Louisiana Senate Finance Committee

FY19 Executive Budget

17 – Department of Civil Service

May 2018

Sen. John A. Alario, President
Sen. Eric LaFleur, Chairman

FY19 Executive Budget
Schedule 17 — Department of Civil Service

Departmental mission: "The mission of the 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."

FY19 Executive Budget
Schedule 17 — Department of Civil Service

17-560: State Civil Service

▪Administration — Provides administrative support to State Civil Service and the Commission, including legal, accounting, purchasing, and property control. Hears civil service employee appeals and maintains the official personnel and position records of the state.

▪Human Resources Management — Develops, implements, and evaluates systems for job evaluation, pay, employment, promotion and personnel management. Establishes rules, policies, and practices.

17-561: Municipal Fire and Police Civil Service

▪Administration — Administers a merit-based system of civil service for firefighters 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.

17-562: Ethics Administration

▪Administration — Provides staff support for the Louisiana Board of Ethics which administers and enforces the state's conflicts of interest statutes, campaign finance disclosure requirements and lobbyist registration and disclosure laws. The Ethics Administration enforces compliance by government officials, public employees, candidates, and lobbyists and provides public access to disclosed information.

17-563: State Police Commission

▪Administration — A constitutionally created entity that provides a separate merit system for the commissioned officers of Louisiana State Police. The program administers entry-level law enforcement exams and promotional exams, processes personnel actions, issues certificates of eligibles, and schedules appeal hearings and pay hearings.

17-565: Board of Tax Appeals

▪Administrative — Provides an appeals board to resolve disputes between taxpayers and the Department of Revenue. Reviews and makes recommendations on tax refund claims, claims against the state, industrial tax exemptions, and business tax credits.

▪Local Tax Division — Provides an appeals board to resolve disputes between taxpayers and local taxing authorities. Reviews and makes recommendations on tax refund claims against local tax authorities.

Department of Civil Service
FY17, FY18, and FY19 Comparison

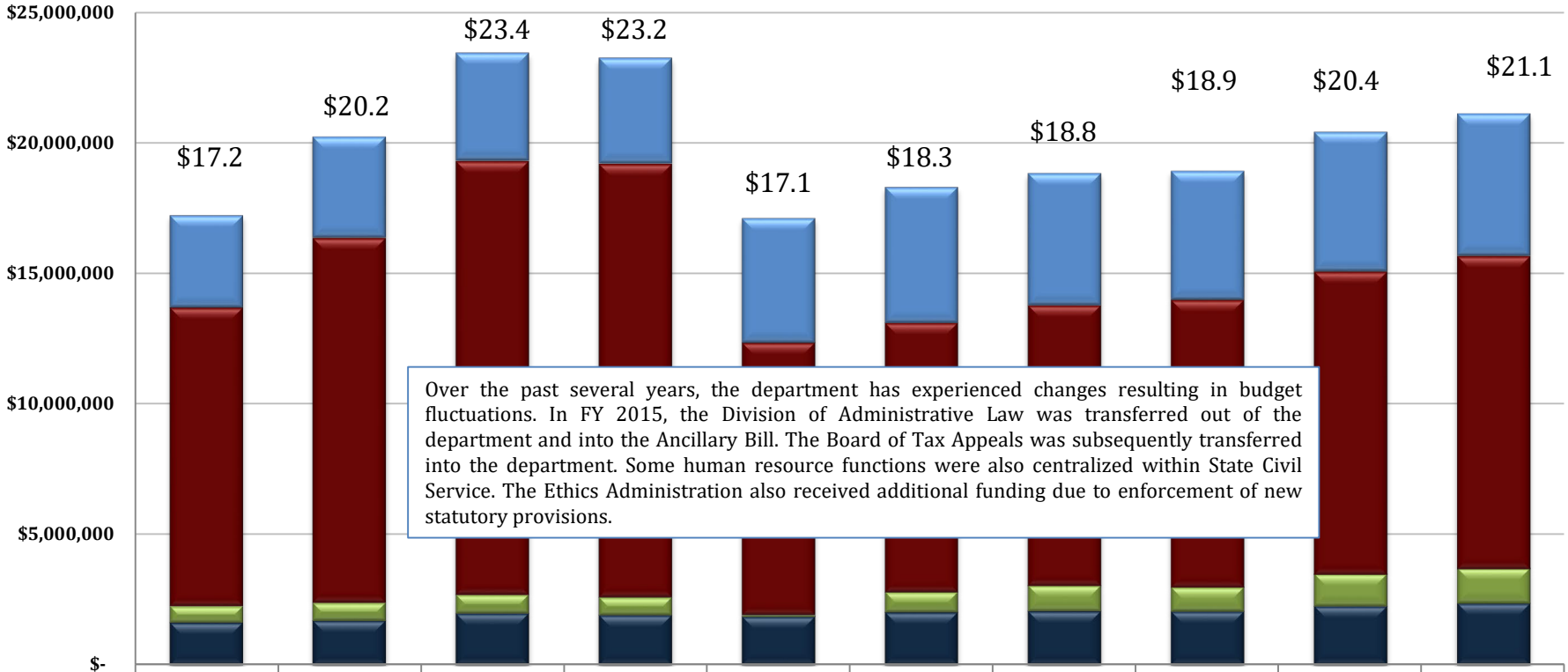
Total Funding — All Means of Finance

Total Funding	FY17 Actual	FY18 Enacted	FY18 EOB as of 12-1-17	FY19 Recommended	*Difference FY18 EOB vs. FY19 Recommended*
State Civil Service	$ 11,217,121	$ 11,944,687	$ 11,944,687	$ 12,304,648	*$ 359,961*
Municipal Fire & Police Civil Service	$ 2,035,763	$ 2,233,801	$ 2,233,801	$ 2,334,588	*$ 100,787*
Ethics Administration	$ 4,105,985	$ 4,380,953	$ 4,380,953	$ 4,444,839	*$ 63,886*
State Police Commission	$ 464,510	$ 551,879	$ 554,800	$ 564,852	*$ 10,052*
Board of Tax Appeals	$ 1,095,625	$ 1,297,005	$ 1,300,778	$ 1,473,712	*$ 172,934*
TOTAL	**$ 18,919,004**	**$ 20,408,325**	**$ 20,415,019**	**$ 21,122,639**	***$ 707,620***
Total Authorized FTEs	171	171	171	172	*1*

Department of Civil Service
Changes in Funding since FY10

Total Budget by Fiscal Year and Means of Finance (in $ millions)

