



CAREER SERVICE REVIEW OFFICE

RETIREMENT AND INDEPENDENT ENTITIES APPROPRIATIONS SUBCOMMITTEE

BUDGET BRIEF

STAFF: MARK BLEAZARD

SUMMARY

The Career Service Review Office (CSRO) administers the state’s grievance and appeals process and is a quasi-judicial body that hears final administrative appeals. It hears cases related to decisions about promotions, dismissals, demotions, suspensions, written reprimands, wages, violation of personnel rules, benefits, reductions in force, and abandonment of position. The goal of the program is to resolve grievances at the lowest possible managerial level. The CSRO has no jurisdiction over classification grievances which are the responsibility of the Department of Human Resource Management. The CSRO conducts pre-hearing conferences in an attempt to mediate cases which come before them. When necessary, the board conducts jurisdictional, evidentiary, and appellate levels of adjudications. The CSRO uses hearing officers under contract. As such, the only ongoing salary costs are for the Administrator and a secretary to research, write, and issue legal decisions.

Grievances and Hearings

In recent years, cases have become more complex as grievants are hiring attorneys more frequently. This increases the time and effort required to resolve cases. The board has observed that grievances tend to trend upward after multiple years of no or low pay increases. In FY 2011, CSRO reported almost 80 Grievance Cases brought forward by employees.

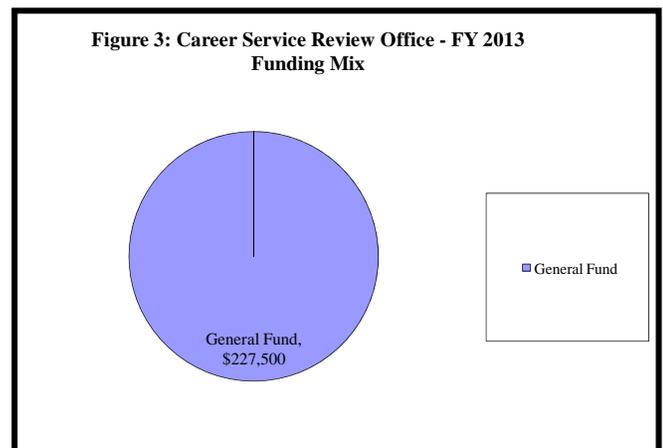
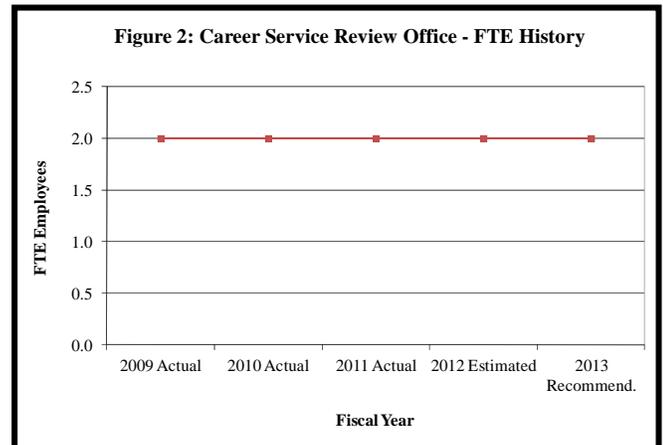
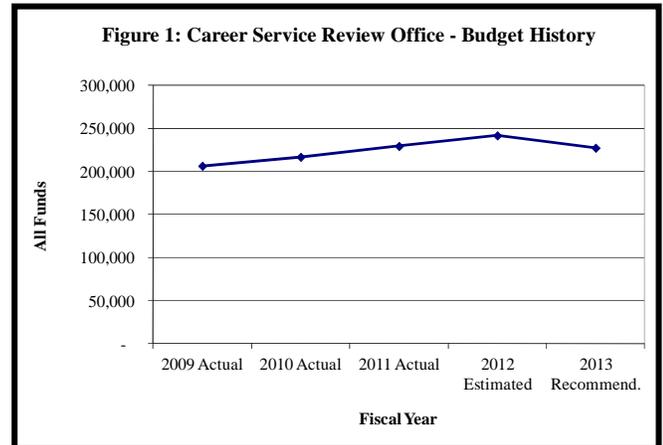
ISSUES AND RECOMMENDATIONS

Base Budget

The Analyst recommends a base budget for the Career Service Review Office for FY 2103 of \$227,500.

Hearing Officers

The Career Service Office has requested \$15,000 from the General Fund to hire additional contract hearing officers.



BUDGET DETAIL TABLE

Career Service Review Office						
	FY 2011	FY 2012		FY 2012		FY 2013*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Recommended
General Fund	228,800	227,500	0	227,500	0	227,500
Beginning Nonlapsing	15,000	0	14,300	14,300	(14,300)	0
Closing Nonlapsing	(14,300)	0	0	0	0	0
Total	\$229,500	\$227,500	\$14,300	\$241,800	(\$14,300)	\$227,500
Programs						
Career Service Review Office	229,500	227,500	14,300	241,800	(14,300)	227,500
Total	\$229,500	\$227,500	\$14,300	\$241,800	(\$14,300)	\$227,500
Categories of Expenditure						
Personnel Services	187,400	186,200	1,500	187,700	(1,500)	186,200
In-state Travel	0	400	(400)	0	400	400
Out-of-state Travel	800	0	800	800	(800)	0
Current Expense	35,300	37,600	9,700	47,300	(9,700)	37,600
DP Current Expense	6,000	3,300	2,700	6,000	(2,700)	3,300
Total	\$229,500	\$227,500	\$14,300	\$241,800	(\$14,300)	\$227,500
Other Data						
Budgeted FTE	2.0	2.0	0.0	2.0	0.0	2.0
Actual FTE	2.0	0.0	0.0	0.0	0.0	0.0

Legislative Action

The Analyst recommends the Legislature:

1. Adopt the base budget of \$227,500 as shown in the budget detail table