

# Reorganization of the Department of Personnel Administration and the State Personnel Board



Presentation for the August 9, 2011, Informational Forum



## Overview of Plan

### **Problem:**

The State's bifurcated personnel system results in disjointed and duplicative efforts which are neither efficient nor cost effective.

### **Solution:**

Merge the Department of Personnel Administration and the operational functions of State Personnel Board into a single Department of Human Resources (CalHR) with appropriate merit system protections, by keeping the five-member State Personnel Board and its staff as an independent body.



## Overview of Plan

- All functions performed by the Department of Personnel Administration will be transferred to CalHR.
  - All operational day-to-day personnel management functions of the State Personnel Board, except merit functions, will be transferred to CalHR.
  - Complaints of discrimination in state employment that do not involve violations of the merit principle will be filed with the Department of Fair Employment and Housing.
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- The State Personnel Board remains as an independent appellate body that administers and oversees the merit system as required by Article VII of the state Constitution.



## Benefits of Consolidation

- Opportunity to build the best Department of Human Resources in the nation.
- Trims government bureaucracy by consolidating the redundant and disjointed personnel systems.
- A unified and streamlined CalHR will save taxpayers money and make government more efficient.
- Unifying the operational functions of SPB and DPA will improve access to services for personnel staff, state employees and future job-seekers.
- Joining forces allows CalHR to focus on high-level issues such as workforce planning and developing the next generation of state employees.



## What will CalHR Look like?

- State Personnel Board staff -- except the staff related to merit functions -- will be transferred to CalHR. SPB will remain an independent organization that receives its administrative support from CalHR.
- All DPA staff will be transferred to CalHR.
- There will be a Director of Human Resources appointed by the Governor and confirmed by the Senate. The authority of the DPA director is transferred to the CalHR director. The new department will report to the Governor.
- Employees of CalHR will retain all their previous civil service status and seniority earned in their previous agencies.
- All staff of CalHR will be housed in one location.
- SPB staff will remain at 801 Capitol Mall.

