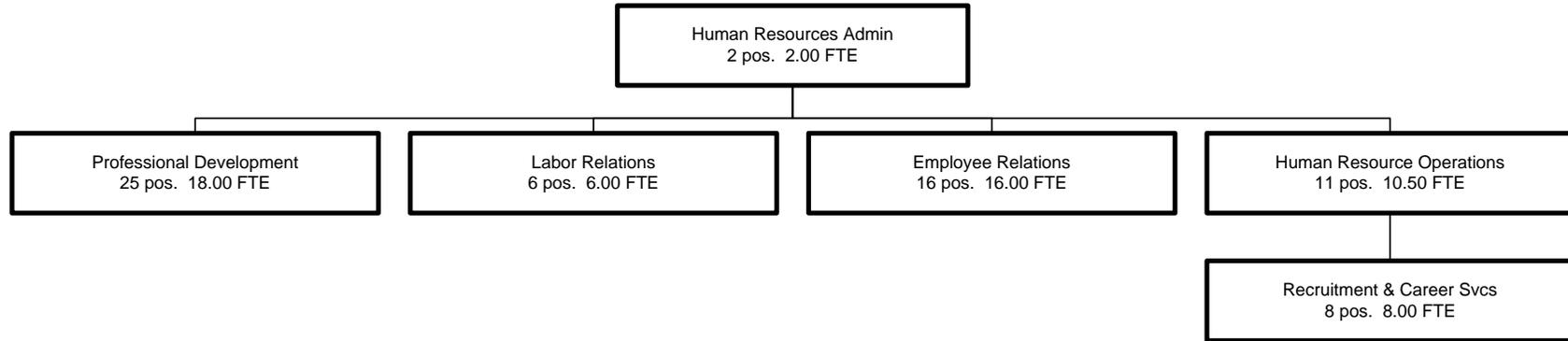


BUDGET NARRATIVE

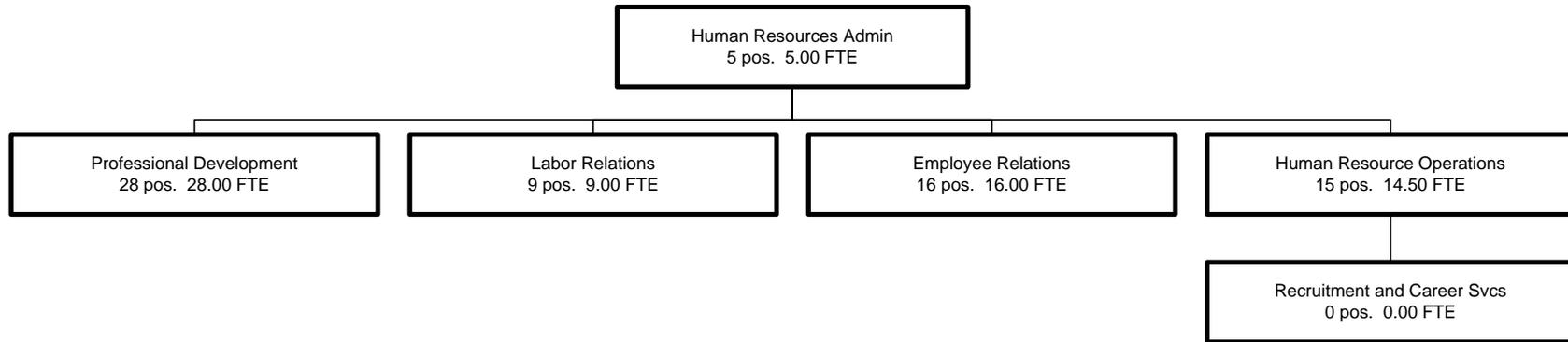
OREGON DEPARTMENT OF CORRECTIONS Human Resources Division Organizational Chart 2013-15 Current Legislatively Approved Budget



Total Positions: 68
FTE: 60.50

BUDGET NARRATIVE

OREGON DEPARTMENT OF CORRECTIONS Human Resources Division Organizational Chart 2015-17 Agency Request Budget