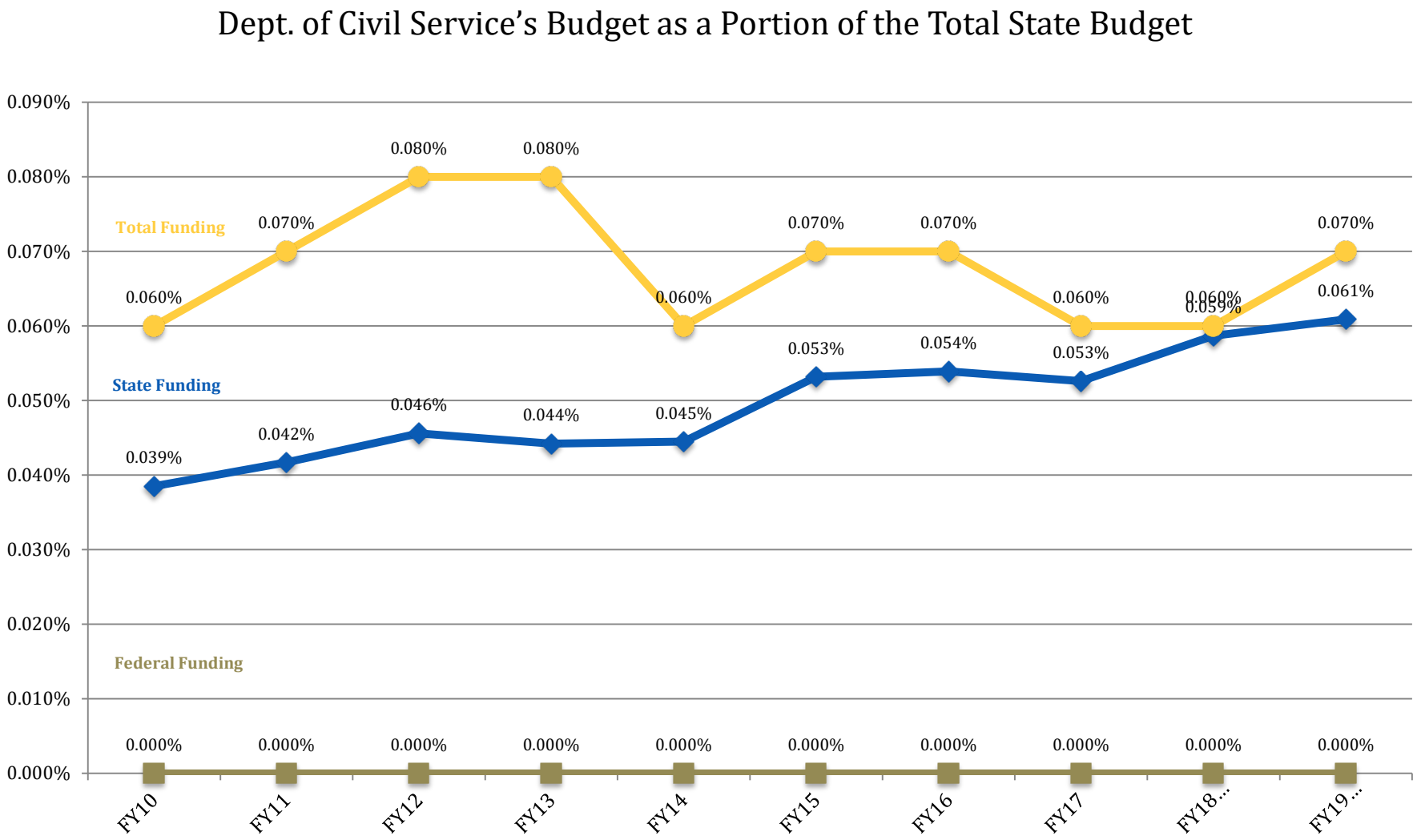
Change from FY10 to FY19 is +22.7%.



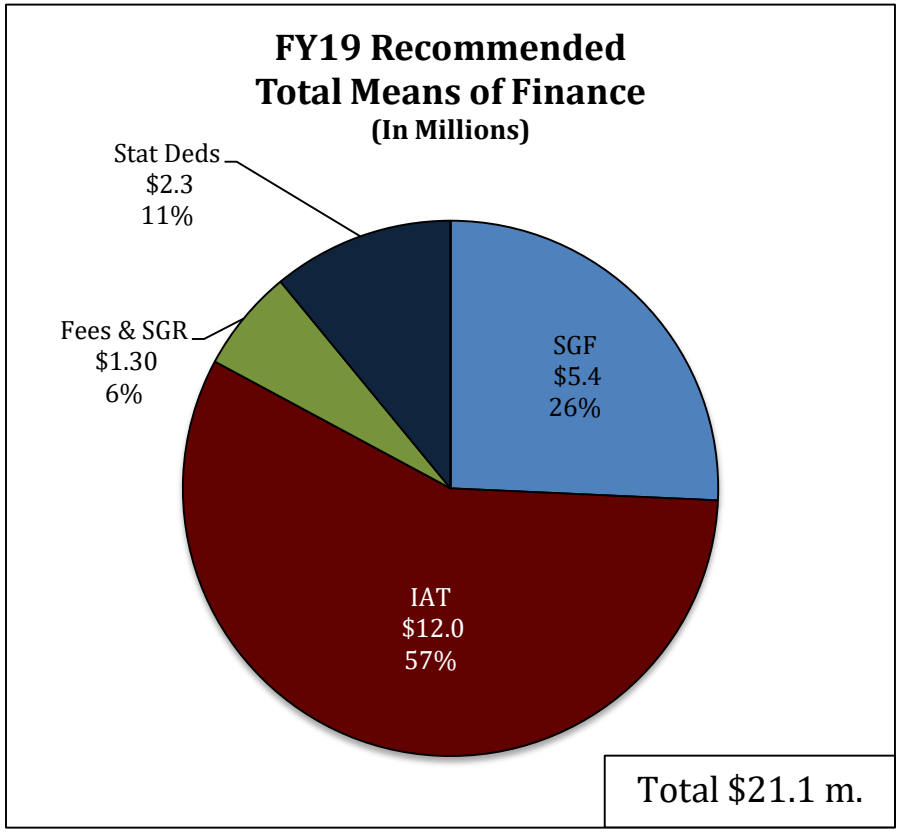
Over the past several years, the department has experienced changes resulting in budget fluctuations. In FY 2015, the Division of Administrative Law was transferred out of the department and into the Ancillary Bill. The Board of Tax Appeals was subsequently transferred into the department. Some human resource functions were also centralized within State Civil Service. The Ethics Administration also received additional funding due to enforcement of new statutory provisions.

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Actual	FY16 Actual	FY17 Actual	FY18 as of 12-1-17	FY19 Recommended
SGF	$3,508,400	$3,859,692	$4,136,401	$4,039,201	$4,750,206	$5,183,656	$5,039,682	$4,909,967	$5,326,196	$5,443,800
IAT	$11,461,572	$13,996,866	$16,622,000	$16,620,071	$10,460,089	$10,338,735	$10,766,018	$11,043,082	$11,622,197	$12,002,661
FSGR	$636,709	$686,307	$724,550	$691,935	$70,326	$785,269	$983,374	$930,192	$1,232,825	$1,341,590
STAT DED	$1,615,973	$1,691,309	$1,962,014	$1,891,432	$1,841,721	$2,000,245	$2,046,004	$2,035,763	$2,233,801	$2,334,588
FED	$-	$-	$-	$-	$-	$-	$-	$-	$-	$-

Dept. of Civil Service Changes in Funding since FY10



FY19 Recommended Means of Finance



Non-SGF Sources of Funding:
Non-SGF sources of revenue include **Interagency Transfers, Fees and Self-Generated Revenues, and Statutory Dedications**.

State Civil Service operates using transfers from all state budget units with classified employees and Fees and Self-generated Revenues from non-budgeted units with classified employees.

The **Municipal Fire and Police Civil Service** operates solely on monies within its statutory Dedication, the Municipal Fire and Police Civil Service Operating Fund (S). Revenue is collected from two and one-half hundredths of one percent of the gross direct insurance premiums received in the state in the preceding year by insurers doing business in the state.

The **Ethics Administration** is funded with state general fund and Fees and Self-generated Revenues derived from filing fees for all political action committees authorized by R.S. 18:1505; legislative lobbying registration fees authorized by R.S. 24:53I; and for executive lobbying registration fees authorized by R.S. 49:74G. Additionally, funds are collected for providing copies of reports, transcripts, and other documents.

