Personnel Cabinet

New Employee Welcome

(NEW)

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Welcome

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Structure

Personnel Cabinet Organizational Structure

- Office of Administrative Services (OAS)
- Center for Strategic Innovation (CSI)
- Office of Legal Services (OLS)
- Office of Employee Relations (OER)
- Office of Diversity & Equality (ODE)
- Governmental Services Center (GSC)
- KY Public Employees Deferred Compensation
- Department of Human Resources Administration (DHRA)
- Department of Employee Insurance (DEI)

Personnel Cabinet

Nikki Jackson, Cabinet Secretary

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PERSONNEL CABINET

Mission Statement

The Personnel Cabinet provides leadership and guidance to attract, develop, motivate, and retain a talented, diverse workforce; foster an understanding of and adherence to regulatory requirements; and create a positive, supportive work environment that values all employees

Vision Statement

To be regarded by our employees and stakeholders as a trusted and valuable resource for innovative, accessible and responsive human resource services.

PERSONNEL CABINET VALUES

- **Integrity** – We believe in adherence to the highest standards of conduct and the conviction to do what is legally and morally right.
- **Quality** – We are committed to providing quality customer service. We will continually review our business processes based on customer needs and establish measures by which we will monitor our effectiveness.
- **Diversity** – We believe that embracing people from diverse backgrounds adds to the richness and creativity of our workforce. We will ensure all people have equal access to the Commonwealth's employment opportunities and other human resource services.
- **Innovation** – We are committed to finding new and creative ways to serve our customers. We will apply progressive thinking to our systems, processes and services.

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Office of the Secretary

- Nikki Jackson, Secretary
- Tim Longmeyer, Deputy Secretary
- Crystal Pryor, Public Information Officer
- Bill Ryan, Chairman, GEAC
- Sonja Cox, Executive Assistant
- Joyce Wilcher, Executive Assistant

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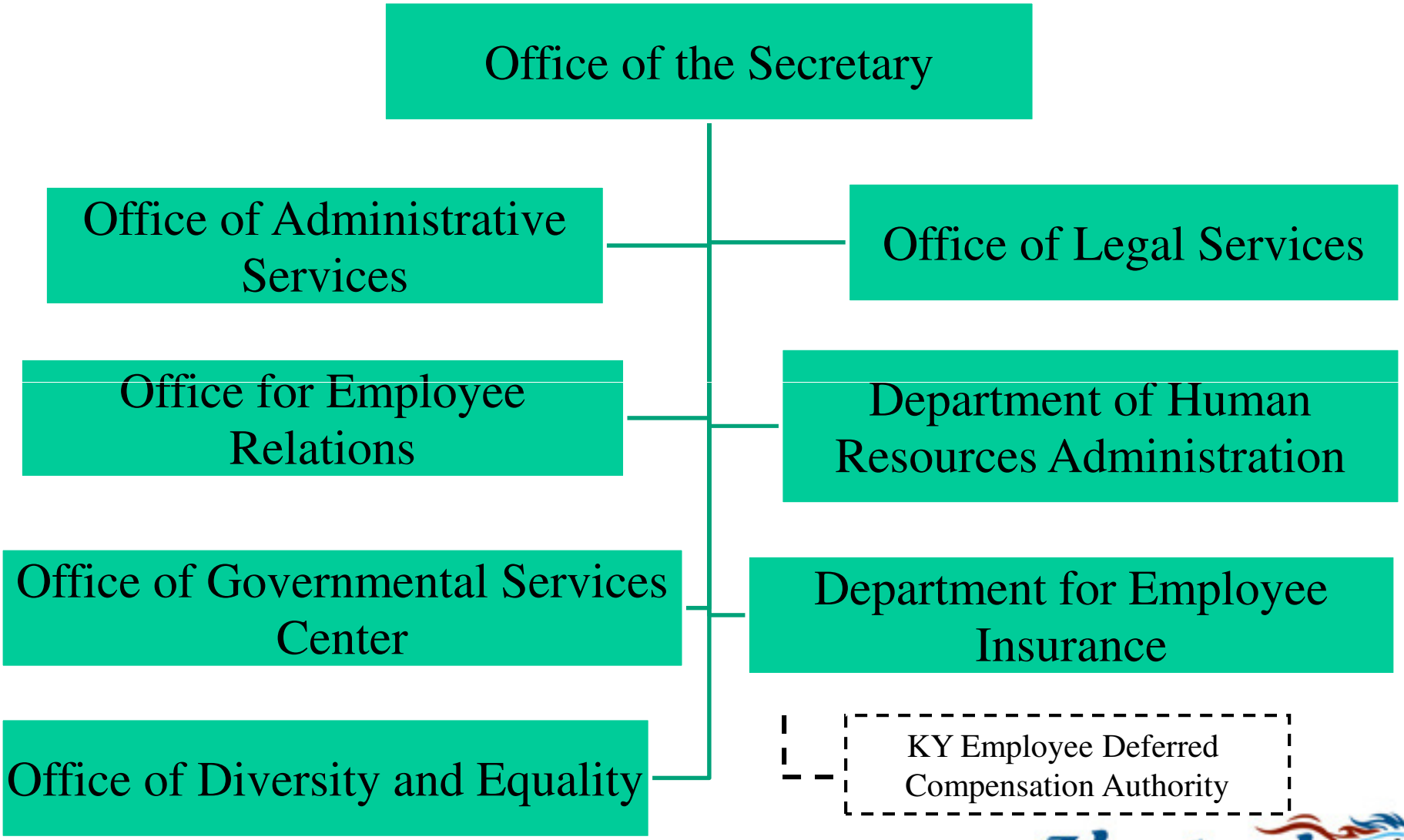
PERSONNEL CABINET



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Office of Administrative Services

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Office of Administrative Services

- Mission Vision and Values
  - We are the people who serve the people who serve the people.
  - Integrity: honesty, statutes and regulations, service, hiring process.
  - Innovation: mentoring, KHRIS, bar coding, flexible schedules.
  - Quality: best in government.
  - Diversity: value, all HR tasks, critical to State Government.

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Office of Administrative Services

- Organizational structure
  - Financial management: budget, accounting, purchasing, auditing, financial reporting, contracts, travel.
  - Human Resources: administration, payroll, benefits.
  - Property management: swipe cards, parking, moving, physical location issues, keys, landlord issues, state vehicles.

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Office of Administrative Service

- Current and existing projects
  - KHRIS—internal and external.
  - Mentoring.
  - Budget Planning—FB 2010-12 request.
  - Audit of prior fiscal year.
  - Dependent audit (DEI).

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OAS Contacts

- Contact information
  - Walt Gaffield—Nearly anything.
  - Suzette Gash—HR administration.
  - Angie Spencer - Payroll/benefits.
  - Sherry Kefauver—fiscal management.
  - Elinda Manley—swipe cards, state car, keys, travel, training liaison, small purchases.
  - Scott McKenzie—internal audit.
  - Rachel Kennedy—contract purchases, Pro-Card, inventory, moving.

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Center for Strategic Innovation