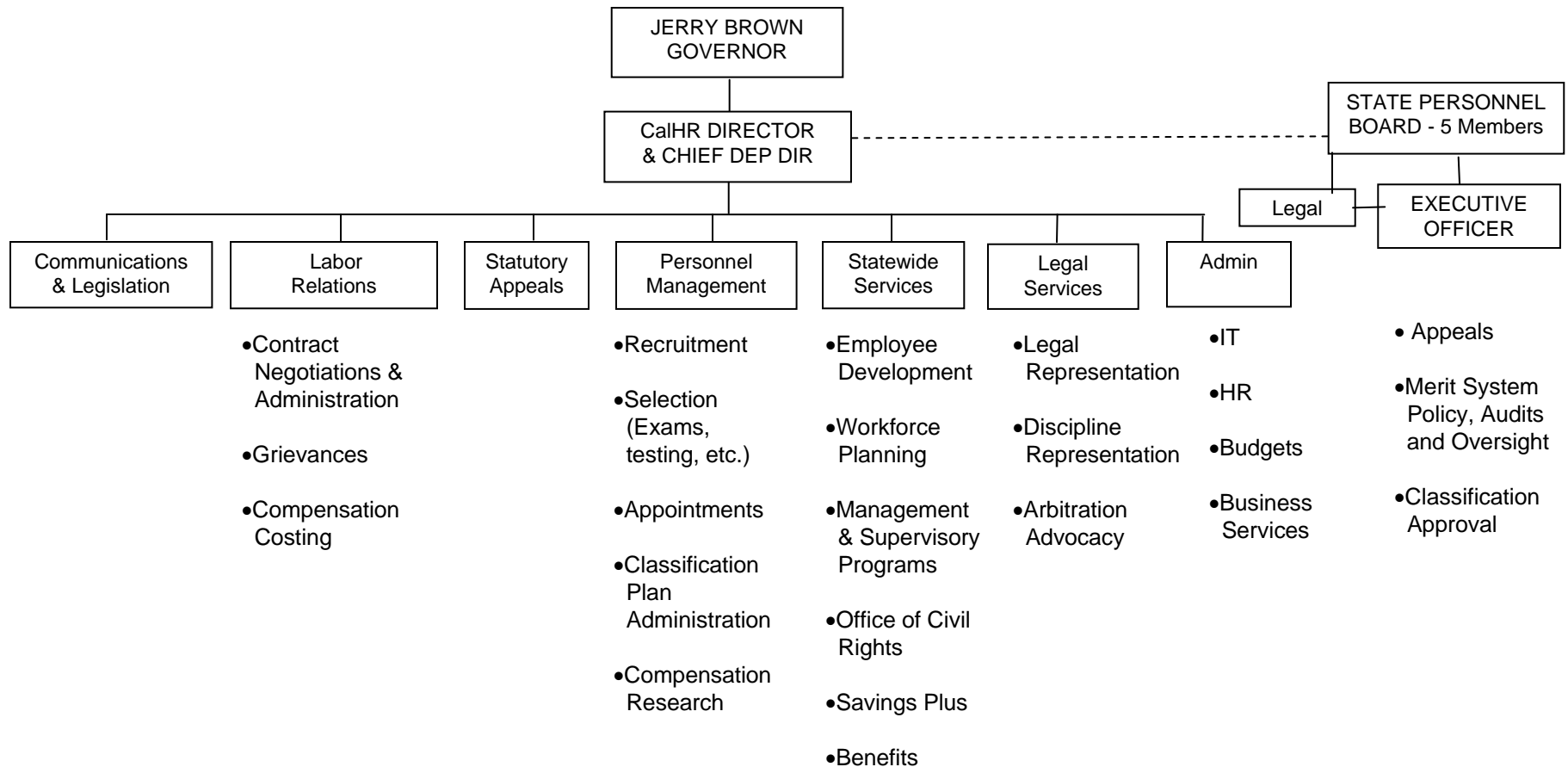


## What About the HR Mod Project?

- HR Modernization was defunded in this year's May revise as part of statewide budget savings for FY 11/12.
- The general goals and objectives of the project will be refocused to reflect current needs, and incorporated into CalHR as part of its overall operating mission.
- Feedback from state personnel experts in line departments is currently being sought.



# What will CalHR Look like?







## What will The State Personnel Board do?

- The State Personnel Board will continue as an independent 5-member Board appointed by the Governor and serving 10-year terms to hear merit system appeals and focus its programs on oversight of the merit principle.
- It will retain its constitutional role of approving classes, prescribing probationary periods, hearing merit system and disciplinary appeals and performing other duties associated with upholding the merit principle, including setting policy and conducting audits.
- It will retain authority to appoint an Executive Officer.
- CalHR will provide administrative and staff support to enable SPB to accomplish its mission.
- It will retain its own budget.





# Project Life Cycle

Steps	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5
<b>Project Phase</b>	Initiating	Initiating	Planning	Executing	Monitoring and Controlling	Closing
<b>Tasks/Outcomes</b>	<ul style="list-style-type: none"> <li>•Create Concept paper</li> <li>•Obtain Gov's office approval for reorganization</li> </ul>	Write Reorg Plan <ul style="list-style-type: none"> <li>•Submit to GO, Leg counsel, Little Hoover, and Legislature</li> <li>•Participate in Little Hoover Public Meeting</li> <li>•Create Implementation Team</li> <li>•Write Project Charter</li> <li>•Seek Legislative approval</li> </ul>	<ul style="list-style-type: none"> <li>•Meet with stakeholders</li> <li>•Write Project Plan, including Communication, Change Management and Risk Management Plans</li> </ul>	<ul style="list-style-type: none"> <li>•Implement Project Plan</li> <li>•Specific objectives               <ul style="list-style-type: none"> <li>✓SPB/DPA Co-location</li> <li>✓New divisions created</li> </ul> </li> <li>•Update Project Plan</li> <li>•Provide Performance Reports</li> </ul>	<ul style="list-style-type: none"> <li>•Ensure project objectives are met</li> <li>•Track variances and changes</li> <li>•Provide updates</li> </ul>	<ul style="list-style-type: none"> <li>•Formalize the conclusion of project</li> <li>•Hand over areas of accountability</li> <li>•Hold a post implementation review</li> </ul>
<b>Status</b>	<b>DONE</b>	Done by Sept. 9, 2011	Start July 11, 2011	Start Sept. 10, 2011	Continuous	June 30, 2013



# Streamlining Objectives

- More delegation to line departments
  - Parameters and Audits
- Reduce steps needed to process
- Leverage technology to reduce paperwork and give better access to resources
- Abolish outdated and redundant practices



## Streamlining cont'd

- As a result of streamlining efforts and reducing redundancy, staff reductions of 15% can be achieved.
- Since the estimated savings is spread over the next three years, we anticipate no layoffs.



# Important Dates

## 2011

- May 10 - Reorg Plan was submitted to Legislative Counsel and Little Hoover Commission (LHC)
- June 2 - LHC held public meeting
- June 9 - Reorg Plan was submitted to Legislature
- June 23 – LHC recommended Legislature allow Reorg Plan to go into effect
- August 23 – Legislative Hearing
- September 9 – Plan will go into effect if Legislature doesn't reject it

**July 1, 2012** – Department of Human Resources (CalHR) officially becomes new department

**July 1, 2013** – Department staff will be co-located by this date



# Contact Info

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