



# SUBCOMMITTEE ON GENERAL GOVERNMENT

Department of Civil Service  
Interim Meeting

CHAIRMAN  
REPRESENTATIVE BRETT GEYMANN



# **AGENDA**

## **Department of Civil Service**

- **Department of Civil Service**
- **FY 08-09 Operating Budget**
- **Statutory Dedications**
- **Salaries and Positions**
- **Travel Expenditures**
- **Civil Service Commission**
- **Federal Minimum Wage**
- **Annual Uniform Pay Plan**
- **Ethics Reform**



## CIVIL SERVICE

The Department of Civil Service is comprised of five (5) budget units: State Civil Service, Municipal Fire and Police Civil Service, Ethics Administration, State Police Commission, and Division of Administrative Law. Listed below is the mission for each budget unit:

**State Civil Service** - the mission of State Civil Service is to provide human resource 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.

**Municipal Fire and Police Civil Service** - The mission of the Office of State Examiner, Municipal Fire and Police Civil Service, is to administer an effective, cost-efficient civil service system based on merit, efficiency, fitness, and length of service, consistent with the law and professional standards, for fire fighters and police officers in all municipalities in the state having populations of not less than 7,000 nor more than 500,000 inhabitants, and in all parish fire departments and fire protection districts regardless of population, in order to provide a continuity in quality of law enforcement and fire protection for the citizens of the state in both rural and urban areas.

**Ethics Administration** - The mission of Ethics Administration is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflict of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws, to achieve compliance by governmental officials, public employees, candidates, and lobbyists and to provide public access to disclosed information.



## **CIVIL SERVICE**

State Police Commission - The mission of the State Police Commission is to provide a separate merit system for the commissioned officers of Louisiana State Police. In accomplishing this mission, the program administers entry-level law enforcement examinations and promotional examinations, processes personnel actions, issues certificates of eligible candidates for initial appointments and promotional opportunities, and schedules appeal hearings and pay hearings. The State Police Commission was created by constitutional amendment 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, who are graduates of the State Police training academy and vested with full state police powers and persons in training to become such officers.

Division of Administrative Law - The mission of the Division of Administrative Law is to provide a neutral forum for handling administrative hearings for certain state agencies, with respect for the dignity of individuals and their due process rights.



