

BUDGET NARRATIVE

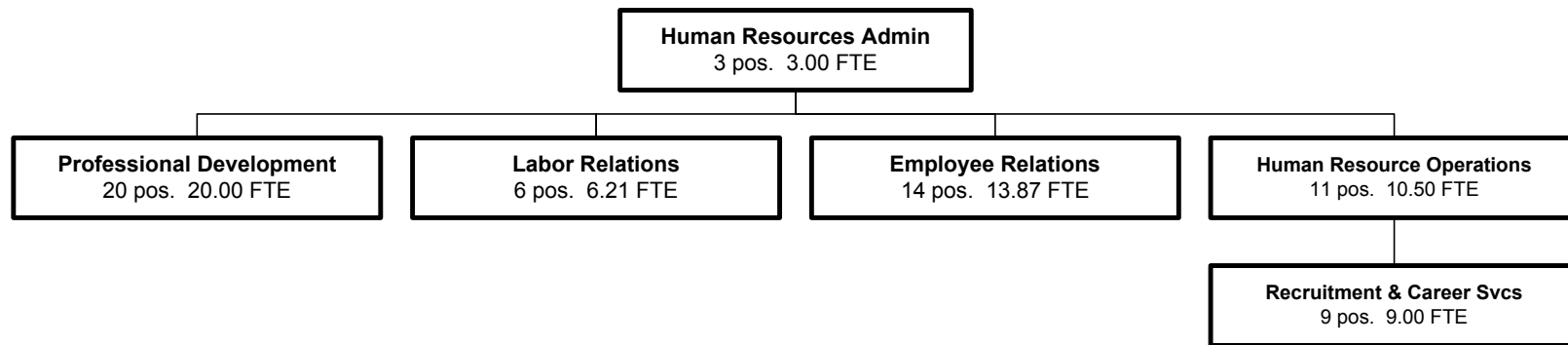
Human Resources Division

Program Description

OREGON DEPARTMENT OF CORRECTIONS

Human Resources Division

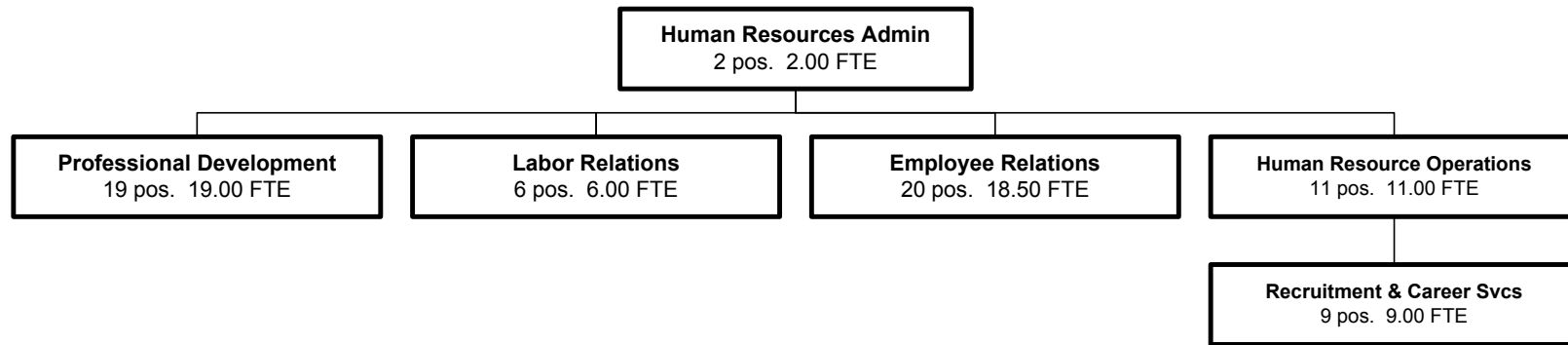
Current 2009-11 Organizational Chart



Total Positions: 63
FTE: 62.58

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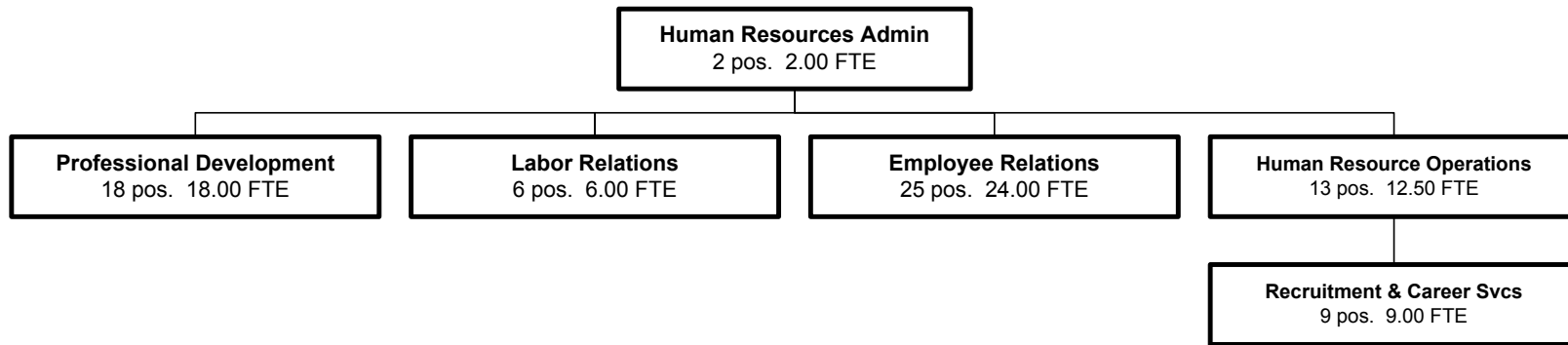
OREGON DEPARTMENT OF CORRECTIONS Human Resources Division Organizational Chart 2011-13 Agency Request Budget



Total Positions: 67
FTE: 65.50

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OREGON DEPARTMENT OF CORRECTIONS Human Resources Division Organizational Chart 2011-13 Governor's Balanced Budget



Total Positions: 73
FTE: 71.50

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Human Resources Division

The Human Resources (HR) Division is responsible for all aspects of employee services including employee and labor relations, recruitment, personnel records, Federal Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA) management, safety and risk management, training, classification and compensation. The HR Division is a centralized unit within the Department of Corrections (DOC); however, some employees are out-stationed at institutions outside of Salem to provide direct services at the worksite.

The 2011-13 HR Division organization chart identifies the positions and full-time equivalent (FTE) requested to support the Essential Budget Level of the programs. It reflects the opening of units at Deer Ridge Correctional Institution (DRCI) in Madras, the increase in employee count and the necessary structure within the HR Division to support the fundamental services of recruitment and career services, employee and labor relations, safety and risk management, position classification/compensation and personnel records, and professional development. These staffing levels represent a lean maintenance-staffing model that requires continual review of the organization's HR services needs to prioritize tasks to accomplish.

The HR Division is administered centrally and, where determined most effective, staff are deployed at the institutions as an integral part of the institution operations. The central human resources program office provides the resources that cannot cost-effectively be duplicated at the institutions. These include recruitment and career services, staff training administration, classification/compensation, personnel records, labor relations, and safety and risk management. However, with the anticipated opening of DRCI at full capacity, the majority of department staff would be located in the eastern region of the state.

