

Representative Wayne A. Harper proposes the following substitute bill:

REORGANIZATION OF ADMINISTRATIVE SUPPORT

FUNCTIONS IN STATE AGENCIES

2012 GENERAL SESSION

STATE OF UTAH

Chief Sponsor: Wayne A. Harper

Senate Sponsor: Stuart C. Reid

LONG TITLE

General Description:

This bill amends and enacts provisions relating to payroll and administrative support functions in the executive branch of state government.

Highlighted Provisions:

This bill:

- ▶ defines terms;
- ▶ enacts a repeal date;
- ▶ requires the executive director of the Department of Administrative Services to conduct a study of the administrative supportive functions performed in certain executive branch entities;
- ▶ requires the Department of Human Resource Management to provide payroll services to executive branch entities; and
- ▶ makes technical changes.

Money Appropriated in this Bill:

This bill:

▶ appropriates \$600,000 in dedicated credits to the Department of Human Resource Management; and



26 ▶ decreases the fee for providing payroll field services by \$20.

27 **Other Special Clauses:**

28 This bill provides an effective date.

29 **Utah Code Sections Affected:**

30 AMENDS:

31 **63I-2-263**, as last amended by Laws of Utah 2011, Chapters 151 and 173

32 ENACTS:

33 **63A-1-115**, Utah Code Annotated 1953

34 **67-19-13.5**, Utah Code Annotated 1953



36 *Be it enacted by the Legislature of the state of Utah:*

37 Section 1. Section **63A-1-115** is enacted to read:

38 **63A-1-115. Study of administrative support functions.**

39 (1) As used in this section:

40 (a) "Administrative support function" means a function that:

41 (i) supports the operation of an entity;

42 (ii) is common in most entities; and

43 (iii) is not a primary purpose or duty of an entity.

44 (b) "Entity" means a department or other stand-alone unit of the executive branch of
45 state government, or a unit within a department that does not receive an administrative support
46 function from the department, that receives an annual base-budget appropriation from the
47 General Fund of \$30 million or less.

48 (2) The executive director, in consultation with the Department of Human Resource
49 Management, shall:

50 (a) study the administrative support functions performed in at least 10 entities;

51 (b) recommend whether the department or another executive branch agency should
52 perform the administrative support functions on behalf of an entity the executive director
53 studies; and

54 (c) evaluate the feasibility of transferring administrative support functions to the
55 department or another executive branch agency by July 1, 2013.

56 (3) The study shall:

- 57 (a) identify an employee who performs an administrative support function and the
58 administrative support functions performed;
- 59 (b) calculate the amount of time an employee spends performing the administrative
60 support function;
- 61 (c) estimate what percentage of the employee's duties constitute performing an
62 administrative support function; and
- 63 (d) evaluate whether the centralization of an administrative support function at the
64 department or another executive branch agency would result in:
- 65 (i) efficiency by saving time spent on administrative support functions by an employee;
66 (ii) reduced costs by creating economies of scale; or
67 (iii) increased quality through the standardization of a practice or procedure.
- 68 (4) The executive director shall submit the results of the study and recommendations
69 on or before September 19, 2012, to the Government Operations Interim Committee and the
70 Executive Appropriations Committee.

71 Section 2. Section **63I-2-263** is amended to read:

72 **63I-2-263. Repeal dates, Title 63A to Title 63M.**

73 [~~(1) Subsection 63G-1-401(5) is repealed on May 10, 2011.~~]

74 [~~(2) Sections 63J-4a-206 and 63J-4a-207 are repealed on December 31, 2011.~~]

75 [~~(3) Title 63M, Chapter 12, Advisory Council on Optimizing and Streamlining State~~
76 ~~Government Act, is repealed January 1, 2012.~~]

77 Section 63A-1-115 is repealed on July 1, 2014.

78 Section 3. Section **67-19-13.5** is enacted to read:

79 **67-19-13.5. Department provides payroll services to executive branch agencies.**

80 (1) As used in this section:

81 (a) (i) "Executive branch entity" means a department, division, agency, board, or office
82 within the executive branch of state government that employs a person who is paid through the
83 central payroll system developed by the Division of Finance as of December 31, 2011.

84 (ii) "Executive branch entity" does not include the Offices of the Attorney General,
85 State Treasurer, or State Auditor.

86 (b) (i) "Payroll services" means using the central payroll system as directed by the
87 Division of Finance to:

