



# Department of Administrative Services

## Government Operations Interim Committee

H.B. 80, *Reorganization of Administrative Support Functions in State Agencies*

Representative Harper and Senator Reid

Preliminary Study Findings – Jason Knight, Research Analyst

August 15, 2012

### Scope of Study:

- 10 agencies required by statute; 11 included in full study
  - 27 total agencies included in a basic study without employee surveying
- Determine changes in efficiency, quality, and costs; and the feasibility of transferring responsibilities
- Identify employee time and percentage spent on administrative functions within 11 agencies

### Data Gathering Method:

- Met with agency management; 27 agencies, 11 included in full study
  - Discussed current DAS services used and potential for additional services from DAS
- Assessed capacity of DAS to absorb additional duties
  - Limited ability to absorb, with at capacity performance by DAS Divisions
  - 7.2% personnel loss within DAS from FY 2008 – FY 2011
- Employee survey with the assistance of DHRM – surveyed 540 employees with 80% response rate

### Preliminary Findings:

- All agencies reviewed are currently functioning at a high levels of efficiency
  - Largely as a result of agency budget and employee reductions
  - Some small agencies (ex. Pardons and Parole, GOED) use larger agencies' economies of scale
- Overall, no cost benefit identified – no functions would be eliminated, simply transferred
  - Certain required functions currently not being performed fully within many agencies
- Operational Excellence project improved processes for State Purchasing
  - Reorganized duties to provide input earlier in the process
  - Ability to absorb procurement process for all 11 agencies
- DFCM Space study – efficient use of state owned space
  - Vacancy rate in state owned buildings at 1.14% - Salt Lake County at 13.83% in January 2012
- Fleet – Reorganized duties to be able to provide additional fleet services to 3 agencies

### Action Taken and Preliminary Recommendations:

- State Purchasing implemented new procurement process – **Completed/No Further Action Required**
- State Purchasing absorbed RFP process and bid writing for the 11 agencies included in study – **Completed/No Further Action Required**
- Probable consolidation of the UMEC into a larger state agency – **Additional Review Required**
- Continue ERM pilot within DAS – assess ability to assist other agencies in program development
- Assess the need (determined through agency meetings) and feasibility to provide additional services in:
  - Administrative Rules – technical and process assistance
  - State Archives – records audit and management services
  - Facilities and Construction Management – additional facility maintenance and operation services