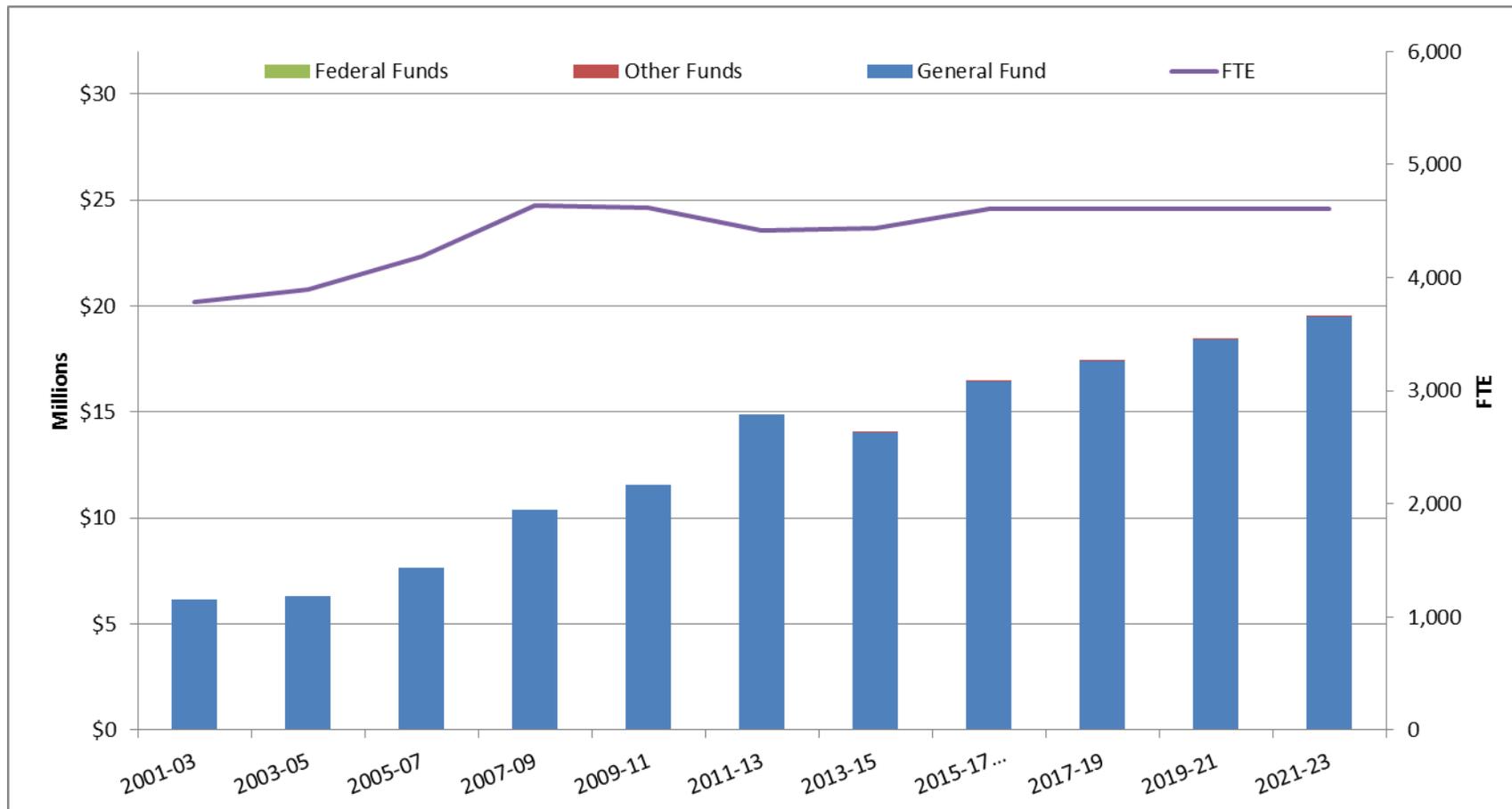
Total Positions: 73
FTE: 72.50

BUDGET NARRATIVE

Human Resources

Program Unit Executive Summary

- a. 10 Year Plan Outcome Areas that are impacted by the program: Safety.
- b. Primary Program Contact: Christine Popoff, Assistant Director for Human Resources
- c. Total Funds Budget



BUDGET NARRATIVE

d. Program Overview.

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, training and professional development, 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 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, and labor relations.

e. Program Funding Request.

This program is requesting \$16,441,688 to continue providing Human Resources services and support to DOC's 14 institutions and 4,600 employees. This request includes funding for the following Policy Option Packages which are described in detail later in the document.

- Policy Package 102 – Staff Wellness
- Policy Package 103 – Staffing: New Initiatives & Existing Workload
- Policy Package 118 – Intermediate/Advanced Certification Training

f. Program Description.

The Human Resources Division delivers all aspects of employee services including employee and labor relations, recruitment, personnel records, FMLA/OFLA management, staff training and development, and classification and compensation to a 24/7, statewide workforce of 4,600 employees. The division is structured under an Assistant Director who oversees four work units: Employee Relations, the Professional Development Unit, Labor Relations, and HR Operations, which includes Recruitment and Background Investigations, Classification and Compensation, FMLA/OFLA, and Personnel Records.

The primary cost driver for the Human Resources Division is personnel services. Providing services to 4,600 employees statewide requires effective deployment of resources, in this case, people. Human Resources Managers each have multiple areas of oversight: Recruitment provides services and support to all hiring managers across the state; Labor Relations bargains and manages five collective bargaining agreements and responds to more demands-to-bargain than all other state agencies

BUDGET NARRATIVE

combined; and FMLA/OFLA staff responds to the needs of employees department-wide, at times during their most frightening moments.

As a means to create savings for other work units, the Human Resources Division provides HR support to the Parole Board, the Criminal Justice Commission (CJC), and Douglas and Linn County Parole and Probation offices.

g. Program Justification and Link to 10-Year Outcome.

DOC's top agency initiative is to increase the health of its workforce through coordinated efforts around staff wellness. Driving this goal is current research released by OHSU and PSU regarding the physical and mental health of correctional staff, the correctional officer series in particular. The diminished health and life span of those working in public safety is well documented; however, it is only recently that studies have focused on those who work in corrections. Prior studies have focused on fire fighters and police officers, and while the professions share many common characteristics, corrections officers are at increased risk for many health-related issues that increase their stress and decrease their overall health and lifespan.

The environment in which most employees work – correctional institutions – presents significant risks and challenges in the areas of personal and occupational safety. DOC has to establish an effective means of coordinating statewide safety initiatives and legal mandates with the 2012 loss of its safety program. Local safety committees have been able provide minimal assistance to institutions and work units, and a coordinated effort simply does not exist. We are currently researching automation updates to improve our ability to maintain documentation, MSD data, and to assist with job task analyses. Yet, this cannot replace an experienced program administrator who would work closely with OR-OSHA, DEQ, DAS Risk Management, and SAIF. As identified by the agency's CORE goals, staff and inmate safety are the basis of every operating and sub process.

This profession is ever-evolving and the demands on those in it, every increasing. From federal PREA standards to intermediate and advanced certifications requirements, the need for continuous staff training and development continues to increase. The Professional Development Unit will increase the variety of training it offers to ensure staff is current with all state, federal, and department-mandated training, and hopes to increase training in the areas of management and leadership.

BUDGET NARRATIVE

h. Program Performance.

Corrections Officer Health: According to Dr. Kerry Kuehl, Professor of Medicine at OHSU, heart disease is still the number one killer of correctional officers. In the initial study conducted within Oregon prisons, the OHSU team found correctional officers are at an increased risk for metabolic syndrome:

| Survey of Oregon Correctional Officers (N=220) | | | | | |
|---|-------------------------|-------------------------|------------------------|-------------------------|-------------------------|
| Type of Prison | Minimum Security | Minimum Security | Medium Security | Maximum Security | <i>P (anova)</i> |
| Years at Job | 12.8(1.4) | 13.6(1.7) | 13.5(1.3) | 13.2(.78) | 0.98 |
| Weight (lbs) | 206(9) | 199(14) | 213(6) | 223(4) | 0.10 |
| Work Stress | 3.1(0.4) | 3.2(0.3) | 3.5(0.3) | 4.3(0.2) | 0.01 |
| Alcohol Intake | 1.5(0.2) | 1.8(0.3) | 2.1(0.2) | 2.5(0.1) | 0.04 |
| Concern about Alcohol Intake | 1.0(0) | 1.1(0.1) | 1.5(0.1) | 1.9(0.1) | 0.008 |
| Missed work days | 1.4(0.7) | 1.2(0.2) | 1.6(0.1) | 1.8(0.1) | 0.10 |

BUDGET NARRATIVE

The following chart reflects the before and after statistics of DOC staff who participated in the initial OHSU study. Other than standard medical attention provided by Dr. Kuehl as required of his profession when confronted with the concerns regarding high blood pressure and potential diabetes, the control group did not receive any interventions. In contrast, the intervention group was grouped into teams of four to six staff who met for 12, 30-minute sessions before, during, or after their shifts. The teams followed a scripted lesson plan and completed exercises in workbooks on topics including nutrition, exercise, sleep, stress, substance use, work-family conflict, resiliency, MRSA exposure, and injury prevention. The staff who participated in the intervention demonstrated statistically significant improvements to their risks of metabolic syndrome:

| 6 Months Preliminary Results (N=81) | | | | |
|---|--------------------|-------------------|--------------------|--------------------|
| Variable | Control Group | | Intervention | |
| | Baseline | 6 month follow up | Baseline | 6 month Follow up |
| BMI[^] | 31.45 (5.26) | 31.61 (5.09) | 32.72 (5.65) | 31.08 (5.14) |
| Percent Fat (BIA)* | 32.07 (9.11) | 32.63 (8.36) | 32.70 (8.26) | 29.92 (9.94) |
| Waist to hip ratio | .92 (.09) | .92 (.08) | .92 (.08) | .90 (.08) |
| Systolic BP (mmHg)[^] | 125.55 (12.35) | 123.43 (11.38) | 123.92 (12.97) | 118.97 (13.93) |
| Diastolic BP (mmHg)* | 79.20 (9.86) | 79.23 (9.12) | 78.92 (9.75) | 74.67 (9.74) |
| Total Cholesterol (mg/dl)* | 188.90 (33.58) | 188.00 (26.01) | 190.47 (41.24) | 181.63 (35.79) |
| LDL (mg/dl) | 100.37 (25.20) | 99.42 (25.57) | 111.34 (33.97) | 106.41 (32.09) |
| HDL (mg/dl) | 51.10 (14.92) | 46.94 (12.47) | 46.14 (16.76) | 46.90 (14.483) |
| Triglycerides (mg/dl) | 207.05 (145.96) | 181.06 (97.94) | 195.66 (155.86) | 181.80 (110.78) |
| Glucose (mg/dl) | 101.60 (24.85) | 98.68 (13.60) | 104.50 (26.64) | 101.23 (27.88) |
| Physical Activity [^] (days per week) | 2.25 (1.45) | 2.31 (1.38) | 2.56 (1.77) | 3.32 (1.51) |
| Avg Serving of F&V* | 5.65 (5.04) | 5.33 (5.25) | 5.29 (4.36) | 7.12 (5.43) |
| Healthy eating habits | 3.88 (1.19) | 4.15 (1.08) | 3.67 (1.51) | 4.27 (1.24) |
| Depression score | 2.32 (.57) | 2.41 (.53) | 2.14 (.61) | 2.40 (.56) |
| Perceived stress | 3.58 (.60) | 3.65 (.56) | 3.69 (.72) | 3.82 (.60) |

*Indicated statistically significant program effect of group p<0.05

[^]Indicates marginally significant program effect of group p<0.10

BUDGET NARRATIVE

Safety: The following data, provided by SAIF, reflects the number of workers compensation claims filed by DOC employees, the total number of time loss days paid as a result of the claims, and the total cost of claims by year since 2005.

| | | | | |
|----------------|------------|-----------------------------|------------|-----------------|
| 7/1/05-6/30/06 | 432 Claims | 6890.00 time loss days paid | Claim cost | \$ 3,441,519.05 |
| 7/1/06-6/30/07 | 394 Claims | 7373.50 time loss days paid | Claim cost | \$ 3,949,138.56 |
| 7/1/07-6/30/08 | 374 Claims | 6142.50 time loss days paid | Claim cost | \$ 2,597,892.18 |
| 7/1/08-6/30/09 | 318 Claims | 7832.00 time loss days paid | Claim cost | \$ 3,915,194.21 |
| 7/1/09-6/30/10 | 296 Claims | 6319.00 time loss days paid | Claim cost | \$ 2,941,734.09 |
| 7/1/10-6/30/11 | 353 Claims | 3483.50 time loss days paid | Claim cost | \$ 1,970,225.76 |
| 7/1/11-6/30/12 | 339 Claims | 5091.50 time loss days paid | Claim cost | \$ 3,526,072.82 |
| 7/1/12-6/30/13 | 320 Claims | 3043.62 time loss days paid | Claim cost | \$ 1,876,293.22 |
| 7/1/13-6/30/14 | 334 Claims | 2506.50 time loss days paid | Claim cost | \$ 1,728,062.30 |

Snake River Correctional Institution (SRCI) recently requested an information safety consultation from DCBS. In a report received on June 10, 2014, SRCI was informed an official audit would have resulted in fines totaling between \$7,200 and \$24,000. Specifically, the Occupational Safety Consultant made the following recommendations that a centralized and experienced Safety Program Administrator would proactively address and apply to all work areas within DOC.

- SRCI needs to address its increasing injury rate. In 2011, their DART rate was 1.46; in 2012 it increased to 2.56; and in 2013 it multiplied to 3.90. While no immediate cause was identified, the consultant emphasized it is a trend that must be investigated and reversed.
- All institutions need to make a move from MSDS to the Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

The department's ability to minimize claims and prevent on-the-job injuries directly relates to the overall safe operations of prisons, staff safety and wellness, and the budget bottom line. Moreover, as a single employer, repeated violations present not only a safety

BUDGET NARRATIVE

and risk reality, they also result in fines being increased by discovery. A lack of a qualified experienced, and centralized Safety Program Administrator increases costs, risks, injury rates, and premiums.

Intermediate and Advance Certifications: An intermediate DPSST certification results in a 3 percent differential for employees, and an advanced DPSST certification results in an additional 3 percent differential for a total of 6 percent added to an employee's base pay. As of today, the following number of staff will require some training, in addition to any department-mandated training, in order to be eligible to earn their intermediate and advance DPSST certifications.

| | | |
|-------------|--|---|
| | | |
| 2503 | | Security Series Staff |
| 881 | | Security Receiving 6 percent LCD |
| 1622 | | Security Not Receiving 6 percent LCD |

To provide additional training to more than 25 percent of DOC staff requires the creation and provision of training that exceeds current staffing and resource levels.

In addition to the metrics listed above, the Human Resources Division has several other performance measures that are reflected in the agency's scorecard as follows.

| Measure Name | Measure Calculation | Target | January 2014 QTR | May 2014 QTR | July 2014 QTR |
|-------------------|--|--------|------------------|--------------|---------------|
| Leave without pay | Percentage of staff entering Leave Without Pay per month (or more) | 80% | 9.60% | 10.55% | 9.30% |
| Wellness | Percentage of eligible staff who participate in HEM | 90% | 56.90% | 56.90% | 56.90% |
| Hiring | Percentage of staff who successfully complete trial service | 95% | 96.3% | 94.6% | 96.0% |
| Annual Training | Percentage of staff who attended some training | 100% | 92.10% | 64.60% | 89.77% |
| Labor Relations | Percentage of grievances resolved prior to arbitration | 95% | 93.9% | 94.0% | 93.9% |

BUDGET NARRATIVE

i. Enabling Legislation/Program Authorization.

The Human Resources Division mainly follows DOC and DAS HRSD policies, as well as the Americans with Disabilities Act, FMLA/OFLA, and FLSA. The main DOC policies that apply to HR are:

- 20.1.1 Mission, Vision, and Values
- 20.1.2 Code of Ethics
- 20.1.3 Code of Conduct
- 20.1.4 Compliance with the Federal Gun Control Act of 1968
- 20.1.5 Essential Functions of DPSST Certifiable Positions
- 20.2.2 Pay Practices
- 20.3.1 Position Management
- 20.4.1 Equal Employment Opportunity and Affirmative Action
- 20.4.5 Recruitment and Selection Process
- 20.5.16 ADA and Reasonable Accommodation
- 20.5.17 Management and Injured Workers
- 20.6.1 Promotion and Maintenance of a Respectful Workplace
- 20.7.1 Staff Training and Development
- 20.7.6 Basic Corrections Course

j. Describe the various funding streams that support the program.

The Human Resources Division is 99.9% funded by the General Fund with a small portion of other funds.

k. Describe how the 2015-17 funding proposal advanced by the agency compares to the program authorized for the agency in 2013-15.

Within Current Service Level, the Human Resources Division will continue to provide all facets of employee services to DOC, the Parole Board, CJC, and the Linn and Douglas County Parole and Probation offices.