The **State Police Commission** is funded with State General Fund and Interagency Transfers from the Department of Public Safety.

The **Board of Tax Appeals** is funded with State General Fund, Interagency Transfers, and Fees and Self-generated Revenues. The Interagency Transfers are from the Department of Revenue based on a reduction in distributions of local use tax to parish collectors. The Fees and Self-generated Revenues are derived from filing fees ($250 per dispute, charged only on disputes over $5,000); from charges for copies of hearing transcripts; and from local cases filed with the board pursuant to the Uniform Local Sales Tax Code.

Civil Service

FY19 Recommended Means of Finance by Agency

17 — Department of Civil Service FY19 Recommended Means of Financing by Agency						
Total MOF by Agency	**SGF**	**IAT**	**FSGR**	**Stat Deds**	**Federal**	**Total**
State Civil Service	**$0**	**$11,506,885**	**$797,763**	**$0**	**$0**	**$12,304,648**
Administration and Support	$0	$11,506,885	$797,763	$0	$0	$12,304,648
Municipal Fire and Police Civil Service	**$0**	**$0**	**$0**	**$2,334,588**	**$0**	**$2,334,588**
Administration	$0	$0	$0	$2,334,588	$0	$2,334,588
Ethics Administration	**$4,269,341**	**$0**	**$175,498**	**$0**	**$0**	**$4,444,839**
Administration	$4,269,341	$0	$175,498	$0	$0	$4,444,839
State Police Commission	**$529,852**	**$35,000**	**$0**	**$0**	**$0**	**$564,852**
Administration	$529,852	$35,000	$0	$0	$0	$564,852
Board of Tax Appeals	**$644,607**	**$460,776**	**$368,329**	**$0**	**$0**	**$1,473,712**
Administrative	$644,607	$199,478	$252,801	$0	$0	$1,096,886
Local Tax Division	$0	$261,298	$115,528	$0	$0	$0
Civil Service	$5,443,800	$12,002,661	$1,341,590	$2,334,588	$0	$21,122,639

Department of Civil Service
Dedicated Funds FY17, FY18, and FY19

Dedicated Funds	Source of Funding	FY17 Actual	FY18 EOB	FY19 Recommended
Municipal Fire & Police Civil Serv. Oper. Fund	Insurance premium taxes	$2,035,763	$2,233,801	$2,334,588
TOTALS		**$2,035,763**	**$2,233,801**	**$2,334,588**

<u>Dedicated Fund Review Subcommittee recommendation:</u>

Municipal Fire and Police Civil Service Operating Fund = Reclassify as Fees & Self-generated Revenues

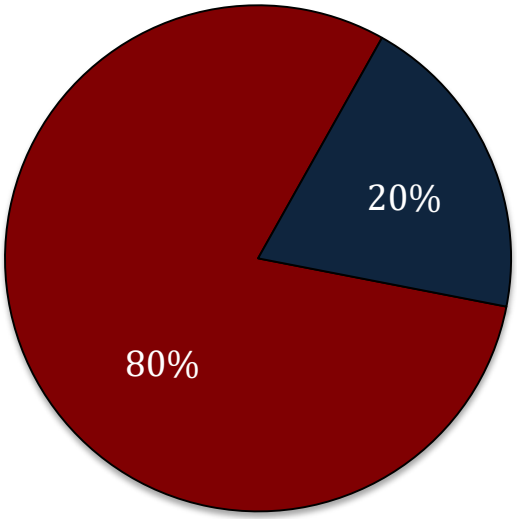
Department of Civil Service Expenditures
FY17, FY18, and FY19

Expenditure Category	FY7 Actual	FY18 EOB	FY19 Recommended	*Percent Change FY118 EOB vs. FY19 Recommended*
Personal Services:	**$15,631,273**	**$16,725,372**	**$17,565,232**	***5.0***
Salaries	$10,052,486	$10,531,723	$11,031,745	*4.7*
Other Compensation	$201,637	$341,346	$343,336	*0.6*
Related Benefits	$5,377,150	$5,852,303	$6,190,151	*5.8*
Operating Expenses:	**$926,435**	**$1,076,100**	**$1,156,709**	***7.5***
Travel	$110,056	$133,327	$133,327	-
Operating Services	$750,122	$858,406	$937,495	*9.2*
Supplies	$66,257	$84,367	$85,887	*1.8*
Professional Services	**$163,199**	**$284,402**	**$304,050**	***6.9***
Other Charges:	**$2,065,439**	**$2,209,909**	**$2,040,942**	***(7.6)***
Other Charges	$172,838	$21,000	$21,000	-
Debt Service	$0	$0	$0	-
Interagency Transfers	$1,892,601	$2,188,909	$2,019,942	*(7.7)*
Acquisitions & Major Repairs:	**$132,658**	**$119,236**	**$55,706**	***(53.3)***
Acquisitions	$132,658	$119,236	$55,706	*(53.3)*
Major Repairs	$0	$0	$0	-
Total Expenditures	**$18,919,004**	**$20,415,019**	**$21,122,639**	***3.5***

Department of Civil Service
FY19 Discretionary/Non-Discretionary Comparison

FY19 Recommended Discretionary — $16,885,918

- Discretionary SGF = $5,008,862
- Discretionary IAT = $10,624,439
- Discretionary FSGR = $1,252,617
- Discretionary DEDS = $0
- Discretionary FED = $0
- Discretionary T.O. = 172



- Non-Discretionary SGF = $434,938
- Non-Discretionary IAT = $1,378,222
- Non-Discretionary FSGR = $88,973
- Non-Discretionary DEDS = $2,334,588
- Non-Discretionary FED = $0
- Non-Discretionary T.O. = 0

FY19 Recommended Non-Discretionary — $4,236,721

Total Discretionary Funding by Office			
State Civil Service	$	10,877,805	64%
Municipal Fire & Police Civil Service	$	-	0%
Ethics Administration		$4,132,728	24%
State Police Commission		$534,222	3%
Board of Tax Appeals		$1,341,163	8%
Total Discretionary	**$**	**16,885,918**	**100%**

