

**ADVISORY GROUP ON** Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 43  
**SUBJECT:** Supervisor to staff ratios **DATE ADOPTED BY ADVISORY GROUP:** November 23, 2009  
**COMMISSION ACTION:** AMENDED \ ADOPTED **DATE:** December 1, 2009 **RECOMMENDATION #:** 188

**RECOMMENDATION:** The Department of State Civil Service, with the support of the Legislative Auditor, should examine the supervisor-to-staff ratios, within each program in executive branch agencies and determine whether the ratio is appropriate based on the particularized circumstances and data from the industry. The department should report annually to the State Civil Service Commission, the division of administration, the Joint Legislative Committee on the Budget, and the Commission on Streamlining Government as to the programs examined, the ratio, and the propriety of that ratio. If possible, the data should be maintained in the Integrated Statewide Information System (ISIS) or any successor data information system.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
The Department of State Civil Service, with the support of the Legislative Auditor, should examine the supervisor-to-staff ratios, within each program in executive branch agencies and determine whether the ratio is appropriate based on the particularized circumstances and data from the industry. The department should report annually to the State Civil Service Commission, the division of administration, the Joint Legislative Committee on the Budget, and the Commission on Streamlining Government as to the programs examined, the ratio, and the propriety of that ratio. If possible, the data should be maintained in the Integrated Statewide Information System (ISIS) or any successor data information system.	Department of State Civil Service	To promote efficient use of workforce and appropriate supervision of the members of the workforce	Study of agencies by department; report by department to commissions, division, and committee	More efficient use of the state's human resources; "flattening" of the agencies	