The primary change for Human Resources Division is the request of three Policy Option Packages requesting positions to support the priority of staff wellness, to recreate a centralized safety program, and to address a change in certification requirements instituted by DPSST that impacts more than 25 percent of DOC staff.

BUDGET NARRATIVE

Program Unit Narrative

Employee Relations

Employee Relations provides human resources advice, guidance, and training; oversees the application of five collective bargaining agreements; responds to BOLI/EEOC/Tort investigations; conducts administrative personnel investigations and works cooperatively with DOC's Special Investigations Unit on investigations that may be criminal; and administers the Early-Return-to-Work program for employees injured on the job.

Professional Development

The Professional Development Unit provides the DPSST-certified Basic Corrections Course (BCC) to new security employees, New Employee Orientation to new employees not assigned to the correctional series, and annual in-service to all DOC employees; identifies and trains adjunct trainers; maintains all employee training records for promotional, legal, and certification purposes; and develops and provides curriculum as needed and/or required by the department to increase the performance and profession of its employees.

Labor Relations

Labor Relations manages and negotiates five collective bargaining agreements in the department; works cooperatively with labor organizations to enhance labor-management relationships across the department; responds to grievances, unfair labor practice filings, and demands-to-bargain; provides arbitration preparation and litigation support; reports agency statistics related to retirements, differentials, and administrative leave to name a few; maintains personnel files for all DOC employees; processes position-related actions in the Position Personnel Database System (PPBD); and, in cooperation with DAS, maintains the Position Inventory Control System (PICS). Staff in Labor Relations work closely with DAS Labor Relations staff, DOJ, ERB, and local labor representatives.

Human Resource Operations

Human Resources Operations manages statewide recruitment activities to provide a diverse and qualified workforce; conducts background investigations for all security-series applicants; ensures consistency in agency position management and employee compensation; participates in and implements DAS classification studies and strategic initiatives; ensures adherence to state and federal leave laws and associated benefits; and maintains DOC employee medical files.

The four work units detailed above operate in a challenging recruitment environment. Outside the Willamette Valley, recruitment challenges continue to exist especially in the areas of mental health and health services. In addition, DOC is working to recruit more women and minorities in order to cultivate a more diverse workforce. DOC embraces diversity as a core value, and one way to demonstrate that commitment is to find ways to increase diversity in recruitment, and to provide training and educational opportunities

BUDGET NARRATIVE

that will assist us the agency in its efforts to become more culturally aware. DOC is also working on ways to connect to avenues that allow for the hiring of veterans.

Adding to recruitment challenges is retention. In fact, 42 percent of DOC employees are eligible to retire within five years; 33 percent of DOC employees are eligible to retire today. This is concerning because experience and institution knowledge are difficult things to replace. For DOC, retention almost always includes promotion because there are unique challenges in bringing someone from another agency or the private sector into a management structure within a prison. However, promoting (especially into management) is becoming less attractive to many people because of salary compression, the removal of restoration rights, and the risk of being an at-will employee. The agency is formulating a plan to address these and other recruitment and retention issues.

In 2012, the U.S. Department of Justice released its federal PREA standards. Since the publication of the final standards, DOC has been working to become compliant at each of its 14 facilities and preparing for the audits. This federal law significantly impacts HR in the following ways:

- The standards require criminal background checks on all employees and contractors who may have contact with adults in custody, as well as establish the training standard for all employees, including gender-based inmate interactions.
- The standards require increased documentation and retention schedules around PREA-specific allegations.
- The standards require the use of specially-trained investigators for agency-led investigations in allegations of sexual abuse and harassment, including all anonymous complaints.

The loss of DOC's safety program in 2012 has not lessened the department's commitment to the health and wellness of its employees, but it has made the provision of consistent programs and access to wellness activities a challenge. Employee wellness is important not just for the individual, but also for the agency. When an agency shows a commitment to its employees and invests in their health and well-being, it provides for a more productive and motivated team. Conversely, it can have negative impacts in the form of extensive sick leave and low productivity.

Proposed New Laws That Apply to the Program Unit

Not applicable for HR at this time.

Expenditures by Fund Type, Positions and Full-Time Equivalents

| Program Sub-Unit | Position / | | Revenue Sources | | | Total Fund |
|------------------|------------|--|-----------------|-------------|--------------|------------|
| | | | General Fund | Other Funds | Federal Fund | |
| | | | | | | |

BUDGET NARRATIVE

| | FTE | | | | |
|--------------------------------|------------|--|--------------|---------|--------------|
| Human Resources Administration | 5 / 5.00 | | \$1,763,290 | \$0 | \$1,763,290 |
| Professional Development | 28 / 28.00 | | \$6,012,286 | \$5,150 | \$6,017,436 |
| Employee Relations | 16 / 16.00 | | \$3,861,830 | \$0 | \$3,861,830 |
| Recruitment & Career Services | 0 / 0.00 | | \$200,549 | \$0 | \$200,549 |
| Labor Relations | 9 / 9.00 | | \$1,766,235 | \$0 | \$1,766,235 |
| Human Resource Operations | 15 / 14.50 | | \$2,832,348 | \$0 | \$2,832,348 |
| Program Unit Total | 73 / 72.50 | | \$16,436,538 | \$5,150 | \$16,441,688 |

Revenue Sources and Proposed Revenue Changes

The Human Resources Division is 99.9% funded by the General Fund with a small portion of other funds. There are no changes proposed or planned.

BUDGET NARRATIVE

Human Resources Division

010 Non-PICS Psnl Svc / Vacancy Factor

Package Description

Purpose

This package includes three components: 1) The cost of Personal Services adjustments, such as inflation on non-PICS accounts, i.e., overtime, differentials, unemployment compensation, and mass transit taxes, which are not automatically generated by PICS; 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) Chief Financial Office (CFO) that considers both the savings and costs associated with normal turnover activity; and 3) An adjustment to the Public Employee Retirement System (PERS) Pension Obligation Bond assessment, which is also developed by the DAS CFO.

How Achieved

Non-PICS Accounts – With the exception of Mass Transit, adjustment amounts are computed by multiplying the above referenced accounts in the 2015-17 Base Budget by the standard inflation factor of 3.0%.

Vacancy Savings – Vacancy savings are computed using the formula and guidelines prescribed in the Budget and Legislative Concept Instructions and approved by the DAS CFO. This formulaic estimate of vacancy savings is then compared against the base budget, resulting in a package 010 adjustment.

PERS Pension Obligation Bonds – The Pension Obligation Bond amount is provided by the DAS CFO. This budgeted amount is distributed to DAS for Debt Service on PERS Pension Obligation Bonds. There is no inflation factor applied to Pension Obligation Bonds.