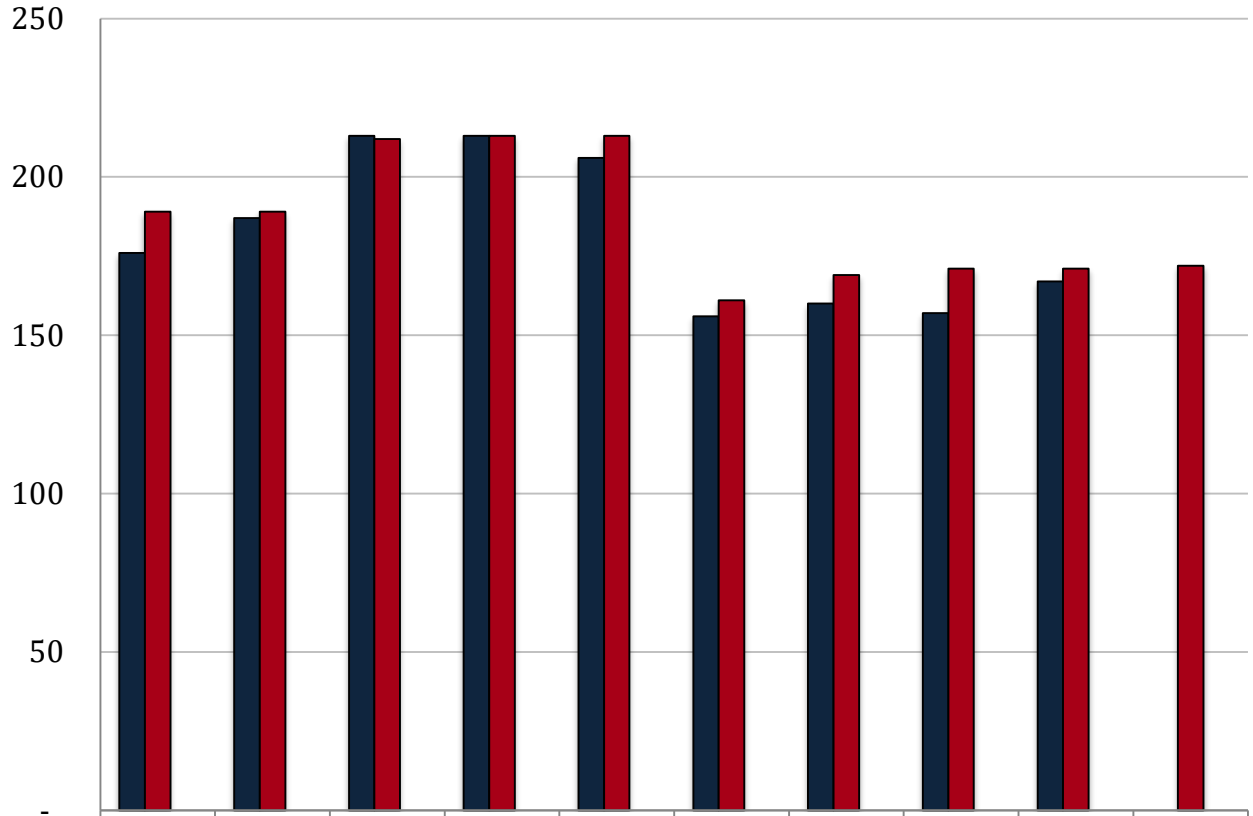
Total Non-Discretionary Funding by Type			
Needed for Debt Service	$	1,152,902	27%
Statutory Obligations	$	2,263,088	53%
Unavoidable Obligations	$	820,731	19%
Total Non-Discretionary	**$**	**4,236,721**	**100%**

Debt Service = Rent in State-owned Buildings
Statutory Obligations = Dedicated monies shall only be used for operations of Municipal Fire & Police Civil Service
Unavoidable Obligations = Retirees Group Insurance & Legislative Auditor Fees.

Department of Civil Service

FTEs, Authorized Positions, and Other Charges Positions

Total FY19 Recommended Authorized Positions of 172 are 0.52% of Total State FY19 Recommended Authorized Positions of 33,301.

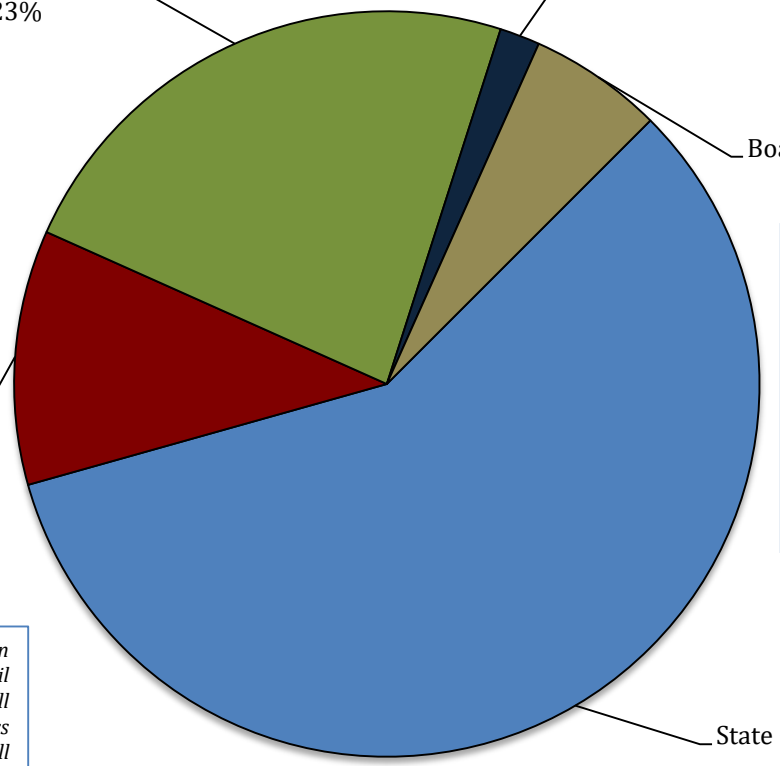


	FY10	FY11	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19
Total FTEs (as of July 1 of each fiscal year)	176	187	213	213	206	156	160	157	167	-
Total Authorized Positions (Enacted)	189	189	212	213	213	161	169	171	171	172
Authorized Other Charges Positions	-	-	-	-	-	-	-	-	-	-

Notes:
Data for Total FTEs uses the first weekly employment report published by State Civil Service in July at the start of the named fiscal year.
Data for Total Authorized Positions uses fiscal year enacted levels, except for FY18 Recommended.
Data for Other Charges Positions are reflected in the Executive Budget per Act 377 of the 2013 Regular Legislative Session (beginning in FY15).

Department of Civil Service

FY19 Recommended Total Authorized Positions by Agency



Ethics Administration *– Positions in this agency provide staff support for the Louisiana Board of Ethics which administers and enforces the state's conflicts of interest statutes, campaign finance disclosure requirements and lobbyist registration and disclosure laws. The Ethics Administration enforces compliance by government officials, public employees, candidates, and lobbyists and provides public access to disclosed information.*

State Police Commission *– The Commission maintains an independent civil service system for all regularly commissioned officers in the Louisiana State Police service. Employees promulgate rules and exercises administrative and regulatory authority over areas such as examining, appeals, personnel management, classification, and pay.*

Board of Tax Appeals *– Positions in the Administrative Program (6) provide an appeals process to resolve disputes between taxpayers and the Department of Revenue. The positions also review and make recommendations on tax refund claims, claims against the state, industrial tax exemptions, and business tax credits. Positions in the Local Tax Division (3) provide an appeals process to resolve disputes between taxpayers and local taxing authorities. These positions also review and make recommendations on tax refund claims against local tax authorities.*

Municipal Fire and Police Civil Service *– Positions in this agency administer a merit-based system of civil service for firefighters 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.*

State Civil Service *– Positions in State Civil Service provide administrative support and human resource management functions. Administrative functions include legal support, accounting, purchasing, and property control. These positions also hear civil service employee appeals and maintain the official personnel and position records of the state. Human resource management functions include development, implementation, and evaluation of systems for job performance, pay, employment, promotion and personnel management. These positions also establish rules, policies, and practices.*

Department of Civil Service
Total Statewide Adjustments for FY19

17_CSER
Department of Civil Service
ADJUSTMENTS TO EXISTING OPERATING BUDGET
Recommended