In the 2009-11 biennium the HR Division continued to review the organizational structure to ensure the ability to effectively provide HR services to agency personnel. From this review and the Governor's across the board allotment budget cuts, the Safety and Risk Administrator and the centralization of six Safety Specialist 2's from the institutions were aligned to report to the Employee Relations Administrator within HR. This centralization, though a reduction in staff numbers, should allow for consistent centralized safety and risk services to agency personnel. The department has been partnering very closely with SAIF, DAS Risk Management and the Employee Assistance Program to ensure department managers and staff understand where safety is an issue and how the injured workers should be managed once they are able to return to work.

In an additional efficiency improvement, HR has reallocated resources to develop the Workforce Planning Unit (WPU). The WPU will ensure systematic identification and analysis of what the organization is going to need in terms of the size, type, and quality of workforce to achieve its objectives. It will determine what mix of experience, knowledge, and skills are required and sequence the steps to get the right number of the right people in the right job at the right time.

The other major change in the HR Division in the 2009-11 biennium was the creation of the Basic Corrections Certification Program. The department was given statutory authority to work with DPSST to administer an approved training curriculum to DOC Corrections

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Officers on site. The program goals were to deliver a more relevant curriculum at a lower cost, since the majority of DOC employees would not have to travel to DPSST for five weeks to receive their certification. This new program added additional staff to the Professional Development Unit to work closely with newly hired Correctional Officers in the institutions.

Program Objectives and Services

- Lead a process for organizational development that creates an organizational culture that calls for high standards of performance and aligns employees with the department's mission, vision, and business strategy.
- Develop a department culture that places a high value and shared responsibility on employee development and continuous learning and achieves a flexible, skill-based work force to move the organization forward.
- Provide basic corrections certification training that develops professional level corrections staff, where they learn specific methodology necessary for the needs related to the long term incarceration of inmates.
- Provide the leadership programs and resources needed to achieve effective department leadership at all levels of the organization with sufficient depth to meet the requirements of the department's long-range program expansion.
- Develop a workforce that is respectful of employee differences, promotes a harassment-free environment, meets the department's affirmative action goals at a minimum, and reflects the diversity of Oregon.
- Develop labor/management relationships and processes that are built on mutual trust and respect and result in collaborative partnerships committed to achieving the department's mission, vision, and program goals.
- Provide a work environment that places a high priority on workplace safety, preventing accidents and injuries, reducing workers' compensation claims, providing an early-return-to-work program for injured employees, and reasonable accommodation for the temporarily and permanently disabled.
- Provide the tools and resources required for employees to get their jobs done successfully, together with a high-quality work life, a safe and healthy work environment, affordable market-based compensation, incentives to excel, and recognition for results achieved.
- Integrate the performance management program into a process that serves as a vehicle for translating the department's mission, vision, and values into everyday actions while holding employees accountability for results.
- Provide an open-competitive recruitment and selection process based on merit principles that result in highly qualified and diverse applicant pools producing new hires with the most potential for successful careers with the department.
- Develop a seamless organization between institutional and organizational barriers that impede employee mobility and career development and management flexibility to most effectively assign staff.
- Develop a comprehensive, full-service human resources program for the department that delivers high-quality, value-added services and systems, and provides for customization of performance tools and individual solutions while continually working to improve productivity and lower unit costs.
- Lead the agency effort in informing and communicating to staff safe workplaces and wellness related to physical, nutritional, stress and financial management; the four components in the safety and wellness initiative.

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Proposed New Laws Affecting the Program Unit

- FMLA/OFLA, ADA and Uniformed Services Employment and Reemployment Rights Act of 1993 (USERRA) law changes require additional attention to how these programs are managed to insure employees are receiving the benefits they are entitled to.
- HB 2713 passed by the Oregon Legislature in 2009 created additional protection for public safety managers during the disciplinary process. DOC has implemented these requirements into policy.

Accomplishments - 2009-11

During the 2009-11 biennium's, the Human Resources Division accomplished, or began the process for completing, the following program objectives:

Employee Relations

Accomplishments:

- Participated on DAS workgroup to address ADA law changes in preparing statewide policy.
- Conducted 316 personnel investigations during the first half of the biennium.
- Continued utilization of alternative dispute resolution to resolve employee complaints.
- Reorganized HR Managers assignments to create an HR Manager specifically for Health Services. This position helps assure consistency in the management of employee issues within this statewide unit.
- Updated HR Quick Reference Guide with updates, resulting from changes to state and federal laws.
- Established consistent practices to manage military members based on new USERRA laws. Worked with Employer Support of the Guard and Reserve (ESGR) to manage specific issues as they arose. DOC has a large number of service members, so this coordination was essential to support this part of the workforce while also ensuring adequate staffing levels at facilities.
- Identified personnel records retention timeframes and captured on a single document for use by HR staff.
- Identified and implemented new process to update DOC HR policies by referencing them to DAS policies.
- Received Investigations updates and training from Department of Justice staff to enhance efficiency, effectiveness and partnering during the investigations process.
- Facilitated management training for classes titled, "Dialogs on Gender", "Staff Attendance Improvement Process", "Respectful Workplace" and "Workplace Effects of Domestic Violence".
- Enhanced the effectiveness of the Corrections Caseload Management Model through trainings and updating Position Descriptions.
- Participation of HR staff serving on Wellness initiatives and committees.
- Facilitated department layoff process.

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- Responded to budget reductions and the necessary lay-off processes.
- Developed and implemented HR Managers Investigations Policy to enhance statewide consistency.

HR Operations

Classification and Compensation Unit

Accomplishments:

- Implemented changes and enhancements to class program based on DOC Internal Audit.
- Initiated DOC's response to the DAS General Clerical/Technical classification study. Developed and delivered position description writing training to DOC managers. Training included guidance on when to update position descriptions, required language and a template for the correct version of the position description.
- Developed a plan for position vacancy reconciliation, so the agency has current status information on all true vacancies during periods of layoff.
- Updated functional policies and drafted a policy on re-employment of PERS retirees in counties with population less than 75,000.
- Conducted organization study in Intake Unit at CCCF, made recommendations to achieve organization efficiencies during reorganization of functions.
- Prepared total compensation analysis of correctional officers and testified on market position of this classification during AFSCME interest arbitration.
- Continued improvements in re-classification process to insure appropriate information is turned in to allow for classification and compensation to meet contractual timelines.
- Developed system for more accurate position management.
- Partnered with DOC Budget to track double-fill and vacancy issues.
- Completed an agency reclassification package.

Records Unit

Accomplishments:

- Completed the Personnel Action Matrix and communicated with agency management regarding the tool. This tool shows all standardized requirements for a complete and accurate personnel transaction.
- Updated employee records as required by newly bargained labor agreements. Ran reports to avoid over/under payments for input that DAS entered for our employees.
- Implemented business changes as a result of DOC Internal Audit.
- Developed a standard desk manual for each records technician.
- Completed an audit of our volunteer and contractor ID cards for expiration and removal of outdated requests
- Calculated service credit calculations for each bargaining unit.