Agency Request Budget

Staffing Impact

None

Revenue Source

| | |
|---------------|----------|
| General Fund | \$29,467 |
| Other Funds | 0 |
| Federal Funds | 0 |

BUDGET NARRATIVE

2017-19 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 2017-19, 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 | 29,467 | - | - | - | - | - | 29,467 |
| Total Revenues | \$29,467 | - | - | - | - | - | \$29,467 |
| Personal Services | | | | | | | |
| Pension Obligation Bond | 32,070 | - | - | - | - | - | 32,070 |
| Unemployment Assessments | 98 | - | - | - | - | - | 98 |
| Mass Transit Tax | (6,624) | - | - | - | - | - | (6,624) |
| Vacancy Savings | 3,923 | - | - | - | - | - | 3,923 |
| Total Personal Services | \$29,467 | - | - | - | - | - | \$29,467 |
| Total Expenditures | | | | | | | |
| Total Expenditures | 29,467 | - | - | - | - | - | 29,467 |
| Total Expenditures | \$29,467 | - | - | - | - | - | \$29,467 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |

BUDGET NARRATIVE

Human Resources Division

021 Phase-In

Package Description

Purpose

This package includes the financial impact associated with phasing in a full 24 months of the programs, services, or legislative actions that were begun during the 2013-15 biennium. Package 021 includes the added costs of programs above the 2015-17 Base Budget level, after adjustments are made for start-up costs or other one-time expenditures funded in 2013-15.

How Achieved

This package includes the financial impact (including inflation) for non-PICS Personal Services, Services & Supplies, Capital Outlay, and Special Payments accounts to provide for 24-month operation of positions and services brought on-line during the 2013-15 biennium. Inflation for these additional costs is also included in this package at the level prescribed by the DAS CFO.

Note: The position/FTE counts and the PICS financial impact of phased-in positions is included in the 2015-17 Base Budget as part of the automated budget development process. Only the incremental cost for the above mentioned non-PICS accounts is included in this package.

Agency Request Budget

Staffing Impact

None

Revenue Source

| | |
|---------------|----------|
| General Fund | \$18,665 |
| Other Funds | 0 |
| Federal Funds | 0 |

2017-19 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2017-19.

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 | 18,665 | - | - | - | - | - | 18,665 |
| Total Revenues | \$18,665 | - | - | - | - | - | \$18,665 |
| Services & Supplies | | | | | | | |
| Instate Travel | 2,752 | - | - | - | - | - | 2,752 |
| Office Expenses | 12,716 | - | - | - | - | - | 12,716 |
| Data Processing | 1,072 | - | - | - | - | - | 1,072 |
| Other Services and Supplies | 2,125 | - | - | - | - | - | 2,125 |
| Total Services & Supplies | \$18,665 | - | - | - | - | - | \$18,665 |
| Total Expenditures | | | | | | | |
| Total Expenditures | 18,665 | - | - | - | - | - | 18,665 |
| Total Expenditures | \$18,665 | - | - | - | - | - | \$18,665 |
| 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 DAS. The prescribed standard inflation factors were used for all accounts in this division.

How Achieved

For 2015-17, inflation factors are 3.0% for standard inflation, 3.3% for Professional Services, 19.2% for Attorney General charges, 3.0% for Facility Rental and Taxes, and 3.0% for Special Payments. Inflation requested in this package is based on the 2015-17 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 in package 040.

Agency Request Budget

Staffing Impact

None

Revenue Source

| | |
|---------------|-----------|
| General Fund | \$122,968 |
| Other Funds | 150 |
| Federal Funds | 0 |

2017-19 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2017-19.

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 | 122,968 | - | - | - | - | - | 122,968 |
| Total Revenues | \$122,968 | - | - | - | - | - | \$122,968 |
| Services & Supplies | | | | | | | |
| Instate Travel | 2,898 | - | - | - | - | - | 2,898 |
| Out of State Travel | 148 | - | - | - | - | - | 148 |
| Employee Training | 3,798 | - | - | - | - | - | 3,798 |
| Office Expenses | 2,840 | - | - | - | - | - | 2,840 |
| Telecommunications | 141 | - | - | - | - | - | 141 |
| Data Processing | 915 | - | - | - | - | - | 915 |
| Publicity and Publications | 109 | - | - | - | - | - | 109 |
| Professional Services | 12,210 | - | - | - | - | - | 12,210 |
| Attorney General | 95,767 | - | - | - | - | - | 95,767 |
| Employee Recruitment and Develop | 1,324 | - | - | - | - | - | 1,324 |
| Dues and Subscriptions | 77 | - | - | - | - | - | 77 |
| Fuels and Utilities | 264 | - | - | - | - | - | 264 |
| Facilities Maintenance | 361 | - | 150 | - | - | - | 511 |
| Medical Services and Supplies | 374 | - | - | - | - | - | 374 |
| Other Care of Residents and Patients | 24 | - | - | - | - | - | 24 |
| Other Services and Supplies | 799 | - | - | - | - | - | 799 |
| Expendable Prop 250 - 5000 | 145 | - | - | - | - | - | 145 |
| IT Expendable Property | 774 | - | - | - | - | - | 774 |
| Total Services & Supplies | \$122,968 | - | \$150 | - | - | - | \$123,118 |

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 | 122,968 | - | 150 | - | - | - | 123,118 |
| Total Expenditures | \$122,968 | - | \$150 | - | - | - | \$123,118 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | (150) | - | - | - | (150) |
| Total Ending Balance | - | - | (\$150) | - | - | - | (\$150) |

BUDGET NARRATIVE

Human Resources Division

032 Above Standard Inflation

Package Description

Purpose

This package includes funding for above standard inflation as prescribed by DAS. Approval by the DAS CFO is required in order to use this package. The Human Resources Division has above standard inflation factor applied to the Professional Services object code for required pre-employment examinations.

How Achieved

For 2015-17, the above standard inflation factor for Medical Services and Supplies is 1.7%, and non-DAS inflation related to facility rent and taxes is 1.4%. These are in addition to the inflation included in package 031.

Agency Request Budget

Staffing Impact

None

Revenue Source

| | |
|---------------|---------|
| General Fund | \$1,221 |
| Other Funds | 0 |
| Federal Funds | 0 |

2017-19 Fiscal Impact

The actions included in this package will become part of the Base Budget for 2017-19.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 032 - Above 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 | 1,221 | - | - | - | - | - | 1,221 |
| Total Revenues | \$1,221 | - | - | - | - | - | \$1,221 |
| Services & Supplies | | | | | | | |
| Professional Services | 1,221 | - | - | - | - | - | 1,221 |
| Medical Services and Supplies | - | - | - | - | - | - | - |
| Total Services & Supplies | \$1,221 | - | - | - | - | - | \$1,221 |
| Total Expenditures | | | | | | | |
| Total Expenditures | 1,221 | - | - | - | - | - | 1,221 |
| Total Expenditures | \$1,221 | - | - | - | - | - | \$1,221 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |

Human Resources Division

102 Staff Wellness

Agency Overview

Policy option package 102 seeks to address issues related to staff wellness through actions taken within the Human Resources Division and the Operations Division. The Human Resources Division seeks to add one Staff Wellness Coordinator that is focused on ensuring best practices are implemented throughout all Department of Corrections divisions. Additionally, the Operations Division sought out impartial review from the Association of State Correctional Administrators (ASCA) to specifically determine an appropriate post relief factor. ASCA also determined the actions necessary to bring the department's staffing levels to an industry standard called Staffing Best Practices. Below is the Agency Impact Summary. Please see division-specific narrative for more detail.

- Human Resources Division: 1 Pos., 1.00 FTE, General Fund: \$201,251
- Operations Division: 100 Pos., 100.00 FTE, General Fund: \$17,027,135
- Total Package: 101 Positions, 101.00 FTE, General Fund: \$17,228,386

Purpose

Research and experience show that corrections work is difficult and stressful. In fact:

- One in three Oregon DOC employees has symptoms of post-traumatic stress disorder – a rate higher than that of firefighters and deployed military, and four times that of the general population.
- Research shows employees exhibiting PTSD have higher levels of tobacco and alcohol use, more health problems, a higher number of doctor visits, and work absences.
- In addition to those Oregon statistics, the National Institute of Corrections reports the average life expectancy of a corrections officer after 20 years of work is 58, compared to a national average of 75.

The agency is committed to changing these realities. DOC wants its staff to be healthy and live long, meaningful lives, well beyond retirement. Based on current studies being conducted in cooperation with OHSU and PSU, and a more specific partnership with PEBB, the agency is hoping to develop a comprehensive wellness program for all DOC staff. Additionally, through this package, the DOC is hoping to address one of the primary causes of stress and difficulty in the workplace, which is understaffing. Through ASCA, DOC has evaluated the staffing needs of the organization and has put forth this package in response to that evaluation.

Staff wellness has been identified as a priority even outranking CORE; nothing can be accomplished through CORE without healthy staff. Based on information presented from OHSU and PSU studies of correctional officer stress and health, a healthy workforce is something the department cannot ignore and is obligated to address to maintain safe and secure workplaces, decrease absences, and increase staff's ability to implement change programs and best practices as defined by and identified through CORE.

How Achieved

The establishment of one position in the HR Division that is focused on staff wellness, in combination with a commitment to proper staffing levels across the organization, demonstrates the department's commitment to achieving staff wellness across the organization. This position's primary function is to research best practices for improving health and wellness to staff throughout the agency, identify cost of effective methods to implement programs, and monitor progress.

Staffing Impact

Positions: 1
FTE: 1.00

Quantifying Results

As the department addresses the pervasive stress and work-related health issues experienced by a large number of staff, the expectation is a decrease in overall sick leave usage, decreased work-related injuries, and improved mental health.

Revenue Source

| | |
|---------------|-----------|
| General Fund | \$201,251 |
| Other Funds | 0 |
| Federal Funds | <u>0</u> |
| Total Revenue | \$201,251 |

2017-19 Impact

The actions included in this package will become part of the Base Budget for 2017-19.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

**Corrections, Dept of
Pkg: 102 - Staff Wellness**

**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 | 201,251 | - | - | - | - | - | 201,251 |
| Total Revenues | \$201,251 | - | - | - | - | - | \$201,251 |
| Personal Services | | | | | | | |
| Class/Unclass Sal. and Per Diem | 120,600 | - | - | - | - | - | 120,600 |
| Empl. Rel. Bd. Assessments | 44 | - | - | - | - | - | 44 |
| Public Employees' Retire Cont | 23,553 | - | - | - | - | - | 23,553 |
| Social Security Taxes | 9,226 | - | - | - | - | - | 9,226 |
| Unemployment Assessments | 217 | - | - | - | - | - | 217 |
| Worker's Comp. Assess. (WCD) | 69 | - | - | - | - | - | 69 |
| Mass Transit Tax | 724 | - | - | - | - | - | 724 |
| Flexible Benefits | 30,528 | - | - | - | - | - | 30,528 |
| Total Personal Services | \$184,961 | - | - | - | - | - | \$184,961 |
| Services & Supplies | | | | | | | |
| Instate Travel | 1,573 | - | - | - | - | - | 1,573 |
| Office Expenses | 7,267 | - | - | - | - | - | 7,267 |
| Data Processing | 613 | - | - | - | - | - | 613 |
| Other Services and Supplies | 1,214 | - | - | - | - | - | 1,214 |
| Expendable Prop 250 - 5000 | 3,049 | - | - | - | - | - | 3,049 |
| IT Expendable Property | 2,574 | - | - | - | - | - | 2,574 |
| Total Services & Supplies | \$16,290 | - | - | - | - | - | \$16,290 |

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 102 - Staff Wellness

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 | 201,251 | - | - | - | - | - | 201,251 |
| Total Expenditures | \$201,251 | - | - | - | - | - | \$201,251 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |
| Total Positions | | | | | | | |
| Total Positions | | | | | | | 1 |
| Total Positions | - | - | - | - | - | - | 1 |
| Total FTE | | | | | | | |
| Total FTE | | | | | | | 1.00 |
| Total FTE | - | - | - | - | - | - | 1.00 |

08/05/14 REPORT NO.: PPDPFISCAL
 REPORT: PACKAGE FISCAL IMPACT REPORT
 AGENCY:29100 DEPT OF CORRECTIONS
 SUMMARY XREF:008-00-00 Human Resources Division

DEPT. OF ADMIN. SVCS. -- PPDB PICS SYSTEM

PAGE 15

2015-17

PROD FILE

PICS SYSTEM: BUDGET PREPARATION

PACKAGE: 102 - Staff Wellness

| 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 |
|--------------------------------|-----------|------|-------------------|------------|------|-------|------|----------|-------------------|---------------|---------------|---------------|-------------------|
| 1500125 | AAONC0861 | AA | PROGRAM ANALYST 2 | 1 | 1.00 | 24.00 | 02 | 5,025.00 | 120,600 63,420 | | | | 120,600 63,420 |
| TOTAL PICS SALARY | | | | | | | | | 120,600 | | | | 120,600 |
| TOTAL PICS OPE | | | | | | | | | 63,420 | | | | 63,420 |
| TOTAL PICS PERSONAL SERVICES = | | | | 1 | 1.00 | 24.00 | | | 184,020 | | | | 184,020 |

BUDGET NARRATIVE

Human Resources Division

103 Staffing: New Initiatives & Existing Workload

Agency Overview

Policy Option package 103 seeks to address issues related to staffing new initiatives and existing workload throughout several divisions within the Oregon Department of Corrections (DOC). The actions within this package permanently fund 11 positions throughout seven divisions. Below is the Agency Impact Summary. Please see division-specific narrative for more detail.

- Central Administration Division: 3 Pos., 3.00 FTE, General Fund: \$916,814
- Health Services Division: 1 Pos., 1.00 FTE, General Fund: \$301,856
- Operations Division: 1 Pos., 1.00 FTE, General Fund: \$272,314
- Human Resources: 1 Pos., 1.00 FTE, General Fund: \$225,695
- Community Corrections Division: 1 Pos., 1.00 FTE, General Fund: \$289,314
- Offender Management and Rehabilitation Division: 3 Pos., 3.00 FTE, General Fund: \$666,553
- General Services Division: 1 Pos., 1.00 FTE, General Fund: \$364,939
- Total Package: 11 Pos., 11.00 FTE, General Fund: \$3,037,485

Purpose

During the last two biennia, the DOC has been required to reduce the amount of management service employees and to reduce overall budgets. The addition of these new positions will provide the department the necessary resources to meet the full-time workload that exists and fulfill requirements regarding new initiatives.