GEN. FUND	I.A.T.	SELF-GEN.	STAT. DED.	I.E.B.	FEDERAL	TOTAL	T.O.	DESCRIPTION
$5,326,196	$11,622,197	$1,232,825	$2,233,801	$0	$0	$20,415,019	171	Existing Oper Budget as of 12/01/17
A. STATEWIDE STANDARDS								
$31,237	$79,677	$5,086	$15,866	$0	$0	$131,866	0	2% General Increase Annualization Classified
$5,202	$0	$2,609	$0	$0	$0	$7,811	0	2% General Increase Annualization Unclassified
$6,010	$67,786	$4,327	$2,949	$0	$0	$81,072	0	Structural Annualization Classified
$94,080	$214,513	$13,692	$46,810	$0	$0	$369,095	0	Market Rate Classified
$22,985	$45,638	$2,914	$4,010	$0	$0	$75,547	0	Civil Service Training Series
$67,674	$22,386	$17,346	$22,350	$0	$0	$129,756	0	Related Benefits Base Adjustment
$119	$153	$10	$0	$0	$0	$282	0	Retirement Rate Adjustment
$45,048	($82,872)	$24,386	($5,099)	$0	$0	($18,537)	0	Salary Base Adjustment
$0	$39,192	$2,502	$1,500	$0	$0	$43,194	0	Acquisitions & Major Repairs
$0	($44,796)	($2,859)	($71,581)	$0	$0	($119,236)	0	Non-Recurring Acquisitions & Major Repairs
($6,192)	($13,951)	($890)	($6,723)	$0	$0	($27,756)	0	Risk Management
$322	$3,168	$203	$0	$0	$0	$3,693	0	Legislative Auditor Fees
($1,956)	$1,695	$25	$0	$0	$0	($236)	0	Rent in State-Owned Buildings
($1,610)	$824	$53	$0	$0	$0	($733)	0	Capitol Park Security
($49)	$0	($580)	$2	$0	$0	($627)	0	UPS Fees
$302	$0	$376	($225)	$0	$0	$453	0	Civil Service Fees
$1,778	$3,942	$1,179	$1,295	$0	$0	$8,194	0	Office of Technology Services (OTS)
($156,190)	$0	$0	$0	$0	$0	($156,190)	0	Administrative Law Judges
$660	$1,659	$106	$1,810	$0	$0	$4,235	0	Office of State Procurement
$0	$0	($10,000)	$0	$0	$0	($10,000)	0	TOTAL NON-RECURRING OTHER ADJUSTMENT

Department of Civil Service
Total Statewide Adjustments for FY19

17_CSER
Department of Civil Service
ADJUSTMENTS TO EXISTING OPERATING BUDGET
Recommended

GEN. FUND	I.A.T.	SELF-GEN.	STAT. DED.	I.E.B.	FEDERAL	TOTAL	T.O.	DESCRIPTION
A. STATEWIDE STANDARDS								
$8,184	$27,027	$1,725	$87,823	$0	$0	$124,759	0	TOTAL OTHER ADJUSTMENTS ADJUSTMENT
$0	$14,423	$46,555	$0	$0	$0	$60,978	1	TOTAL WORKLOAD ADJUSTMENT
$5,443,800	**$12,002,661**	**$1,341,590**	**$2,334,588**	**$0**	**$0**	**$21,122,639**	**172**	**Total Budget**
$117,604	**$380,464**	**$108,765**	**$100,787**	**$0**	**$0**	**$707,620**	**1**	**Total Adjustments**

Department of Civil Service
Significant Increases for FY19

Increase	Source	T.O.	Agency	Description
$707,620	SGF, IAT, FSGR & Stat Deds	0	Dept. of Civil Service	The majority of the department's increase is due to statewide adjustments, including annualization of pay increases, market rate pay increases and related benefits adjustments.

Significant Decreases for FY19

Decrease	Source	T.O.	Agency	Description
---	---	---	---	---

Significant Means of Financing Substitutions for FY19

MOF Swap	Source	T.O.	Agency	Description
---	---	---	---	---

Department of Civil Service
Significant Budget Issues for FY19

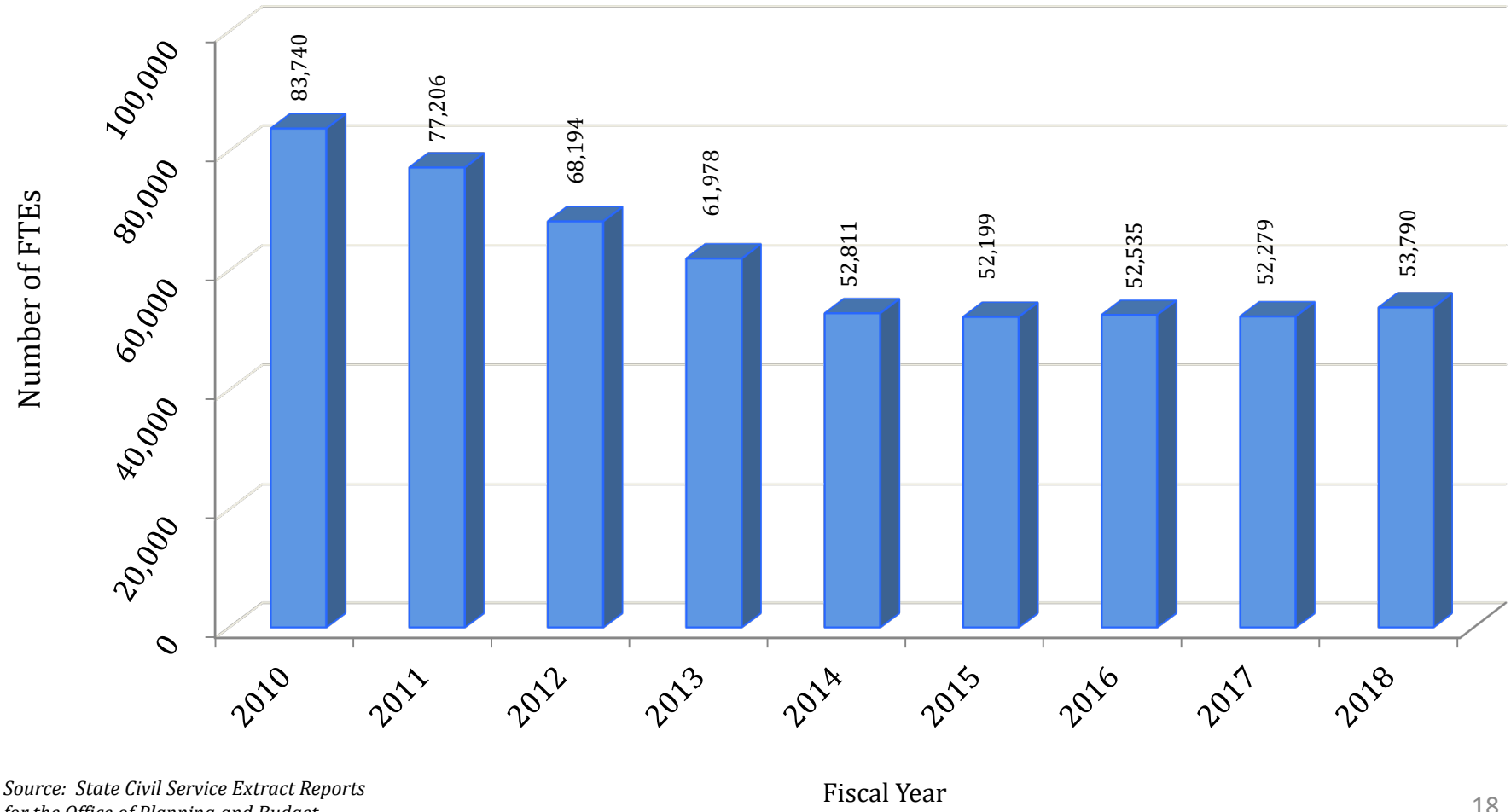
Major Issues:

Market Rate Pay Adjustments

Beginning on July 1, 2018, Market Rate Pay Adjustments will take effect. Traditional Performance Based Adjustments will be suspended.