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- All unit forms were updated and placed on DOC website for easier access.
- Following the PICS freeze, the records unit did mass moves of employees to ensure budget information was correct on each employee.
- Audited employees SED dates and made corrections, as necessary.
- Implemented an audit system to avoid over/under payments.
- Responded to Budget Reductions and assisted in lay-off processes.
- Improved communication between payroll and personnel records, which in turn improves processes and procedures.
- Re-vamped and updated agency RDC's to ensure accurate position information.

FMLA/OFLA Unit

Accomplishments:

- Participated in reviewing and implementing updated federal and state FMLA/OFLA laws.
- Developed and presented FMLA/OFLA training to DOC managers, AFSCME bargaining, Labor Relations, SCI, TRCI,OSP and many one on one's with supervisors and managers.
- Updated agency FMLA/OFLA letters to comply with new state and federal laws, as well as using clearer language for employees.
- Received and responded to over 3,000 requests for protected leave from DOC employees.
- Issued over 2,200 approvals for DOC employees to utilize protected leave.
- Updated the FMLA/OFLA database to provide more accurate information on eligibility and leave usage, as well as work schedules.
- Trained a back up FMLA/OFLA coordinator that evolved into a fully trained employee who will be managing part of the caseload.
- Developed 2010-2015 FMLA/OFLA rolling calendar.
- Attended training with BOLI, DAS-HRSD, beginning and advance Federal and Oregon Family & Medical Leave.
- Worked with payroll administrator to gain knowledge of their needs. This led to development of weekly reports containing current FMLA/OFLA approvals.
- Trained with ISDS central coordinator to get access and a working knowledge of their system. This provides a huge time savings for payroll by them not having to copy and forward security timesheets to our unit. It also allows us to access daily absences of security employees.
- Updated power point presentation to reflect law changes in order to provide training to employees. Currently working on a WebEx presentation geared towards supervisors and managers. Employee WebEx presentation to follow.

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Recruitment Unit

Accomplishments:

- Represented DOC at several job fairs that were free or 'nearly free'
- Participated in the e-recruit steering and implementation advisory meetings for NEOGOV, the state's new e-recruit system.
- DOC implemented the state's new e-recruit system, NEOGOV, statewide.
- Received and graded over 2,000 applications for non-security positions.
Received and graded over 650 applications for security positions, plus 5,400 applications via NEOGOV for DOC.
Graded 6,500 applications for non-security positions and 1,500 applications for security positions.
 - Distributed over 125 for open positions.
 - Completed over 300 certification lists.
 - Completed over 365 background investigations.
 - 6,000 requests received for Job Interest Cards
- Reviewed all recruitment forms and made changes as necessary.
- Integrated NEOGOV into the Recruitment tracking database.
- Created and distributed quarterly Recruitment Newsletter containing updates on recruitment policies and procedures.
- Completed an audit of recruitment files and archived appropriately.
- Continually maintained www.odocjobs website to assist recruitment efforts.
- Updated all DOC Policies related to recruitment.
- Met VA and BOLI requirements to continue Veteran's Apprenticeship program at DOC.
- Participated in the Employer Partnership with the Army National Guard and Army Reserves to support and hire Veteran's.
- DOC participated as one of the sponsors of the 2009 and 2010 State Diversity Conference.
- Updated the DOC Supervisors Recruitment Manual
- Participated in several strategic planning meetings with the City of Junction City and Lane Community College dealing with recruitment issues when the Junction City institution is opened.
- Participated in two open houses in Junction City aimed at educating the community about the building of OSH and the Junction City institution.
- Participated in several social networking meetings to learn and incorporate social networking in to DOC recruitment.
- Assisted employees and managers affected by layoff.
- Assisted staff affected by the BHS conversion.
- Tested two new assessments on applicants...PAI and Insight Worldwide, to assist the companies with gathering valid data.

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Labor Relations Unit

Accomplishments:

- Bargained five collective bargaining agreements in which three of them had unique furlough implementation plans.
- Provided statewide contract training detailing the summary of changes to DOC's five contracts.
- Researched and compiled reports to assist with grievances, settlements, DOJ and DAS risk management.
- Participated in the following committees: BHS transition planning, OSPM conversion and lay-off planning.
- Provided "Labor Relations 101" training for managers.
- Successfully implemented monthly grievance update meetings with AFSCME, DAS and DOC LR.
- Resolved or closed 68 grievances to date in the 09-11 biennium.
- Implemented use of an electronic furlough form for DOC employees.
- Developed and implemented a tracking log to record documents produced in response to discovery and record requests.
- Coordinated DAS Risk, and DOJ data to Implement Inmate Tort database.
- Assisted Risk Management by developing OSHA database to track Inspections and citations, making the information available at all institutions so infractions will not be repeated.

Professional Development Unit

Accomplishments:

- Developed online New Employee Orientation Course as an alternative to classroom delivery. Course includes knowledge test and automatic notification to training staff of course completion.
- Continued delivery of Basic Correctional Course (BCC), a 12 month, 240 hour intensive course taught by DOC employees to entry level Correctional Officers.
- Continue to process the document imaging of all paper rosters and curriculum for electronic storage.
- Began major renovation of Gath Road firing range to improve safety and functionality of ranges, start date for project is Aug 2010 and will be completed in 2011.
- Assisted other State Agencies in their training initiatives and offered solutions to the challenges they face.
- Worked with DAS Training unit to identify ODOC as a customer of the Enterprise Learning Management System (ELMS) project and decided upon implementation schedule.

Safety and Risk Management

Accomplishments:

- Began major safety and wellness initiative to implement best practices for employee wellness at ODOC.
- Coordinated with DAS Risk Management to review risk claims in the agency.

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- Coordinated with State Accident Insurance Fund (SAIF) on worksite assessments throughout ODOC
- Worked toward SHARP status (Safety and Health Award Recognition Program) for all ODOC facilities.
- Completed second DOC wellness survey that showed continued improvement in DOC employee wellness.
- Met KPM target related to the number of time loss days per employee.
- Centralized the Safety Management Program under HR.

General Accomplishments

- Managed lay-offs throughout DOC due to state budget issues.
- Participation by the Assistant Director of Human Resources on the DAS Retiree Medical Account Work Group.
- The Psychiatric Security Review Board and the Criminal Justice Commission have been added to our list of customers, and DOC now provides most HR services for their agencies.

Key Initiatives - 2009-11

The following key initiatives are identified as priorities for the 2011-13 biennium:

Employee Relations

Key Initiatives:

- Provide targeted trainings to managers during scheduled meetings.
- Identify opportunities to collaborate with union leadership to address workplace conflicts.
- Increase the use of alternative dispute resolution rather than disciplinary process.
- Provide additional training and support for managers in HR related topics.
- Utilize iLearn to host HR Quick Reference Guide and assist HR Managers with sharing information to improve statewide consistency.

HR Operations

Key Initiatives:

Classification & Compensation

- Continue to participate in DAS statewide position classification studies.
- Work with DAS on the classification framework project.
- Prepare and submit necessary reorganization budget package.
- Continue to present position description training to managers.

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- Develop enhancement to the position description tracking database that enables the manager and classification staff to call up and retrieve an image of position description.

