

***Effective until 7/1/2014***

**63A-1-115 Study of administrative support functions.**

- (1) As used in this section:
  - (a) "Administrative support function" means a function that:
    - (i) supports the operation of an entity;
    - (ii) is common in most entities; and
    - (iii) is not a primary purpose or duty of an entity.
  - (b) "Entity" means a department or other stand-alone unit of the executive branch of state government, or a unit within a department that does not receive an administrative support function from the department, that receives an annual base-budget appropriation from the General Fund of \$30 million or less.
- (2) The executive director, in consultation with the Department of Human Resource Management, shall:
  - (a) study the administrative support functions performed in at least 10 entities;
  - (b) recommend whether the department or another executive branch agency should perform the administrative support functions on behalf of an entity the executive director studies; and
  - (c) evaluate the feasibility of transferring administrative support functions to the department or another executive branch agency by July 1, 2013.
- (3) The study shall:
  - (a) identify an employee who performs an administrative support function and the administrative support functions performed;
  - (b) calculate the amount of time an employee spends performing the administrative support function;
  - (c) estimate what percentage of the employee's duties constitute performing an administrative support function; and
  - (d) evaluate whether the centralization of an administrative support function at the department or another executive branch agency would result in:
    - (i) efficiency by saving time spent on administrative support functions by an employee;
    - (ii) reduced costs by creating economies of scale; or
    - (iii) increased quality through the standardization of a practice or procedure.
- (4) The executive director shall submit the results of the study and recommendations on or before September 19, 2012, to the Government Operations Interim Committee and the Executive Appropriations Committee.