

# CAREER SERVICE REVIEW OFFICE

RETIREMENT AND INDEPENDENT ENTITIES APPROPRIATIONS SUBCOMMITTEE  
STAFF: BRIAN FAY

BUDGET BRIEF

## SUMMARY

For the Career Service Review Office, the Analyst recommends an operations budget of \$246,900 and approval of requested intent language for FY 2014.

## BACKGROUND

The Career Service Review Office (CSRO) administers the state’s grievance and appeals process and is a quasi-judicial body that hears administrative appeals. It hears cases related to decisions about promotions, dismissals, demotions, suspensions, written reprimands, wages, violation of personnel rules, benefits, reductions in force, and abandonment of position. The goal of the program is to resolve grievances at the lowest possible managerial level. The CSRO conducts pre-hearing conferences in an attempt to mediate cases which come before them. The CSRO also issues dismissals and conducts jurisdictional hearings. Evidentiary hearings are conducted by hearing officers under contract, but the number of evidentiary hearings varies each year. As such, the only fixed ongoing salary costs are for the Administrator and legal assistant, whose duties include conducting mediations and hearings, advising parties, and legal research and writing.

## ISSUES AND RECOMMENDATIONS

### *Grievances and Hearings*

In recent years, cases have become more complex as grievants are hiring attorneys more frequently. This increases the time and effort required to resolve cases. The board has observed that grievances tend to trend upward after multiple years of no or low pay increases. In FY 2012, CSRO reported 99 grievance cases brought forward by employees.

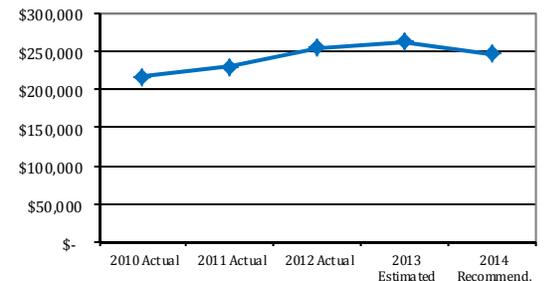
### *Intent Language*

*Under terms of Section 63J-1-603-(3)(a) Utah Code Annotated the Legislature intends that appropriations provided for Career Service Review Office in Item 1 of Chapter 7 Laws of Utah 2012 not lapse at the close of Fiscal Year 2013. The use of any non-lapsing funds is limited to the following: Grievance Resolution - \$15,000.*

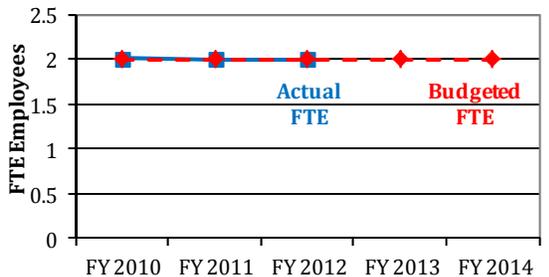
## ACCOUNTABILITY DETAIL

In FY 2012, 99 grievances were reported to the Career Service Review Office. Of these, 82 cases were resolved without the need for a hearing. CSRO is required by statute to set an evidentiary hearing within 150 days of determining the authority of the office. In FY 2012, the average time to process hearings was between 120 and 135 days.

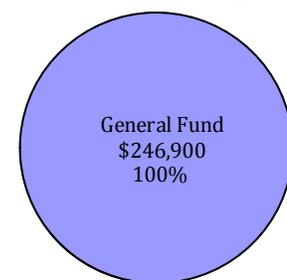
**Figure 1: Career Service Review Office Budget History**



**Figure 2: Career Service Review Office FTE History**



**Figure 3: Career Service Review Office FY 2014 Funding Mix**



**BUDGET DETAILS**

Career Service Review Office						
	FY 2012	FY 2013		FY 2013		FY 2014*
Sources of Finance	Actual	Appropriated	Changes	Revised	Changes	Recommended
General Fund	\$ 227,500	\$ 246,900	\$ -	\$ 246,900	\$ -	\$ 246,900
General Fund, One-time	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -
Beginning Nonlapsing	\$ 14,300	\$ -	\$ 15,000	\$ 15,000	\$ (15,000)	\$ -
Closing Nonlapsing	\$ (15,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Lapsing Balance	\$ (2,800)	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	<b>\$ 254,000</b>	<b>\$ 246,900</b>	<b>\$ 15,000</b>	<b>\$ 261,900</b>	<b>\$ (15,000)</b>	<b>\$ 246,900</b>
<b>Programs</b>						
Career Service Review Office	\$ 254,000	\$ 246,900	\$ 15,000	\$ 261,900	\$ (15,000)	\$ 246,900
<b>Total</b>	<b>\$ 254,000</b>	<b>\$ 246,900</b>	<b>\$ 15,000</b>	<b>\$ 261,900</b>	<b>\$ (15,000)</b>	<b>\$ 246,900</b>
<b>Categories of Expenditure</b>						
Personnel Services	\$ 190,000	\$ 190,600	\$ 1,400	\$ 192,000	\$ -	\$ 192,000
In-state Travel	\$ -	\$ 400	\$ (400)	\$ -	\$ -	\$ -
Current Expense	\$ 57,500	\$ 52,600	\$ 10,700	\$ 63,300	\$ (15,000)	\$ 48,300
DP Current Expense	\$ 6,500	\$ 3,300	\$ 3,300	\$ 6,600	\$ -	\$ 6,600
<b>Total</b>	<b>\$ 254,000</b>	<b>\$ 246,900</b>	<b>\$ 15,000</b>	<b>\$ 261,900</b>	<b>\$ (15,000)</b>	<b>\$ 246,900</b>
<b>Other Data</b>						
Budgeted FTE	2	2	0	2	0	2
Actual FTE	2	0	0	0	0	0

\*Does not include amounts in excess of subcommittee's state fund allocation that may be recommended by the Fiscal Analyst.

**LEGISLATIVE ACTION**

The Analyst recommends:

1. Approval of the FY 2014 base budget of \$246,900 as shown in the budget table detail.
2. Approval of the intent language included in this brief.