Personnel Records

- Implement protocol for calculating various employee seniority dates.
- Update Personnel Records Manual.
- Partner with DOC Labor Relations to ensure Contractual Bargaining Agreement (CBA) information is included in Records Manual.
- Provide training to customers based on common errors received on employee personnel transactions.
- Review process and increase awareness of timelines for managers to provide new hire information.

Recruitment

- Fine-tune the department's recruitment and selection processes to improve the quality and diversity of the applicant pools and ensure sufficient numbers of applicants are available at the right location and at the right time.
- Strengthen partnerships with colleges, universities, military and National Guard bases throughout the West Coast to assist recruiting efforts. Develop working relationships with tribal partners throughout the area to assist the department with its drive toward a more diverse workforce.
- Train agency staff on E-recruit and enhance their ability to use the system to streamline hiring process.

FMLA/OFLA

- Continue to provide department wide training to employees and labor unions regarding FMLA/OFLA eligibility and appropriate use.
- Continue to analyze FMLA/OFLA trends and ensure employer compliance regarding protected leave.

Labor Relations Unit

Key Initiatives:

- Schedule and conduct joint pre-bargaining period planning sessions with DOC Payroll and Labor and Management bargaining teams.
- Schedule and conduct joint pre-bargaining period planning sessions with DOC Personnel Records and Labor and Management bargaining teams.

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- Schedule and conduct joint Labor and Management workgroup sessions for the purpose of developing a department-wide Field Training Officer program.
- Conduct management training on Labor Law and Contract Administration.
- Develop HR Investigation reports that meet the needs of multiple users, HR Director and HR Administrators, HR Managers, Institutions and/or Functional Units.
- Move Labor Relations Information System (LRIS) data to Structure Query Language (SQL) server. Database will need to be restructured. This can be done by current Labor Relations Analyst. An Information Technology (IT) database administrator will need to be assigned to write code and implement the move. If the current Labor Relations Analyst is included in the process, less support will be needed from IT after the move is completed.
- Formalize information and data base security processes, permissions and storage.

Professional Development Unit

Key Initiatives:

- Continue transition to a Professional Development Unit by continuing to identify opportunities to assist with performance-related deficiencies and tailor interventions to meet the specific needs of individuals and small sections within the department, while still ensuring consistency in purpose and direction by delivering the organizational message as part of the in-service model.
- Complete Gath Road firing range renovation.
- Integrate DAS Enterprise Learning Management System (iLearn) into ODOC training and transfer all employee training records to the system. This will be a major initiative as it involves cultural and operational changes to integrate the system into ODOC.
- Increase the number of computer based classes that can be accessed through the iLearn system.
- Train managers to use iLearn for employee development and succession planning.
- Implement Field Training Officer program in order to formalize a statewide standard for initial “on the job” training for newly hired security staff.
- Continue to develop, evaluate and streamline the delivery of BCC and Correctional Officer certification process.

Safety and Risk Management

Key initiatives:

- Work with realignment of safety manager positions from fourteen to seven to continue our customer service for DOC.
- Continue to work toward lowering our injury and illness rates.
- Continue to work toward SHARP status through OROSHA.
- Continue to develop Statewide Wellness Program by working with local wellness committees to enhance their local programs.

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- Review modified duty work assignments across the agency to get injured workers back to work, when released to modified duty.
- Implement a strategic approach to analyzing safety and risk management data to guide for more safety and a lower number of claims.

Key Initiatives - General

- Continue to analyze workforce trends to be strategic in hiring new generations of workers to DOC, as well as focusing on retention and succession planning for current employees.
- Review and analyze training provided to departmental staff for evidence based practices and review grievances, torts, BOLI/EEOC complaints to determine if a certain training opportunities could be improved.
- Manage agency budget reductions through lay-off, if necessary.

Organization

The 2009-2011 Human Resources Division organization chart identifies the positions and FTE requested to support the Essential Budget Level program. It reflects the opening of the remainder of the Deer Ridge Correctional Institution (DRCI) in Madras, the increase in employee count and the necessary structure within the HR Division to support the fundamental services of recruitment and career services, employee and labor relations, safety and risk management, position classification/compensation and personnel records, and professional development.

The Division began the 2009-2011 biennium with 65 positions (63.5 FTE).

- The 2011-13 mandated caseload package 040 adds:
 - 1-Human Resources Analyst 3 – Labor Relations: This position is being requested to assist with the heavy labor relations workload. DOC manages 5 collective bargaining agreements that includes close to 4000 represented employees. Through improved efficiencies in program areas, the labor relations team is having to work with business sections to resolve statewide labor representation issues. These types of projects are anticipated, as the agency does more with less and tries to streamline services. This position is scheduled to phase in July 1, 2011.
 - 1-Human Resources Analyst 3 – Employee Relations: As DRCI comes on to full capacity, the one HR Manager stationed at DRCI will need to be at DRCI full-time. This new position would assume WCCF HR Manager duties, as well as be assigned statewide respectful workplace investigations. Many times when there are large investigations in an institution, the local HR Manager is not an effective investigator. With national trends increasing in employment litigation, this statewide approach to large investigations will add consistency and help institutions manage large complaints. This position is scheduled to phase in on July 1, 2012.

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- 1-Human Resources Analyst 1 – Employee Relations: As the HR Managers continue to improve their efficiency and ability to provide support for the assigned teams, a new Human Resources Analyst 1 would be able to provide technical HR assistance in completing standard HR transactions. This would free up the HR Managers to work more closely with managers and employees to resolve issues at the lowest levels; hopefully decreasing TORT/BOLI/EEOC and grievance complaints. This position is scheduled to phase in on July 1, 2012.

Organizationally the department's Safety Managers are operating under the Human Resources Division. As part of the September 2010 Emergency Board rebalance request, the department will be requesting the transfer of these positions and associated budget for the 2009-11 biennium from the Operations Division to the Human Resources Division. Accordingly the department will be requesting that this adjustment be captured in a post-April Emergency Board package during the development of the 2011-13 Governor's Recommended Budget.

Agency Request Budget

Staffing

Positions	67
FTE	65.50

Revenue Source

General Fund	\$15,547,807
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Governor's Balanced Budget

Staffing

Positions	73
FTE	71.50

Revenue Source

General Fund	\$15,589,704
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BUDGET NARRATIVE

Human Resources Division

010 Non-PICS Psnl Svc / Vacancy Factor

Package Description

Purpose

This essential package includes three components: 1) The cost of Personal Services adjustments, such as inflation on non-PICS accounts, i.e., unemployment compensation, overtime, differentials, and mass transit taxes, which are not automatically generated by the PICS system and are therefore budgeted here; 2) An adjustment for the anticipated savings associated with normal employee turnover, commonly referred to as vacancy savings, which is developed using a formula prescribed by the Department of Administrative Services (DAS) that considers both the savings and costs associated with normal turnover activity; 3) An adjustment to the PERS Pension Obligation Bond assessment, which is also developed by DAS.

How Achieved

Non-PICS Accounts – With the exception of Mass Transit, adjustment amounts are computed by multiplying the above referenced accounts in the 2011-13 Base Budget by the standard inflation factor of 2.4%.