Department of Civil Service

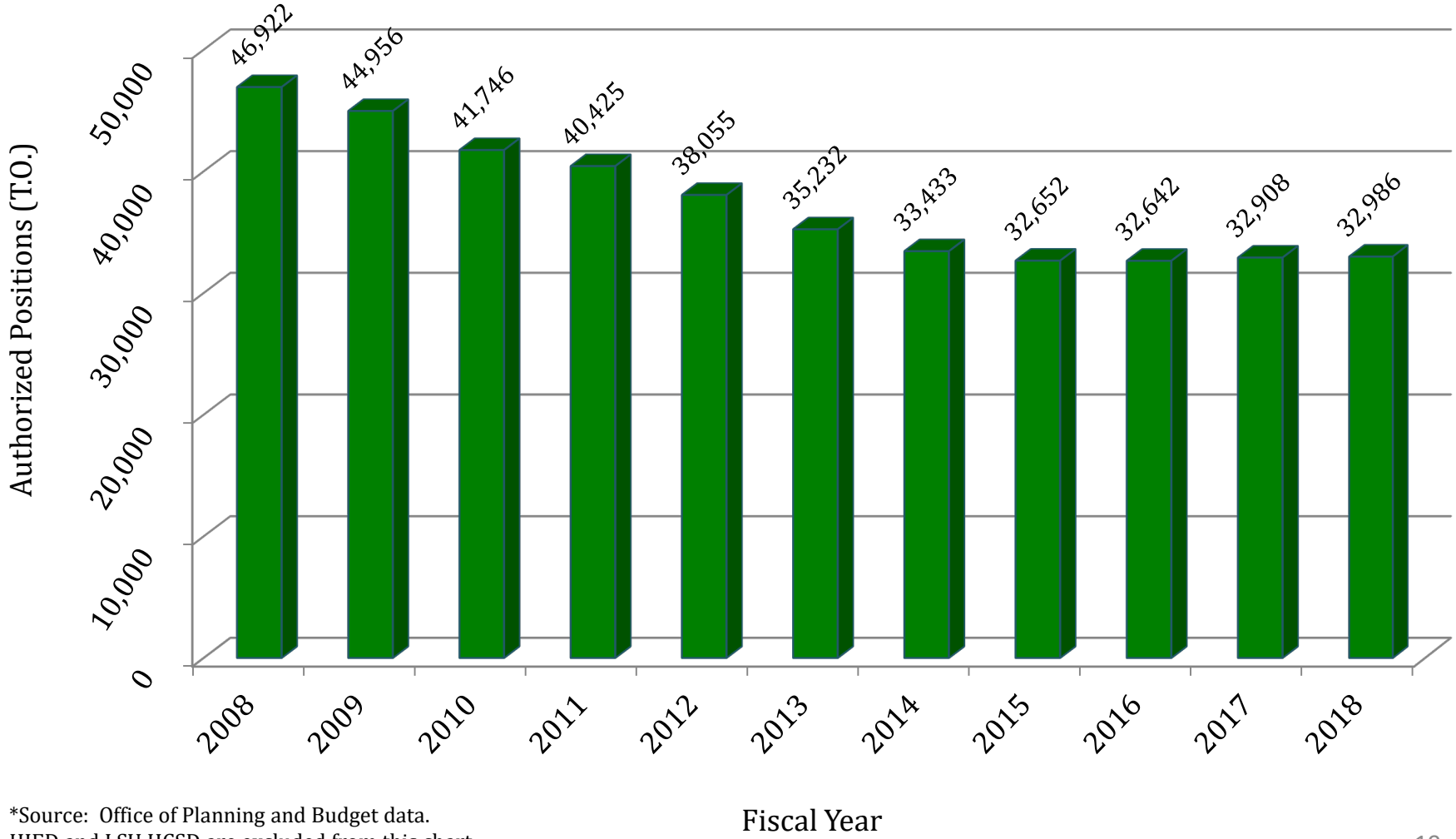
Total Appropriated Full-Time Equivalents (FTEs) for Classified and Unclassified State Employees by Fiscal Year



Source: State Civil Service Extract Reports for the Office of Planning and Budget.

Department of Civil Service

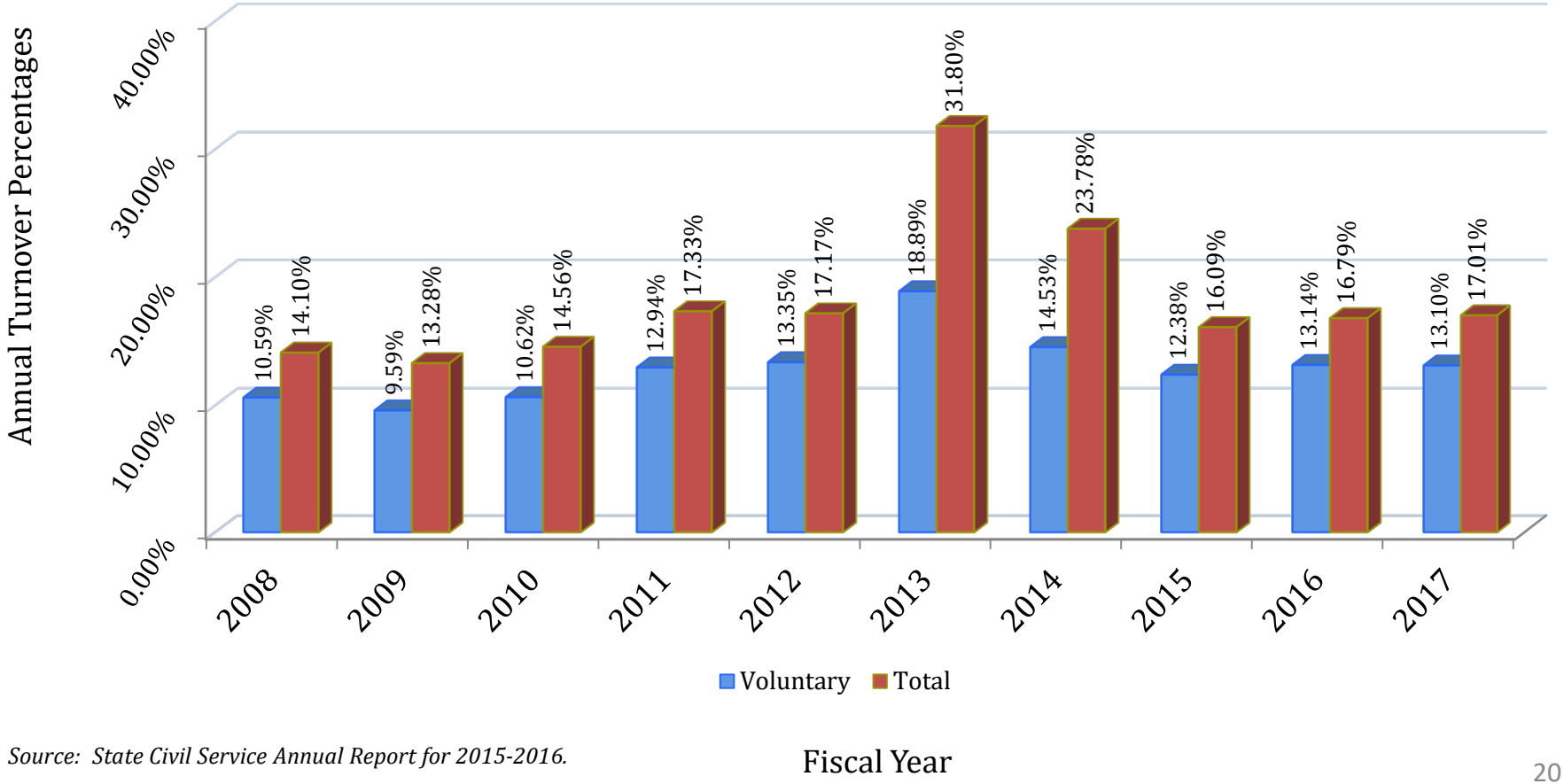
Authorized Positions (T.O.) by Fiscal Year*



*Source: Office of Planning and Budget data.
HIED and LSU HCSD are excluded from this chart.

