

PERSONNEL BOARD

Judith Henkel, Executive Director

A.R.S. § 41-781

JLBC Analyst: Lynne Smith

General Fund	FY 1998 Actual	FY 1999 Estimate	FY 2000 Approved	FY 2001 Approved
FTE Positions	3.0	3.0	3.5	3.5
Personal Services	83,700	94,400	105,600	107,700
Employee Related Expenditures	16,700	18,400	22,800	23,900
Professional and Outside Services	222,400	214,000	215,100	229,800
Travel - In State	600	700	700	700
Other Operating Expenditures	33,400	36,400	38,000	38,000
Equipment	1,200	0	14,200	2,700
Total Appropriations	358,000	363,900	396,400 ^{1/}	402,800 ^{1/}

Agency Description — *The Personnel Board hears grievances for state employees in the Arizona Department of Administration Personnel System who have been dismissed, demoted, or suspended for more than 40 hours. The board also hears "whistle blower" complaints, concerning reprisals against employees who disclose information to a public body.*

Hearing Costs — The approved FY 2000 amount includes an increase of \$21,100 for hearing officers. The approved FY 2001 amount includes a further increase of \$14,700. This will allow the board to address its increasing workload. The number of appeals heard by the board grew from 54 in FY 1997 to 74 in FY 1998, a 37% increase. From FY 1994 through the first third of FY 1999, the board's total number of hearing days increased by an average of 10% each year. The cost for hearing officers under contract with the State Procurement Office also increased by an average of 4% per year.

Transcription Backlog — The FY 2000 appropriation includes an additional 0.5 FTE Position along with a net reduction of \$(4,000). This will allow for reorganization of the board's procedures to eliminate a case backlog, as recommended in a recent Auditor General performance audit. The approved FY 2000 amount includes an increase of \$10,600 for a half-time on-call secretary, a one-time increase of \$5,400 for an audio tape reformatting/duplicating machine, and a reduction of \$(20,000) to eliminate funding for contract transcription services. The approved FY 2001 amount includes a further reduction of \$(5,400) to eliminate one-time equipment.

Previously, before a hearing officer made a recommendation and forwarded a case to the board for consideration, the board required a written transcript of each hearing. In spite of appropriation increases, a transcription backlog over the last few years has added over 2 months to the time required for the board to render a decision. The Auditor General recommended that the board discontinue regular transcripts and only transcribe hearings upon request. Of 7 personnel boards in other states contacted by the Auditor General, 6 provided transcripts only upon request. Several Arizona state

agencies, including the Office of Administrative Hearings, also provide transcripts only upon request. These entities rely on personal notes and tape recordings of proceedings when reviewing a hearing.

The audio tape reformatting/duplicating machine will enable the board to copy tapes of hearings onto standard cassette tapes. The hearing officer, board members, or participants will be able to request a taped copy of the proceeding without waiting 2 months for a written transcript. In cases where a typed transcript is required, the new half-time secretary position will produce the transcript. The addition of the half-time position also will allow the board to hire and train an on-call employee, rather than working with a different person each time it requires contract secretarial services.

Equipment — The approved FY 2000 amount includes a total of \$8,800 for the board to replace a tape recorder and 2 personal computers. In FY 2001, this amount is reduced by \$(6,100), which leaves a total of \$2,700 for the board to replace a laser printer and upgrade existing computers.

Internet Connection — The FY 2000 appropriation includes an increase of \$1,200 for the board to connect to the Internet. This amount is continued in FY 2001.

^{1/} General Appropriation Act funds are appropriated as a Lump Sum by Agency.