Vacancy Savings – An estimate of the savings associated with vacancies and hiring delays is included in this package. Vacancy savings are computed using the formula and guidelines prescribed in the Budget and Legislative Concept Instructions and approved in advance by the Department of Administrative Services Budget and Management Division. In the Human Resources Division, projected General Fund vacancy savings increased by \$3,949 General Fund from the 2009-11 budgeted levels.

PERS Pension Obligation Bonds – This package includes an increase of \$17,628 General Fund from 2009-11 budgeted levels for distribution to the Department of Administrative Services for Debt Service on Public Employee Retirement System Pension Obligation Bonds issued during the 2003-05 biennium.

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Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund \$27,602

Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

Staffing Impact

None

Revenue Source

General Fund \$27,602

2013-15 Fiscal Impact

Actions approved in this package will have varying impacts on future periods. Normal inflation will be integrated into and become part of the Base Budget for 2013-15, as will the funding approved in the non-PICS exceptions. Vacancy savings are re-projected each biennium based on agency experience. The Pension Obligation Bond financing will be an ongoing liability for the agency.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 010 - Non-PICS Psnl Svc / Vacancy Factor

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	27,602	-	-	-	-	-	27,602
Total Revenues	\$27,602	-	-	-	-	-	\$27,602
Personal Services							
Overtime Payments	3,169	-	-	-	-	-	3,169
All Other Differential	1,983	-	-	-	-	-	1,983
Public Employees' Retire Cont	1,003	-	-	-	-	-	1,003
Pension Bond Contribution	17,628	-	-	-	-	-	17,628
Social Security Taxes	395	-	-	-	-	-	395
Unemployment Assessments	66	-	-	-	-	-	66
Mass Transit Tax	7,307	-	-	-	-	-	7,307
Vacancy Savings	(3,949)	-	-	-	-	-	(3,949)
Total Personal Services	\$27,602	-	-	-	-	-	\$27,602
Total Expenditures							
Total Expenditures	27,602	-	-	-	-	-	27,602
Total Expenditures	\$27,602	-	-	-	-	-	\$27,602
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

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Essential and Policy Package Fiscal Impact Summary - BPR013

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Human Resources Division

021 Phase-In

Package Description

Purpose

This package includes the additional costs associated with 24 month operation of programs or services phased-in during the prior biennium. The elimination of costs for programs that were terminated or phased-out during the prior biennium is reported in Package 022, as are budgets for extraordinary one-time expenditures in the prior biennium. Specific actions taken by this Division are described below.

How Achieved

This package provides the necessary funding for non-PICS Personal Services, Services & Supplies, Capital Outlay, and Special Payments accounts to provide for 24-month operation of units brought on-line during the 2009-11 biennium. The restoration of the budget reduction for the temporary suspension of Ballot Measure 57 is also included.

The additional funding for positions approved by the 2009-11 Legislature and phased-in during the biennium (after July 1, 2009) is budgeted in the Base Budget as part of the automated budget system process. Only the incremental cost for the above mentioned accounts is included in this package. Inflation for these additional costs is also included in this package at the factors prescribed by the Department of Administrative Services.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$63,907
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Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation included in this package.

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Staffing Impact

None

Revenue Source

General Fund \$63,907

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 021 - Phase-in

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	63,907	-	-	-	-	-	63,907
Total Revenues	\$63,907	-	-	-	-	-	\$63,907
Services & Supplies							
Instate Travel	2,314	-	-	-	-	-	2,314
Employee Training	3,622	-	-	-	-	-	3,622
Office Expenses	10,696	-	-	-	-	-	10,696
Data Processing	901	-	-	-	-	-	901
Professional Services	23,771	-	-	-	-	-	23,771
Attorney General	20,818	-	-	-	-	-	20,818
Other Services and Supplies	1,785	-	-	-	-	-	1,785
Total Services & Supplies	\$63,907	-	-	-	-	-	\$63,907
Total Expenditures							
Total Expenditures	63,907	-	-	-	-	-	63,907
Total Expenditures	\$63,907	-	-	-	-	-	\$63,907
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

022 Phase-out Pgm & One-time Costs

Package Description

Purpose

This package includes the elimination of costs for programs that were terminated or phased-out during the prior biennium. Extraordinary one-time expenditures are also adjusted in this package. Specific actions taken by this Division are described below.

How Achieved

One-time start-up equipment and supplies are eliminated for 2009-11 mandated caseload increases.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund (\$23,928)

Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund (\$23,928)

2013-15 Fiscal Impact

The actions reflected in this package will not affect the 2013-15 budget since they address the elimination of one-time expenditures.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 022 - Phase-out Pgm & One-time Costs

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(23,928)	-	-	-	-	-	(23,928)
Total Revenues	(\$23,928)	-	-	-	-	-	(\$23,928)
Services & Supplies							
Expendable Prop 250 - 5000	(16,787)	-	-	-	-	-	(16,787)
IT Expendable Property	(7,141)	-	-	-	-	-	(7,141)
Total Services & Supplies	(\$23,928)	-	-	-	-	-	(\$23,928)
Total Expenditures							
Total Expenditures	(23,928)	-	-	-	-	-	(23,928)
Total Expenditures	(\$23,928)	-	-	-	-	-	(\$23,928)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

031 Standard Inflation

Package Description

Purpose

This package includes funding for inflation and adjustments to reflect the Price List of Goods and Services issued by the Department of Administrative Services. The prescribed standard inflation factors were used for all accounts in this Division.

How Achieved

For 2011-13 inflation factors are 2.4% for standard inflation, 3.1% for Professional Services, and 11% for Attorney General charges. Inflation requested in this package is for the 2011-13 Base Budget. Inflation associated with biennialized phased-in programs, when applicable, is included in package #021. Inflation associated with new institution start-up and operation is included in the essential package for caseload, package #040.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund	\$83,548
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Governor's Balanced Budget

The Governor did not make any changes to this package; however, package 086 removes standard inflation of 2.4%.

Staffing Impact

None

Revenue Source

General Fund	\$83,548
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BUDGET NARRATIVE

2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	83,548	-	-	-	-	-	83,548
Total Revenues	\$83,548	-	-	-	-	-	\$83,548
Services & Supplies							
Instate Travel	5,858	-	-	-	-	-	5,858
Out of State Travel	129	-	-	-	-	-	129
Employee Training	4,581	-	-	-	-	-	4,581
Office Expenses	6,863	-	-	-	-	-	6,863
Telecommunications	40	-	-	-	-	-	40
Data Processing	651	-	-	-	-	-	651
Publicity and Publications	550	-	-	-	-	-	550
Professional Services	11,207	-	-	-	-	-	11,207
Attorney General	49,939	-	-	-	-	-	49,939
Employee Recruitment and Develop	1,819	-	-	-	-	-	1,819
Dues and Subscriptions	52	-	-	-	-	-	52
Fuels and Utilities	4	-	-	-	-	-	4
Facilities Maintenance	132	-	-	-	-	-	132
Food and Kitchen Supplies	59	-	-	-	-	-	59
Other Care of Residents and Patients	42	-	-	-	-	-	42
Other Services and Supplies	369	-	-	-	-	-	369
Expendable Prop 250 - 5000	264	-	-	-	-	-	264
IT Expendable Property	989	-	-	-	-	-	989
Total Services & Supplies	\$83,548	-	-	-	-	-	\$83,548

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Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 031 - Standard Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	83,548	-	-	-	-	-	83,548
Total Expenditures	\$83,548	-	-	-	-	-	\$83,548
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

040 Mandated Caseload

Package Description

Purpose

Mandated caseload changes included in this package are based on caseload changes for programs that are required by the federal government, the state constitution, or court actions. Mandated caseload costs include but are not limited to the cost of the additional staff and operating costs required to operate these programs. The April 2010 Oregon Corrections Population Forecast, published by the Department of Administrative Services Office of Economic Analysis, is the basis for actions presented in this package.