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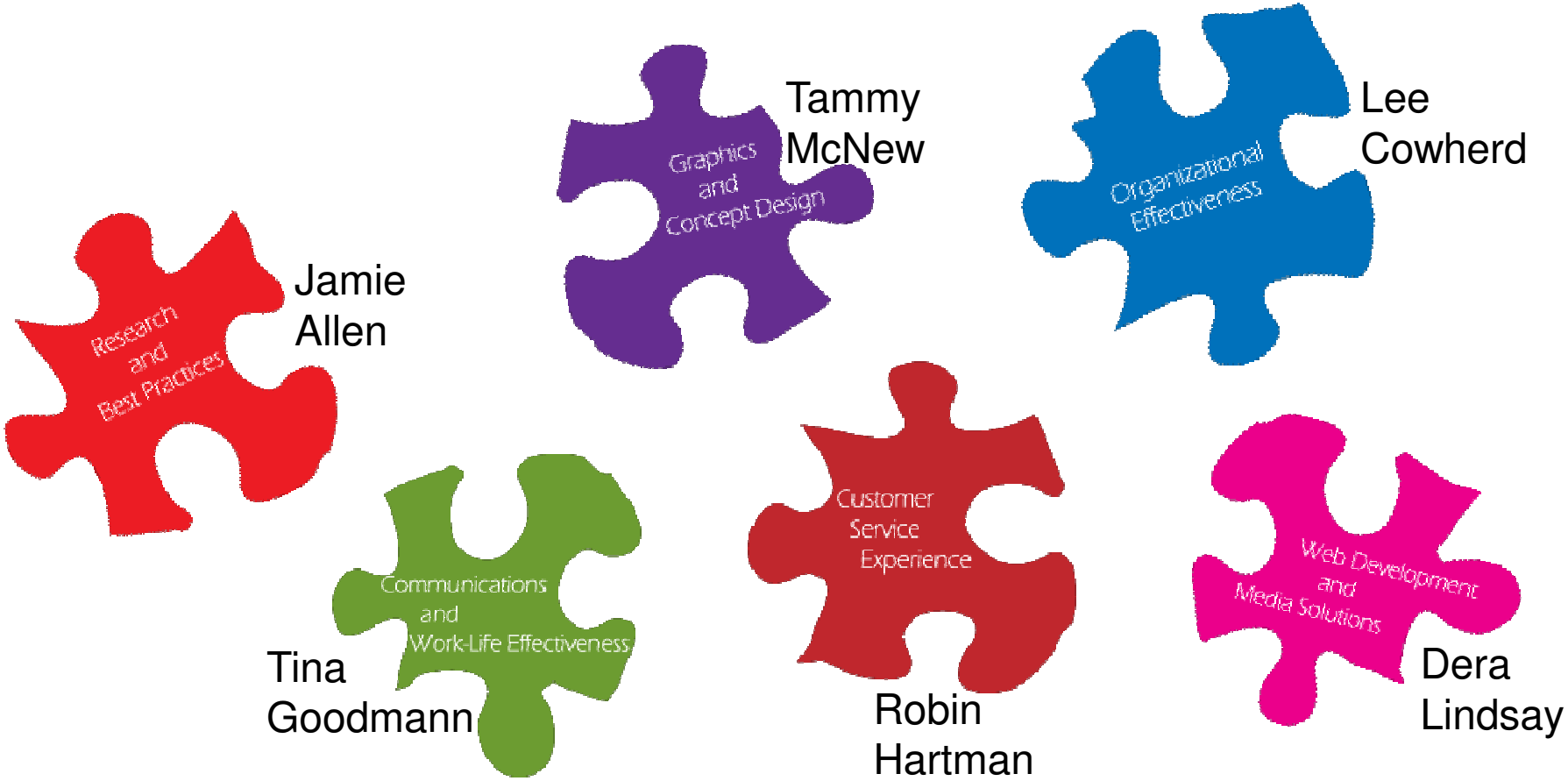
The Center for Strategic Innovation provides a wide range of comprehensive services to the Personnel Cabinet.



CSI Mission Statement

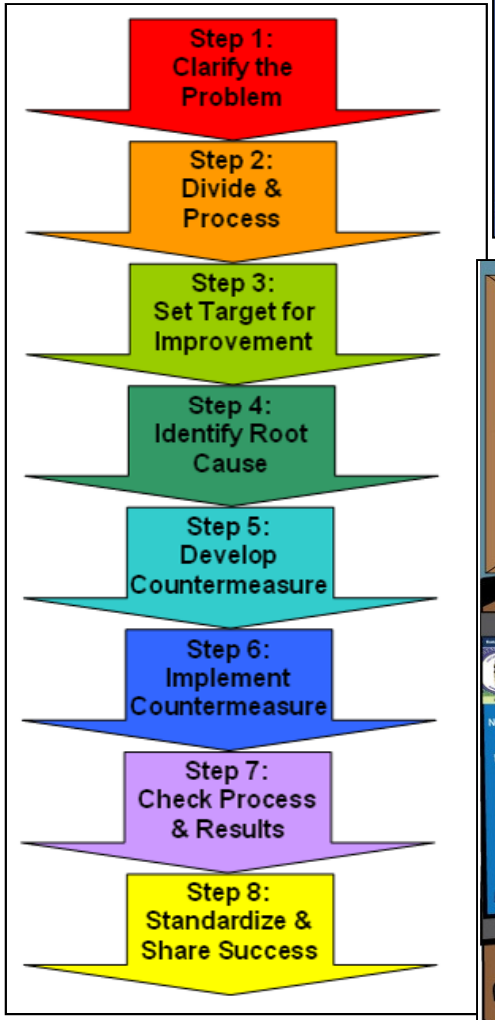
"Through research into best practices and benchmarking both public and private sectors, the Center for Strategic Innovation provides guidance in implementing innovative ideas and tools to help our clients create effective, efficient workplaces powered by an engaged, motivated workforce."