Department of Civil Service

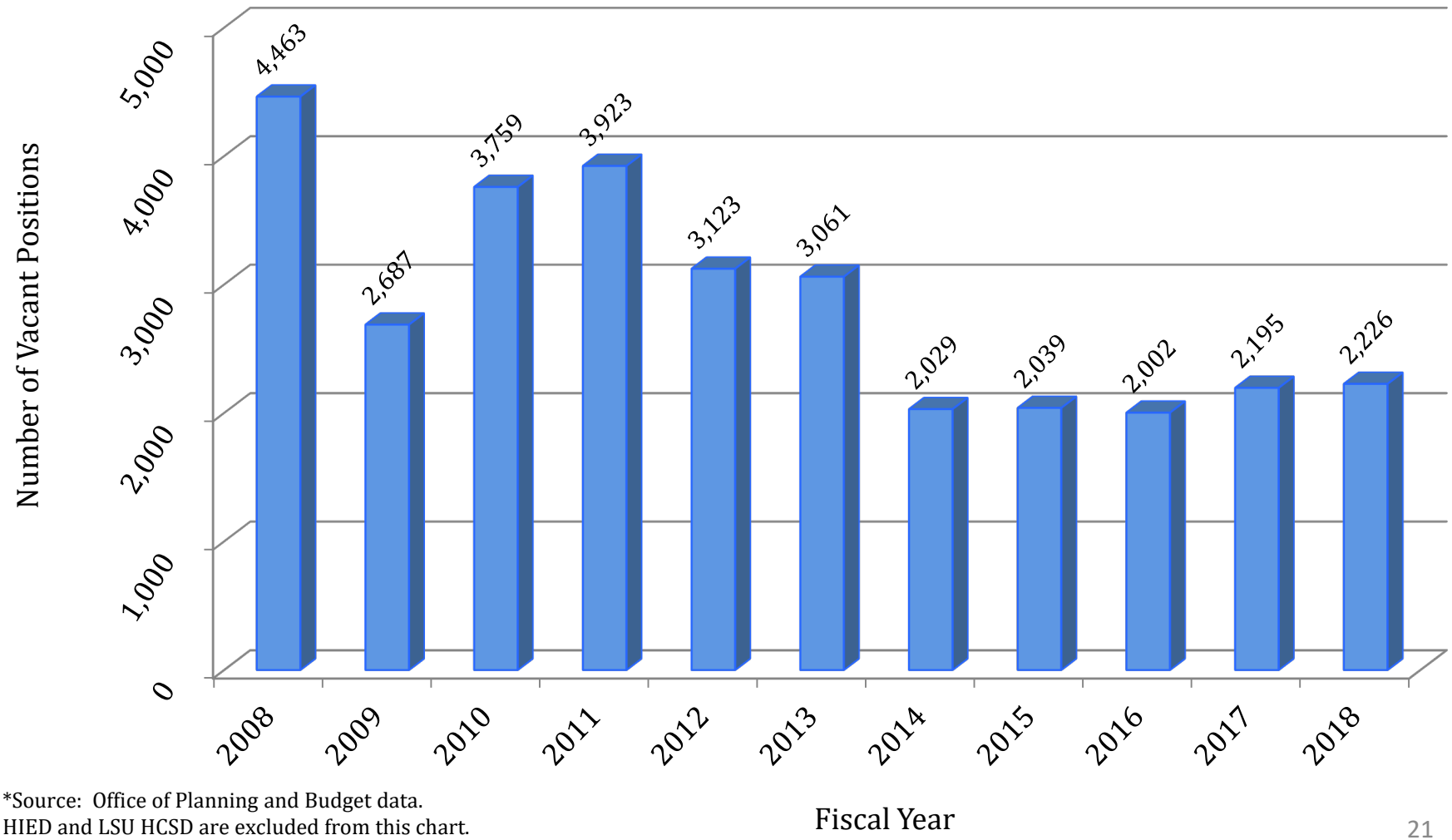
Voluntary and Total Turnover for Classified State Employees by Fiscal Year



Source: State Civil Service Annual Report for 2015-2016.