How Achieved

In response to the caseload projections included in the April 2010 Population Forecast, the department's Long-range Construction and Population Management Plans have been revised. Based on projected inmate growth and occupancy of the 1,227-bed medium-custody men's facility in Madras will continue to be phased in. The Population Management Plan also reflects continued use of temporary and emergency beds within the department's facilities and local rental beds as needed to manage the growing prison population.

Central units, such as those within Human Resources Division must adjust to meet the workload related to changing prison populations. This package requests \$607,754 General Fund and 3 positions/2.00 FTE primarily for Employee & Labor Relations. A significant portion of the package is for costs of services provided by the State Attorney General's Office for ERB actions, arbitration and general counsel. Both one-time startup and on-going program expenses are included in the request.

Agency Request Budget

Staffing Impact

Positions	3
FTE	2.00

Revenue Source

General Fund	\$607,754
--------------	-----------

BUDGET NARRATIVE

Governor's Balanced Budget

This package was adjusted for changes in the population forecast between April 2010 and October 2010. A significant portion of this adjustment is the delay of opening the Deer Ridge Correctional Institution (DRCI) medium security facility until the 2013-15 biennium.

Staffing Impact

Positions	3
FTE	2.00

Revenue Source

General Fund	\$467,144
--------------	-----------

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	467,144	-	-	-	-	-	467,144
Total Revenues	\$467,144	-	-	-	-	-	\$467,144
Personal Services							
Class/Unclass Sal. and Per Diem	209,964	-	-	-	-	-	209,964
Empl. Rel. Bd. Assessments	81	-	-	-	-	-	81
Public Employees' Retire Cont	40,921	-	-	-	-	-	40,921
Social Security Taxes	16,062	-	-	-	-	-	16,062
Unemployment Assessments	378	-	-	-	-	-	378
Worker's Comp. Assess. (WCD)	117	-	-	-	-	-	117
Mass Transit Tax	1,259	-	-	-	-	-	1,259
Flexible Benefits	60,192	-	-	-	-	-	60,192
Total Personal Services	\$328,974	-	-	-	-	-	\$328,974
Services & Supplies							
Instate Travel	9,982	-	-	-	-	-	9,982
Employee Training	(42,800)	-	-	-	-	-	(42,800)
Office Expenses	12	-	-	-	-	-	12
Data Processing	1,162	-	-	-	-	-	1,162
Attorney General	164,760	-	-	-	-	-	164,760
Employee Recruitment and Develop	(12,816)	-	-	-	-	-	(12,816)
Food and Kitchen Supplies	529	-	-	-	-	-	529
Other Services and Supplies	2,302	-	-	-	-	-	2,302
Expendable Prop 250 - 5000	8,175	-	-	-	-	-	8,175

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ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 040 - Mandated Caseload

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Services & Supplies							
IT Expendable Property	6,864	-	-	-	-	-	6,864
Total Services & Supplies	\$138,170	-	-	-	-	-	\$138,170
Total Expenditures							
Total Expenditures	467,144	-	-	-	-	-	467,144
Total Expenditures	\$467,144	-	-	-	-	-	\$467,144
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions	-	-	-	-	-	-	3
Total Positions	-	-	-	-	-	-	3
Total FTE							
Total FTE	-	-	-	-	-	-	2.00
Total FTE	-	-	-	-	-	-	2.00

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
1100002	MMN	X1322	AA HUMAN RESOURCE ANALYST 3	1	1.00	24.00	02	4,670.00	112,080 60,614				112,080 60,614
1100008	MMN	X1322	AA HUMAN RESOURCE ANALYST 3	1	.50	12.00	02	4,670.00	56,040 30,306				56,040 30,306
1100009	MMN	X1320	AA HUMAN RESOURCE ANALYST 1	1	.50	12.00	02	3,487.00	41,844 26,453				41,844 26,453
TOTAL PICS SALARY									209,964				209,964
TOTAL PICS OPE									117,373				117,373
TOTAL PICS PERSONAL SERVICES =									---	-----	-----	-----	-----
									3	2.00	48.00		327,337

BUDGET NARRATIVE

Human Resources Division

060 Technical Adjustments

Package Description

Purpose

This package is used to highlight adjustments to the agency budget that do not meet the criteria of other essential packages, but still are significant to the overall understanding and presentation of the agency budget.

How Achieved

Human Resources Division was allocated \$35,182 General Fund for an agency-wide fleet reduction originally taken by Central Administration Division.

Agency Request Budget

Staffing Impact

None

Revenue Source

General Fund (\$35,182)

Governor's Balanced Budget

The Governor did not make any changes to this package.

Staffing Impact

None

Revenue Source

General Fund (\$35,182)

2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 060 - Technical Adjustments

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(35,182)	-	-	-	-	-	(35,182)
Total Revenues	(\$35,182)	-	-	-	-	-	(\$35,182)
Services & Supplies							
Instate Travel	(35,182)	-	-	-	-	-	(35,182)
Total Services & Supplies	(\$35,182)	-	-	-	-	-	(\$35,182)
Total Expenditures							
Total Expenditures	(35,182)	-	-	-	-	-	(35,182)
Total Expenditures	(\$35,182)	-	-	-	-	-	(\$35,182)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

086 Eliminate Inflation

Package Description

Purpose

This package, added by the Governor, eliminates standard inflation from essential packages in the 2011-13 Current Service Level budget.

How Achieved

Standard inflation rates and adjustments were removed from non-PICS personal services budget items such as temporary appointments, overtime and differentials. In addition, standard inflation was removed from specific service and supply, capital outlay, and special payments line items, including biennialized phase-in programs, caseload changes and elements of the Price List of Goods and Services issued by the Department of Administrative Services.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	(\$117,105)
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2013-15 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(117,105)	-	-	-	-	-	(117,105)
Total Revenues	(\$117,105)	-	-	-	-	-	(\$117,105)
Personal Services							
Overtime Payments	(2,321)	-	-	-	-	-	(2,321)
All Other Differential	(1,732)	-	-	-	-	-	(1,732)
Public Employees' Retire Cont	(789)	-	-	-	-	-	(789)
Social Security Taxes	(310)	-	-	-	-	-	(310)
Total Personal Services	(\$5,152)	-	-	-	-	-	(\$5,152)
Services & Supplies							
Instate Travel	(296)	-	-	-	-	-	(296)
Employee Training	(323)	-	-	-	-	-	(323)
Office Expenses	(619)	-	-	-	-	-	(619)
Data Processing	(49)	-	-	-	-	-	(49)
Professional Services	(571)	-	-	-	-	-	(571)
Attorney General	(108,927)	-	-	-	-	-	(108,927)
Employee Recruitment and Develop	(695)	-	-	-	-	-	(695)
Food and Kitchen Supplies	(13)	-	-	-	-	-	(13)
Other Services and Supplies	(99)	-	-	-	-	-	(99)
Expendable Prop 250 - 5000	(196)	-	-	-	-	-	(196)
IT Expendable Property	(165)	-	-	-	-	-	(165)
Total Services & Supplies	(\$111,953)	-	-	-	-	-	(\$111,953)

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Essential and Policy Package Fiscal Impact Summary - BPR013

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 086 - Eliminate Inflation

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	(117,105)	-	-	-	-	-	(117,105)
Total Expenditures	(\$117,105)	-	-	-	-	-	(\$117,105)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

087 Personal Service Adjustment

Package Description

Purpose

This package, added by the Governor, reflects a 5.5% across-the-board reduction in total personal services from the 2011-13 Current Service Level budget.