# CIVIL SERVICE BUDGET

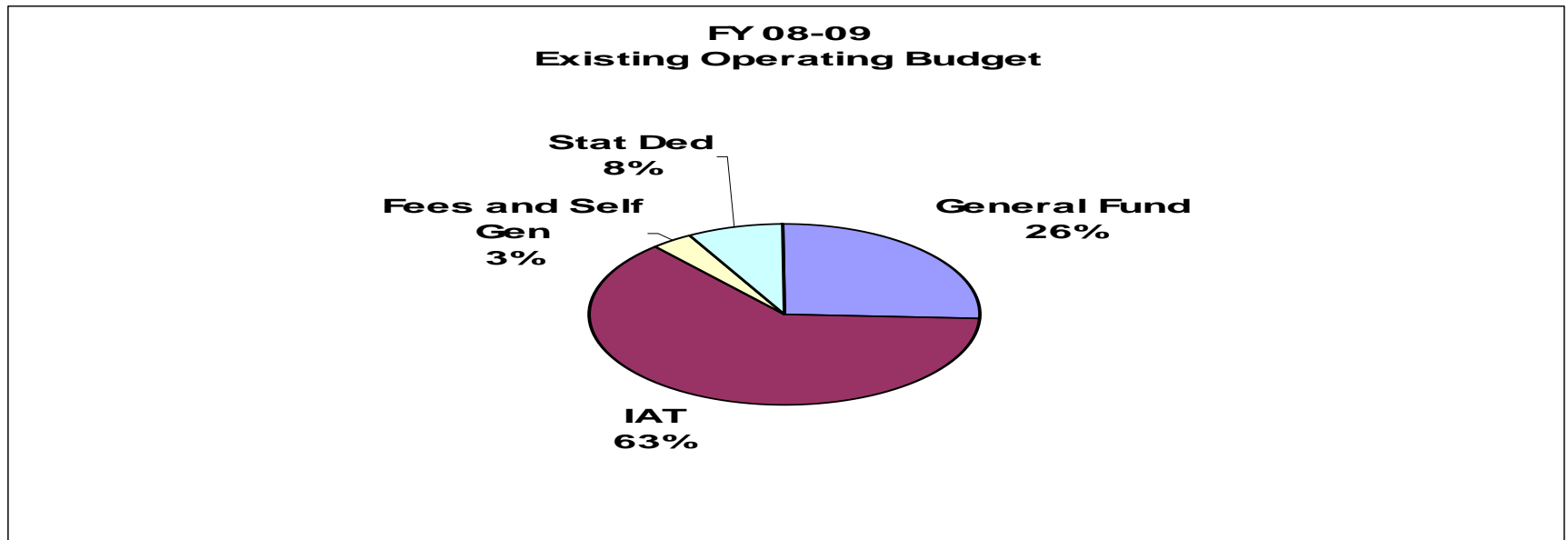
Civil Service Budget Comparison					
Means of Finance	FY 07-08 Actual Budget	FY 08-09 Existing Operating Budget	FY 09-10 Requested	Change from FY 08-09 to FY 09-10	Percent Change
State General Fund	\$2,193,668	\$5,174,926	\$4,793,815	(\$381,111)	-7.4%
Interagency Transfers	\$11,321,959	\$12,622,810	\$12,934,106	\$311,296	2.5%
Fees and Self-Gen Rev	\$602,808	\$652,637	\$671,466	\$18,829	2.9%
Statutory Dedications	\$1,541,767	\$1,625,133	\$1,817,340	\$192,207	11.8%
IEB	\$4,949	\$0	\$0	\$0	0.0%
Federal Funds	\$0	\$0	\$0	\$0	0.0%
<b>TOTAL</b>	<b>\$15,665,151</b>	<b>\$20,075,506</b>	<b>\$20,216,727</b>	<b>\$141,221</b>	<b>0.7%</b>



# CIVIL SERVICE

## BUDGET

- The Department of Civil Service has a FY 08-09 Existing Operating Budget of \$20.1 million in total means of finance and 188 authorized positions.
- The department is appropriated \$1.6 million or 8 % of the total budget from statutory dedications in FY 08-09.





# **CIVIL SERVICE**

## **STATUTORY DEDICATIONS**

### **Municipal Fire and Police Civil Service Operating Fund**

- Created by Act 125 of 1958 Legislative Session for the operations of the Municipal Fire and Police Civil Service.
- Municipal Fire and Police Civil Service is appropriated \$1.6 million in FY 08-09 from the Municipal Fire and Police Civil Service Operating Fund. This agency is funded 100% of Statutory Dedications - Municipal Fire and Police Civil Service Operating Fund.
- Revenue is collected from two and one-half hundredths of one percent of the gross direct premiums received in the state, in the preceding year, by insurers doing business in the state.
- Monies unexpended and unencumbered in the fund at the end of the fiscal year revert to the State General Fund.



# CIVIL SERVICE

## SALARIES/ POSITIONS FY 08-09

- \$10.8 million in salaries and \$3.5 million in related benefits  
Total Salaries and Related Benefits = \$14.3 million or 71% of the total budget
- Average Salary for the Department = \$57,208
- 188 positions (183 classified and 5 unclassified)
- As of 1/1/09, the department had 20 vacancies  
5 yr historical vacancy rate = 12 positions



# CIVIL SERVICE

## TRAVEL

The Department of Civil Service has \$184,962 budgeted for travel in FY 08-09. This is 0.9% of their total budget.