Department of Civil Service

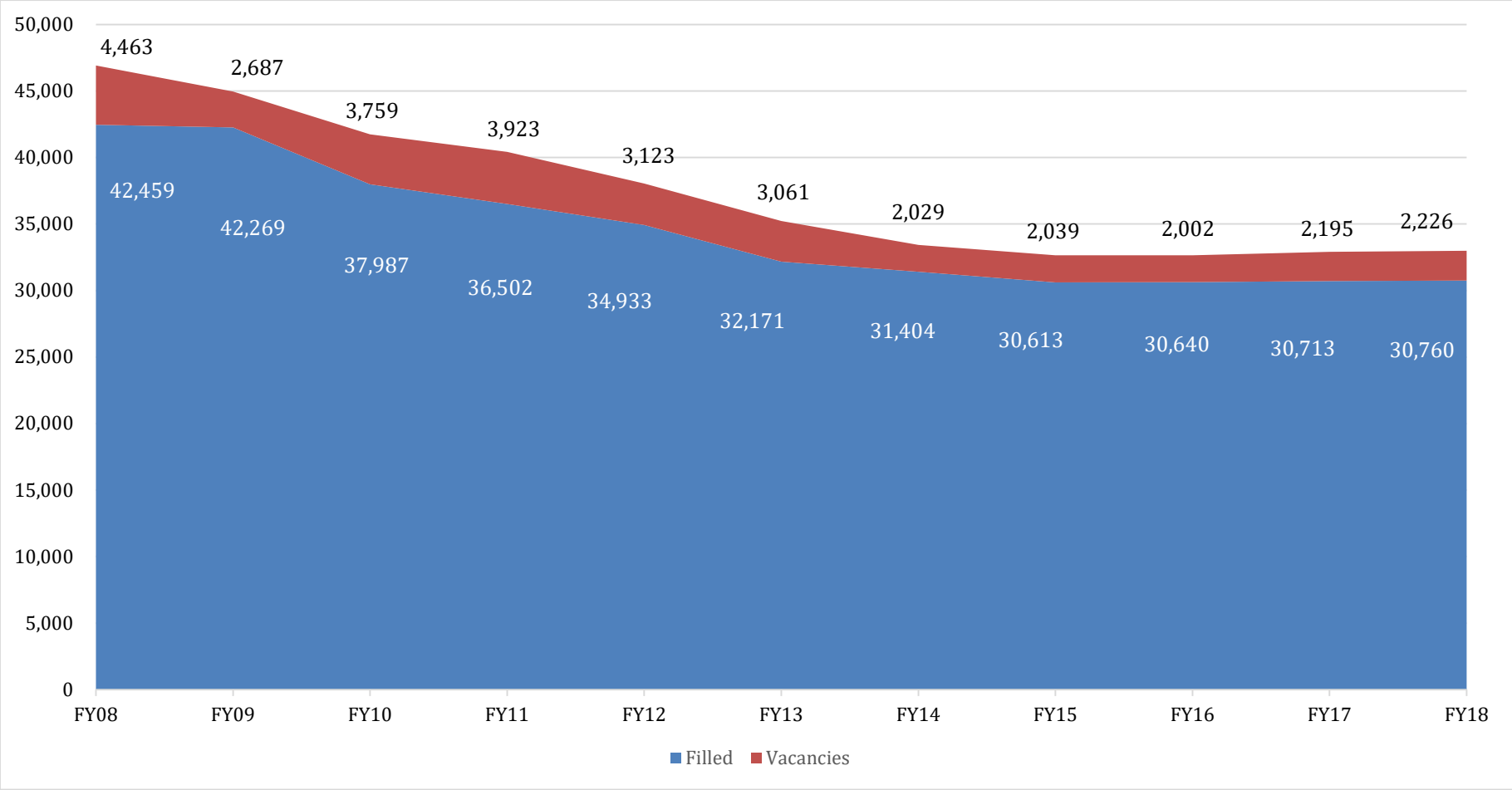
Vacant Positions by Fiscal Year*



*Source: Office of Planning and Budget data.
HIED and LSU HCSD are excluded from this chart.

Department of Civil Service

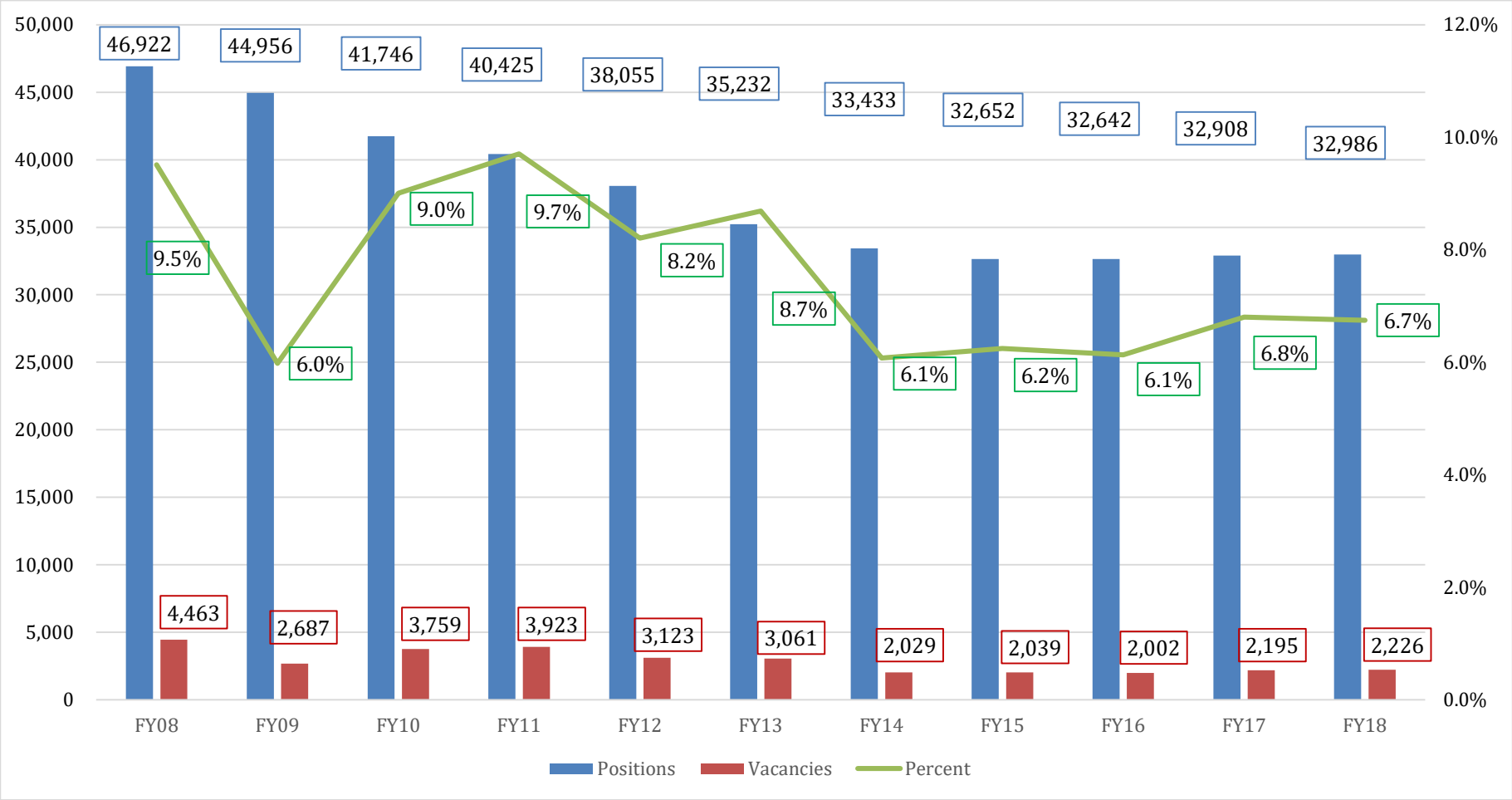
Comparison of Declining Filled Positions (T.O.)
vs. Number of Vacancies*



*Source: Office of Planning and Budget data.
HIED and LSU HCSD are excluded from this chart.

Department of Civil Service

Historical Trends in Position and Vacancy Counts by Fiscal Year*



**Source: Office of Planning and Budget data.*
HIED and LSU HCSD are excluded from this chart.

Note: Percent shows vacancies as a percentage of total positions.

Department of Civil Service
Changes from FY19 Recommended to FY19 Re-engrossed

Changes from FY19 Recommended to FY19 Re-engrossed	Source	T.O.	Agency	Description
Language Amendment	---	---	Board of Tax Appeals	House Appropriation Committee amendment allows use of Interagency Transfer authority from prior and current year collections. Dollar amounts remain the same as FY19 Recommended.

Total Funding	FY18 EOB as of 12-1-17	FY19 Recommended	*Difference FY18 EOB vs. FY19 Recommended*	FY19 Re-engrossed	*Difference FY18 EOB vs. FY19 Re-engrossed*	*Difference FY19 Recommended vs. FY19 Re-engrossed*
State Civil Service	$ 11,944,687	$ 12,304,648	*$ 359,961*	$ 12,304,648	*$ 359,961*	*$ -*
Municipal Fire & Police Civil Service	$ 2,233,801	$ 2,334,588	*$ 100,787*	$ 2,334,588	*$ 100,787*	*$ -*
Ethics Administration	$ 4,380,953	$ 4,444,839	*$ 63,886*	$ 4,444,839	*$ 63,886*	*$ -*
State Police Commission	$ 554,800	$ 564,852	*$ 10,052*	$ 564,852	*$ 10,052*	*$ -*
Board of Tax Appeals	$ 1,300,778	$ 1,473,712	*$ 172,934*	$ 1,473,712	*$ 172,934*	*$ -*
TOTAL	**$ 20,415,019**	**$ 21,122,639**	***$ 707,620***	**$ 21,122,639**	***$ 707,620***	***$ -***
Total Authorized FTEs	171	172	*1*	172	*1*	*-*