How Achieved

This unspecified reduction was allocated proportionately across all segments of the Human Resources Division based on total personal services in the 2011-13 Current Service Level budget.

Governor's Balanced Budget

Staffing Impact

None

Revenue Source

General Fund	(\$722,808)
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2013-15 Fiscal Impact

The actions included in this package will have no impact to the 2013-15 budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 087 - Personal Service Adjustments

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	(722,808)	-	-	-	-	-	(722,808)
Total Revenues	(\$722,808)	-	-	-	-	-	(\$722,808)
Personal Services							
Reconciliation Adjustment	(722,808)	-	-	-	-	-	(722,808)
Total Personal Services	(\$722,808)	-	-	-	-	-	(\$722,808)
Total Expenditures							
Total Expenditures	(722,808)	-	-	-	-	-	(722,808)
Total Expenditures	(\$722,808)	-	-	-	-	-	(\$722,808)
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-

BUDGET NARRATIVE

Human Resources Division

090 Analyst Adjustments

Package Description

Purpose

This package, added by the Governor, reflects additional reductions taken to meet a 25% General Fund target for the public safety program area.

How Achieved

This package included a technical adjustment for \$1,452,796 to transfer 7/7.0 FTE Safety Managers from the Operations Division to the Human Resources Division.

This package takes a General Fund reduction for the delay in opening the Deer Ridge Correctional Institution (DRCI) medium security facility of \$169,570. However, Package 040 already reflected a caseload reduction for the delay in opening the DRCI medium security facility, so a technical adjustment will be pursued in the Legislatively Adopted Budget to correct this.

Governor's Balanced Budget

Staffing Impact

Positions	7
FTE	7.00

Revenue Source

General Fund	\$1,283,226
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2013-15 Fiscal Impact

The actions included in this package will become a part of the Base Budget for 2013-15.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Revenues							
General Fund Appropriation	1,283,226	-	-	-	-	-	1,283,226
Total Revenues	\$1,283,226	-	-	-	-	-	\$1,283,226
Personal Services							
Class/Unclass Sal. and Per Diem	930,456	-	-	-	-	-	930,456
Empl. Rel. Bd. Assessments	287	-	-	-	-	-	287
Public Employees' Retire Cont	181,344	-	-	-	-	-	181,344
Social Security Taxes	71,179	-	-	-	-	-	71,179
Worker's Comp. Assess. (WCD)	413	-	-	-	-	-	413
Flexible Benefits	210,672	-	-	-	-	-	210,672
Reconciliation Adjustment	58,445	-	-	-	-	-	58,445
Total Personal Services	\$1,452,796	-	-	-	-	-	\$1,452,796
Services & Supplies							
Employee Training	(7,508)	-	-	-	-	-	(7,508)
Office Expenses	(1,097)	-	-	-	-	-	(1,097)
Attorney General	(136,528)	-	-	-	-	-	(136,528)
Employee Recruitment and Develop	(24,000)	-	-	-	-	-	(24,000)
Food and Kitchen Supplies	(437)	-	-	-	-	-	(437)
Total Services & Supplies	(\$169,570)	-	-	-	-	-	(\$169,570)

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 090 - Analyst Adjustments

Cross Reference Name: Human Resources Division
Cross Reference Number: 29100-008-00-00-00000

<i>Description</i>	General Fund	Lottery Funds	Other Funds	Federal Funds	Nonlimited Other Funds	Nonlimited Federal Funds	All Funds
Total Expenditures							
Total Expenditures	1,283,226	-	-	-	-	-	1,283,226
Total Expenditures	\$1,283,226	-	-	-	-	-	\$1,283,226
Ending Balance							
Ending Balance	-	-	-	-	-	-	-
Total Ending Balance	-	-	-	-	-	-	-
Total Positions							
Total Positions							7
Total Positions	-	-	-	-	-	-	7
Total FTE							
Total FTE							7.00
Total FTE	-	-	-	-	-	-	7.00

PACKAGE: 090 - Analyst Adjustments

POSITION NUMBER	CLASS	COMP	CLASS NAME	POS CNT	FTE	MOS	STEP	RATE	GF SAL/OPE	OF SAL/OPE	FF SAL/OPE	LF SAL/OPE	AF SAL/OPE
0100447	MMS	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	04	4,670.00	112,080 60,614				112,080 60,614
0500213	MMN	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	06	5,151.00	123,624 63,747				123,624 63,747
4720001	MMN	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	08	5,671.00	136,104 67,135				136,104 67,135
4720201	MMN	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	09	5,957.00	142,968 68,997				142,968 68,997
8919004	MMN	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	07	5,406.00	129,744 65,408				129,744 65,408
9712035	MMN	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	09	5,957.00	142,968 68,997				142,968 68,997
9902339	MMN	X1346	AA SAFETY SPECIALIST 2	1	1.00	24.00	09	5,957.00	142,968 68,997				142,968 68,997
TOTAL PICS SALARY									930,456				930,456
TOTAL PICS OPE									463,895				463,895
TOTAL PICS PERSONAL SERVICES =									---	-----	-----	-----	-----
									7	7.00	168.00		1,394,351

BUDGET NARRATIVE

Human Resources Division

450 DOC Basic Corrections Course

Package Description

Purpose

The Basic Corrections Course (BCC) was developed to conform with requirements of HB 3199 that was passed during the 2009 legislative session and became effective July 1, 2009. This statute change requires The Department of Corrections (DOC) to provide basic certification training for its newly-hired corrections officers. This training must meet or exceed the Department of Public Safety Standards and Training's (DPSST) basic corrections training standards and will result in the same basic certification as corrections officers trained by DPSST.

The Professional Development Unit (PDU) currently does not have the staffing levels to effectively provide internal auditing or the needed coordination with DPSST BCC audit unit. The internal auditing by DOC is critical to the success of the BCC program, by ensuring that there is consistent delivery of the training curriculum, instructor updates/re-certification, and the continued standardization of a state-wide BCC program.

Additionally, PDU did not receive the appropriate Services and Supplies (S&S) budget in the 2009-11 budget to perform critical tasks associated with BCC. These tasks included: In-State travel for course delivery and proctoring of BCC exams, printing costs of course material, development of course curriculum, and program maintenance.