Safety Program Administrator

The 2012 elimination of the Safety Program resulting from statewide reduction demands, resulted in a loss of efficiencies and effectiveness in several areas, including but not limited to, managing safe workplaces, responding to OSHA complaints and violations, administering a safety program, and maintaining documentation and training. The previous Safety and Risk Administrator was a PEM-D, and the current proposal is for an Operations & Policy Analyst 3, as the position is being modified to manage the safety program and not to supervise staff.

BUDGET NARRATIVE

How Achieved

The addition of this new position will help provide the department the necessary resources to meet its obligation to provide a safe workplace. This position will be responsible for responding to OSHA complaints and violations, administering a safety program, and maintaining safety documentation and training.

Staffing Impact

| | |
|-----------|------|
| Positions | 1 |
| FTE | 1.00 |

Quantifying Results

Safety Program Administrator

The savings are not quantified, but are expected to include cost avoidance of fines for violations and lost time and medical costs associated with work-related injuries.

Running safe and secure facilities and managing the DOC workforce are both directly impacted and supported by the establishment of this position, as well as the reintroduction of a modified safety program for the agency. The department is tracking the impact on worker compensation claims following the elimination of the safety program and would continue that measurement with the authorization of this position to determine the degree to which claims and lost-time accidents can be avoided or minimized.

A work plan will be utilized to include the tasks needing to be completed and document who would be responsible for completion. It will support effective expectations and reinforce accountability.

Revenue Source

| | |
|---------------|-----------|
| General Fund | \$225,695 |
| Other Funds | 0 |
| Federal Funds | <u>0</u> |
| Total Funds | \$225,695 |

2017-19 Impact

The actions included in this package will become part of the Base Budget for 2017-19.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 103 - Staffing: New Initiatives & Existing Workload

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 | 225,695 | - | - | - | - | - | 225,695 |
| Total Revenues | \$225,695 | - | - | - | - | - | \$225,695 |
| Personal Services | | | | | | | |
| Class/Unclass Sal. and Per Diem | 139,704 | - | - | - | - | - | 139,704 |
| Empl. Rel. Bd. Assessments | 44 | - | - | - | - | - | 44 |
| Public Employees' Retire Cont | 27,284 | - | - | - | - | - | 27,284 |
| Social Security Taxes | 10,687 | - | - | - | - | - | 10,687 |
| Unemployment Assessments | 251 | - | - | - | - | - | 251 |
| Worker's Comp. Assess. (WCD) | 69 | - | - | - | - | - | 69 |
| Mass Transit Tax | 838 | - | - | - | - | - | 838 |
| Flexible Benefits | 30,528 | - | - | - | - | - | 30,528 |
| Total Personal Services | \$209,405 | - | - | - | - | - | \$209,405 |
| Services & Supplies | | | | | | | |
| Instate Travel | 1,573 | - | - | - | - | - | 1,573 |
| Office Expenses | 7,267 | - | - | - | - | - | 7,267 |
| Data Processing | 613 | - | - | - | - | - | 613 |
| Other Services and Supplies | 1,214 | - | - | - | - | - | 1,214 |
| Expendable Prop 250 - 5000 | 3,049 | - | - | - | - | - | 3,049 |
| IT Expendable Property | 2,574 | - | - | - | - | - | 2,574 |
| Total Services & Supplies | \$16,290 | - | - | - | - | - | \$16,290 |

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 103 - Staffing: New Initiatives & Existing Workload

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 | 225,695 | - | - | - | - | - | 225,695 |
| Total Expenditures | \$225,695 | - | - | - | - | - | \$225,695 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |
| Total Positions | | | | | | | |
| Total Positions | | | | | | | 1 |
| Total Positions | - | - | - | - | - | - | 1 |
| Total FTE | | | | | | | |
| Total FTE | | | | | | | 1.00 |
| Total FTE | - | - | - | - | - | - | 1.00 |

| 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 |
|--------------------------------|------------|----------------------------------|------------|------|-------|------|----------|-------------------|---------------|---------------|---------------|-------------------|
| 1500127 | AAONC0872 | AA OPERATIONS & POLICY ANALYST 3 | 1 | 1.00 | 24.00 | 02 | 5,821.00 | 139,704 68,612 | | | | 139,704 68,612 |
| TOTAL PICS SALARY | | | | | | | | 139,704 | | | | 139,704 |
| TOTAL PICS OPE | | | | | | | | 68,612 | | | | 68,612 |
| TOTAL PICS PERSONAL SERVICES = | | | 1 | 1.00 | 24.00 | | | 208,316 | | | | 208,316 |

Human Resources Division

118 Intermediate-Advanced Certification Training

Purpose

The purpose of this Human Resources Division-Professional Development Unit package is to establish and fund new positions, and establish S&S for the development and delivery of training that meets DPSST's recently updated intermediate and advanced certification requirements. Historically, DOC correctional officers have been able to apply DOC-provided mandatory annual training towards the number of training hours required by DPSST to achieve intermediate and advanced certification. Since updating the certification requirements, DPSST no longer recognizes DOC's mandatory annual training hours towards the required number needed for intermediate and advanced officer certification; this change is reflective of the DPSST constituent-workgroup's intent to cause officers to go "above and beyond" the training agencies provide, to earn the higher levels of certification.

At any given time, this change has the potential of financially impacting more than half of DOC's correctional officers who, via collective bargaining agreements, receive a 3.0% and 6.0% salary differential after receiving their intermediate and advanced certifications, respectively. Additional funding sought in this package will cover positions and program costs in the Professional Development Unit, allowing DOC to develop and deliver training correctional officers can opt into, within the difficult scheduling and post-relief context of DOC's 14 institutions across the state.

How Achieved

Funding and position authority requested is for one Training and Development Specialist 2 (Class C1339), six Training and Development Specialist 1s (Class C1338), and one Office Specialist 2 (Class C0104). The staffing of these eight positions will allow the DOC to meet the updated intermediate and advanced certification training requirements.

Staffing Impact

| | |
|-----------|------|
| Positions | 8 |
| FTE | 8.00 |

Quantifying Results

The department has developed Correctional Outcomes through Research and Engagement (CORE) as a means to monitor and measure the daily work performed throughout the department. This will allow the department the ability to identify opportunities for improvement and streamline processes as well as use data for identification of constraints, effectively use resources, and ultimately promote public safety. To gauge the department's progress, each core process is measured and replicated on an agency scorecard.

The addition of these eight new positions and the benefits and outcomes of adding these positions will be tied to the following CORE operating processes (OP) and supporting processes (SP):

OP1: Managing Safe Prisons. Intermediate and advanced certification training will affect the components within this category:

- OP1a Group disturbances - The number of group disturbances (3 or more inmates).
- OP1b Inmate grievances - The number of grievances filed per month (monthly average/1,000 inmates).
- OP1d PREA incidents (Inmate-on inmate) - The number of PREA incidents.
- OP1e PREA incidents contact (staff) - The number of PREA incidents.
- OP1h Inmate assaults - The number of assaults on inmates.

SP1: Managing Our Workforce. Intermediate and advanced certification training will affect a few components within this category:

- SP1a Workers compensation - Number of workers compensation time loss days per 100 employees on a fiscal year basis.
- SP1d Annual training - Percentage of staff who attended some training.