Type of Travel	FY 08-09 Budget
In-State Administrative	\$900
In-State Conferences	\$4,179
In-State Field Travel	\$126,584
<u>In-State Board Members</u>	<u>\$39,974</u>
<b>Total In-State Travel</b>	<b>\$171,637</b>
Out-of-State Conferences	\$13,325
<b>Total Out-of State Travel</b>	<b>\$13,325</b>
<b>TOTAL TRAVEL</b>	<b>\$184,962</b>



## **CIVIL SERVICE ISSUES**

- Civil Service Commission
- Federal Minimum Wage
- Annual Uniform Pay Plan
- Ethics Reform



## **STATE CIVIL SERVICE**

### **CIVIL SERVICE COMMISSION**

The Civil Service Commission is a seven-member body that has final authority over the administration of the Civil Service system. The Commission serves as an impartial review board that enacts and adjudicates Civil Service Rules to regulate state personnel activities, and hears appeals from state employees and agencies. Commission meetings and hearings are held monthly and are open to the public. Six of the Commission members are appointed by the governor; the seventh is an employee representative elected by fellow state employees. Each member serves a six year term. When choosing an appointed member, the Governor must select from a list of three people nominated by the president of one of the state's major private universities.



## **STATE CIVIL SERVICE**

### **FEDERAL MINIMUM WAGE**

Effective July 24, 2008, the Federal Minimum Wage rate increased from \$5.85 per hour to \$6.55 per hour. Also, effective July 24, 2009, the Federal Wage Rate is increasing from \$6.55 per hour to \$7.25 per hour. The Civil Service pay scales did not change to reflect the increase; however all state agencies must ensure their employees are paid at or above the new Federal Minimum Wage.



## **CIVIL SERVICE**

### **STATE CIVIL SERVICE ANNUAL UNIFORM PAY PLAN**

- **The annual uniform pay plan was approved by the Civil Service Commission on October 8, 2008.**
- **The plan would raise the minimum of all pay schedules of the Administrative, Social Services, Protective Services and Technical and Scientific by 10% and raise the Labor/Trades and Medical by 3% and additionally reflect the minimum wage changes effective July 1, 2009. This recommendation by the Civil Service Commission is subject to the approval of the Governor.**
- **The cost of this recommendation is estimated at \$6.0 million in salaries and \$1.2 million in related benefits, for a total of \$7.2 million. In addition, the commission approved a one-time salary supplement up to 5% for permanent classified employees. This has been sent to the Governor for approval and for an effective date. Preliminary estimates a 5% one-time increase would cost \$120.4 million and a 2% would cost \$48.1 million.**
- **The plan will raise minimum pay for state workers, as a part of Civil Service attempts for state government to compete with the private sector for employees. State Civil Service contends that it is hard to attract people to the state of Louisiana because the starting salaries are too low.**



## **CIVIL SERVICE**

### **ETHICS REFORM**

**The Louisiana Board of Ethics consists of an eleven member body. The board conducts meetings and hearings each month. The Board of Ethics is charged with the responsibility of interpreting, administering, and enforcing the Code of Governmental Ethics, the Campaign Finance Disclosure Act, the Legislative Branch Lobbyist Disclosure Act, the Executive Branch Lobbyist Disclosure Act and the Louisiana Elections Integrity Law. The Board of Ethics has jurisdiction over all state and local elected officials, all non-elected state and local governmental officials, appointees and employees.**

**The Board of Ethics is mandated to establish the Board of Ethics Computerized Data Management System. The Ethics Administration Program provides technical support to manage and maintain the data base to facilitate the electronic filing by consumers and provide on-line computer access to disclosure reports filed with the board.**



## **CIVIL SERVICE**

## **ETHICS REFORM**

**Ethics Administration received an additional \$1.5 million and twelve (12) positions per Act 1 of the First Extraordinary Legislative Session of 2008 for Ethics Reform. The legislation requires all candidates for elective office, elected officials and a large number of appointed officials to file yearly financial statements. The start date for the changes to the Lobbying Disclosure Laws and Personal Financial Disclosure is January 1, 2009. The disclosure of contracts pursuant to Section 1113D of the Code is May 1, 2009.**

**Ethics Administration relocated the office to the Capital Complex in the LaSalle Building in December 2008. The agency did not have adequate office space in the building leased on Quail Drive due to the expansion of the program. The agency recently hired a temporary Ethics Administrator while it is reorganizing.**