How Achieved

The Agency is requesting one Training and Development Specialist 2 (1.00 full-time equivalent/FTE) to meet the demands of conducting internal audits of a certifying training course for new Correctional Officers, and to provide reliable coordination and communications with DPSST (Certifying Agency) in their auditing efforts of the DOC BCC. The agency is also requesting the S & S that was not funded in the original request for positions in 09-11 budget.

Quantifying Results

This Training and Development Specialist 2 position will provide the agency with one FTE to ensure that there is a continual coordination loop with DPSST. The Agency conducts the certification training for new Correctional Officers, and DPSST is the Certifying Agency. Quantifying methods would include: Conducting announced and unannounced audits of the BCC program throughout the state, and adherence to the Oregon Administrative Rule (OAR) that govern DOC/DPSST in the certification process. Timeline would include: At 30 days – internal audit schedule established; at 120 days – review of entire BCC program at the local institution level through internal audits

BUDGET NARRATIVE

(to ensure there is consistent delivery of training curriculum); at 6 months – review the Field Training Evaluation Program at the local institution level to ensure consistency through internal audits (to ensure consistent application of security practices, policy and rules are demonstrated by new correctional officers); at 0-12 months monitor, review, and assist DPSST Audits Section in their efforts to ensure that the certification of new correctional officers is streamlined and efficient.

Agency Request Budget

Staffing Impact

Positions	1
FTE	1.00

Revenue Source

General Fund	\$260,806
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Governor's Balanced Budget

The Governor did not recommend this package.

Staffing Impact

None

Revenue Source

General Fund	\$0
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2013-15 Fiscal Impact

This package was denied and will not have an impact in the 2013-15 biennium.

Program Unit Appropriated Fund Group and Category Summary
 2011-13 Biennium
 Human Resources Division

Version: Y - 01 - Governor's Rec. Budget
 Cross Reference Number: 29100-008-00-00-00000

Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
LIMITED BUDGET (Excluding Packages)						
PERSONAL SERVICES						
General Fund	10,743,779	11,059,183	10,941,359	12,790,538	12,790,538	-
SERVICES & SUPPLIES						
General Fund	1,603,919	1,854,938	1,772,762	1,772,762	1,772,762	-
TOTAL LIMITED BUDGET (Excluding Packages)						
General Fund	12,347,698	12,914,121	12,714,121	14,563,300	14,563,300	-
AUTHORIZED POSITIONS	67	65	63	63	63	-
AUTHORIZED FTE	66.96	63.50	62.58	62.50	62.50	-
LIMITED BUDGET (Essential Packages)						
010 NON-PICS PSNL SVC / VACANCY FACTOR						
PERSONAL SERVICES						
General Fund	-	-	-	27,602	27,602	-
021 PHASE-IN						
SERVICES & SUPPLIES						
General Fund	-	-	-	63,907	63,907	-
022 PHASE-OUT PGM & ONE-TIME COSTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(23,928)	(23,928)	-
031 STANDARD INFLATION						
SERVICES & SUPPLIES						

Program Unit Appropriated Fund Group and Category Summary
 2011-13 Biennium
 Human Resources Division

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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
General Fund	-	-	-	83,548	83,548	-
040 MANDATED CASELOAD						
PERSONAL SERVICES						
General Fund	-	-	-	328,974	328,974	-
SERVICES & SUPPLIES						
General Fund	-	-	-	278,780	138,170	-
AUTHORIZED POSITIONS	-	-	-	3	3	-
AUTHORIZED FTE	-	-	-	2.00	2.00	-
060 TECHNICAL ADJUSTMENTS						
SERVICES & SUPPLIES						
General Fund	-	-	-	(35,182)	(35,182)	-
TOTAL LIMITED BUDGET (Essential Packages)						
General Fund	-	-	-	723,701	583,091	-
AUTHORIZED POSITIONS	-	-	-	3	3	-
AUTHORIZED FTE	-	-	-	2.00	2.00	-
LIMITED BUDGET (Current Service Level)						
General Fund	12,347,698	12,914,121	12,714,121	15,287,001	15,146,391	-
AUTHORIZED POSITIONS	67	65	63	66	66	-
AUTHORIZED FTE	66.96	63.50	62.58	64.50	64.50	-
LIMITED BUDGET (Policy Packages)						
PRIORITY 0						

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 Program Unit Appropriated Fund and Category Summary- BPR007A

**Program Unit Appropriated Fund Group and Category Summary
2011-13 Biennium
Human Resources Division**

**Version: Y - 01 - Governor's Rec. Budget
Cross Reference Number: 29100-008-00-00-00000**

Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
086 ELIMINATE INFLATION						
PERSONAL SERVICES						
General Fund	-	-	-	-	(5,152)	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	(111,953)	-
087 PERSONAL SERVICE ADJUSTMENTS						
PERSONAL SERVICES						
General Fund	-	-	-	-	(722,808)	-
090 ANALYST ADJUSTMENTS						
PERSONAL SERVICES						
General Fund	-	-	-	-	1,452,796	-
SERVICES & SUPPLIES						
General Fund	-	-	-	-	(169,570)	-
AUTHORIZED POSITIONS	-	-	-	-	7	-
AUTHORIZED FTE	-	-	-	-	7.00	-
PRIORITY 13						
450 DOC BASIC CORRECTIONS COURSE						
PERSONAL SERVICES						
General Fund	-	-	-	174,889	-	-
SERVICES & SUPPLIES						
General Fund	-	-	-	85,917	-	-

Program Unit Appropriated Fund Group and Category Summary
 2011-13 Biennium
 Human Resources Division

Version: Y - 01 - Governor's Rec. Budget
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Description	2007-09 Actuals	2009-11 Leg Adopted Budget	2009-11 Leg Approved Budget	2011-13 Agency Request Budget	2011-13 Governor's Rec. Budget	2011-13 Leg Adopted Budget
AUTHORIZED POSITIONS	-	-	-	1	-	-
AUTHORIZED FTE	-	-	-	1.00	-	-
TOTAL LIMITED BUDGET (Policy Packages)						
General Fund	-	-	-	260,806	443,313	-
AUTHORIZED POSITIONS	-	-	-	1	7	-
AUTHORIZED FTE	-	-	-	1.00	7.00	-
TOTAL LIMITED BUDGET (Including Packages)						
General Fund	12,347,698	12,914,121	12,714,121	15,547,807	15,589,704	-
AUTHORIZED POSITIONS	67	65	63	67	73	-
AUTHORIZED FTE	66.96	63.50	62.58	65.50	71.50	-
OPERATING BUDGET						
General Fund	12,347,698	12,914,121	12,714,121	15,547,807	15,589,704	-
AUTHORIZED POSITIONS	67	65	63	67	73	-
AUTHORIZED FTE	66.96	63.50	62.58	65.50	71.50	-
TOTAL BUDGET						
General Fund	12,347,698	12,914,121	12,714,121	15,547,807	15,589,704	-
AUTHORIZED POSITIONS	67	65	63	67	73	-
AUTHORIZED FTE	66.96	63.50	62.58	65.50	71.50	-

BUDGET NARRATIVE

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