Revenue Source

| | |
|---------------|-------------|
| General Fund | \$1,385,016 |
| Other Funds | 0 |
| Federal Funds | <u>0</u> |
| Total Revenue | \$1,385,016 |

2017-19 Impact

The package 118 Intermediate-Advanced Certification Training package will become part of the 2017-19 Base Budget.

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 118 - Intermediate-Advanced Certification Training

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 | 1,385,016 | - | - | - | - | - | 1,385,016 |
| Total Revenues | \$1,385,016 | - | - | - | - | - | \$1,385,016 |
| Personal Services | | | | | | | |
| Class/Unclass Sal. and Per Diem | 790,848 | - | - | - | - | - | 790,848 |
| Empl. Rel. Bd. Assessments | 352 | - | - | - | - | - | 352 |
| Public Employees' Retire Cont | 154,455 | - | - | - | - | - | 154,455 |
| Social Security Taxes | 60,499 | - | - | - | - | - | 60,499 |
| Unemployment Assessments | 1,423 | - | - | - | - | - | 1,423 |
| Worker's Comp. Assess. (WCD) | 552 | - | - | - | - | - | 552 |
| Mass Transit Tax | 2,343 | - | - | - | - | - | 2,343 |
| Flexible Benefits | 244,224 | - | - | - | - | - | 244,224 |
| Total Personal Services | \$1,254,696 | - | - | - | - | - | \$1,254,696 |
| Services & Supplies | | | | | | | |
| Instate Travel | 12,584 | - | - | - | - | - | 12,584 |
| Office Expenses | 58,136 | - | - | - | - | - | 58,136 |
| Data Processing | 4,904 | - | - | - | - | - | 4,904 |
| Other Services and Supplies | 9,712 | - | - | - | - | - | 9,712 |
| Expendable Prop 250 - 5000 | 24,392 | - | - | - | - | - | 24,392 |
| IT Expendable Property | 20,592 | - | - | - | - | - | 20,592 |
| Total Services & Supplies | \$130,320 | - | - | - | - | - | \$130,320 |

ESSENTIAL AND POLICY PACKAGE FISCAL IMPACT SUMMARY

Corrections, Dept of
Pkg: 118 - Intermediate-Advanced Certification Training

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 | 1,385,016 | - | - | - | - | - | 1,385,016 |
| Total Expenditures | \$1,385,016 | - | - | - | - | - | \$1,385,016 |
| Ending Balance | | | | | | | |
| Ending Balance | - | - | - | - | - | - | - |
| Total Ending Balance | - | - | - | - | - | - | - |
| Total Positions | | | | | | | |
| Total Positions | | | | | | | 8 |
| Total Positions | - | - | - | - | - | - | 8 |
| Total FTE | | | | | | | |
| Total FTE | | | | | | | 8.00 |
| Total FTE | - | - | - | - | - | - | 8.00 |

PACKAGE: 118 - Intermediate-Advanced Certific

| 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 |
|--------------------------------|-----------|------|-------------------------------|---------|------|--------|------|----------|-------------------|------------|------------|------------|-------------------|
| 1500150 | AAONC1339 | AA | TRAINING & DEVELOPMENT SPEC 2 | 1 | 1.00 | 24.00 | 02 | 5,025.00 | 120,600 63,420 | | | | 120,600 63,420 |
| 1500151 | AAONC1338 | AA | TRAINING & DEVELOPMENT SPEC 1 | 1 | 1.00 | 24.00 | 02 | 4,170.00 | 100,080 57,843 | | | | 100,080 57,843 |
| 1500152 | AAONC1338 | AA | TRAINING & DEVELOPMENT SPEC 1 | 1 | 1.00 | 24.00 | 02 | 4,170.00 | 100,080 57,843 | | | | 100,080 57,843 |
| 1500153 | AAONC1338 | AA | TRAINING & DEVELOPMENT SPEC 1 | 1 | 1.00 | 24.00 | 02 | 4,170.00 | 100,080 57,843 | | | | 100,080 57,843 |
| 1500154 | AAONC1338 | AA | TRAINING & DEVELOPMENT SPEC 1 | 1 | 1.00 | 24.00 | 02 | 4,170.00 | 100,080 57,843 | | | | 100,080 57,843 |
| 1500155 | AAONC1338 | AA | TRAINING & DEVELOPMENT SPEC 1 | 1 | 1.00 | 24.00 | 02 | 4,170.00 | 100,080 57,843 | | | | 100,080 57,843 |
| 1500156 | AAONC1338 | AA | TRAINING & DEVELOPMENT SPEC 1 | 1 | 1.00 | 24.00 | 02 | 4,170.00 | 100,080 57,843 | | | | 100,080 57,843 |
| 1500157 | AAONC0104 | AA | OFFICE SPECIALIST 2 | 1 | 1.00 | 24.00 | 02 | 2,907.00 | 69,768 49,604 | | | | 69,768 49,604 |
| TOTAL PICS SALARY | | | | | | | | | 790,848 | | | | 790,848 |
| TOTAL PICS OPE | | | | | | | | | 460,082 | | | | 460,082 |
| TOTAL PICS PERSONAL SERVICES = | | | | 8 | 8.00 | 192.00 | | | 1,250,930 | | | | 1,250,930 |

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

Corrections, Dept of
2015-17 Biennium

Agency Number: 29100

Cross Reference Number: 29100-008-00-00-00000

| <i>Source</i> | 2011-13 Actuals | 2013-15 Leg Adopted Budget | 2013-15 Leg Approved Budget | 2015-17 Agency Request Budget | 2015-17 Governor's Budget | 2015-17 Leg Adopted Budget |
|--------------------------|-----------------|-------------------------------|--------------------------------|----------------------------------|------------------------------|-------------------------------|
| Other Funds | | | | | | |
| Rents and Royalties | 3,050 | 5,000 | 5,000 | 6,463 | - | - |
| Sales Income | 2,755 | - | - | - | - | - |
| Total Other Funds | \$5,805 | \$5,000 | \$5,000 | \$6,463 | - | - |

DETAIL OF LOTTERY FUNDS, OTHER FUNDS, AND FEDERAL FUNDS REVENUE

| Source | Fund | ORBITS Revenue Acct | 2011- 2013 Actual | 2013-15 Legislatively Adopted | 2013-15 Estimated | 2015-17 | | |
|--|-------|---------------------------|-------------------------|-------------------------------------|----------------------|-------------------|------------------------|--------------------------|
| | | | | | | Agency Request | Governor's Balanced | Legislatively Adopted |
| Inmate Work Crews and Programs, ID Replacement Cards, Witness Fees, Copier Revenue, Commissary Sales, Oregon Trail Card Pennies and County Supervision Fees | Other | 0410 | \$0 | \$0 | \$8,509 | \$0 | \$0 | \$0 |
| Shooting Range Rental | Other | 0510 | 3,050 | 5,000 | 0 | 6,463 | 0 | 0 |
| Real Property sales, non-inmate food sales, sales of inmate-produced products, medical prostheses, legal record requests, Secure ID tokens, OYA food sales, IWP sales and surplus property sales | Other | 0705 | 2,755 | 0 | 0 | 0 | 0 | 0 |