The Admin program request includes the annualization of certain expenditures recently authorized through BA-7, principally: a) \$18,000 for attorney for advice on solar tax credit class action, and b) Admin Program Specialist for court reporting services

9) Has the department added any positions, including classified, unclassified, and other charges positions, in FY 17? If so, how many and what positions? Did the department request additional positions in the FY 18 budget request? If so, how many and what positions.

The BTA added 1 job appointment position utilizing Self Generated MOF. The budget request was that this be continued into the next FY. The BTA has also been utilizing temp agency employees for certain scanning and copying tasks.

10) Provide a summary of changes in salaries from FY 16 to FY 17, including performance adjustments, promotions, or any other changes in salaries. Provide a summary of requested changes in salaries from FY 17 to FY 18, including performance adjustments, promotions, or any other changes in salaries.

No merit raises were awarded in FY 16 or FY 17. In FY 17, employees had pay increases if they were promoted from one position to another (actual change to a new job not promotion within same duties).

The continuation budget for FY 18 requested merit raises for employees.