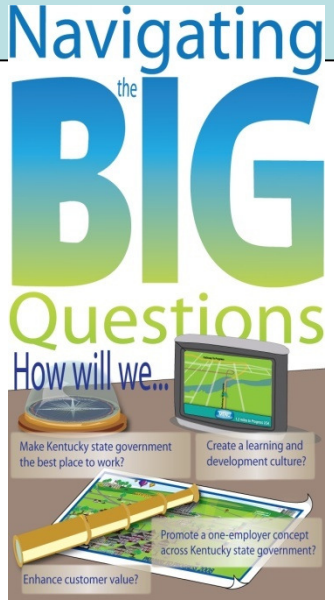
CSI makes itself available to all departments in the Cabinet and offers specialized knowledge, experience, skill sets, time, and energies to assist with projects and/or concepts at any phase.

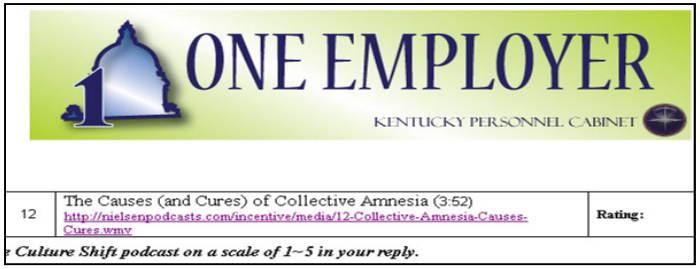
CSI was developed to help you.

CENTER FOR STRATEGIC INNOVATION

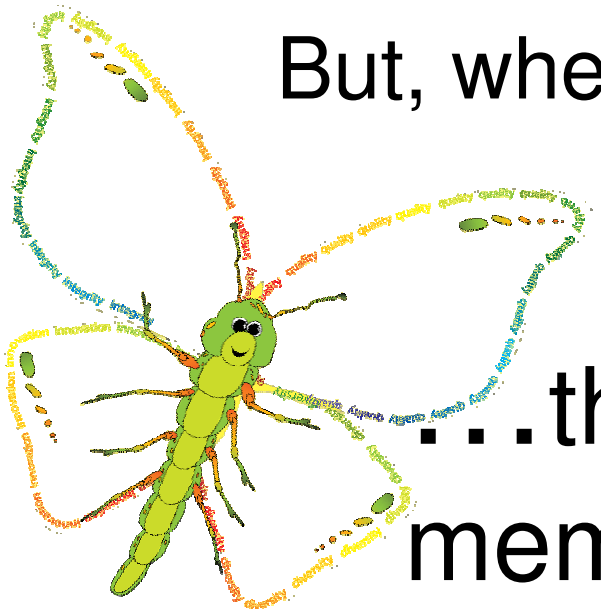
CSI On-going projects







But, when the team comes together…



…the knowledge exchange, member support and cohesive work environment provide the perfect catalyst for

Office of Legal Services

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Office of Legal Services

- The Mission, Vision and Values fall squarely within the Personnel Cabinet's –
  - WE STRIVE DAILY TO:
    - Provide quality customer service, by giving clear and concise guidance to other agencies, as well as the Personnel Cabinet, on a variety of legal issues
    - Ensure access by all people to the Commonwealth's employment opportunities through compliance with legal requirements
    - Solicit feedback from employees and other agencies about potential changes and concerns with our current merit system as defined by statutory and regulatory language – we remain open to CHANGE.

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Office of Legal Services

- Current Structure:
  - General Counsel – Dinah Bevington
  - General Counsel for Department of Employee Insurance (DEI) – Joe Cowles
  - Special Assistant – Charles Wells
  - Staff Assistant – Tanya Lawrence
  - Paralegal – Sue Britton

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Office of Legal Services

- Important information to know
  - Employee RIGHTS
    - No person shall be discriminated against or favored in the classified service because of political or religious opinions or affiliations, ethnic origin, sex or disability
    - Employee with status shall not be penalized without cause
    - Notice of penalization or changes in employment
    - Set forth in KRS 18A and 101 KAR Chapters 1, 2 and 3
    - Available on our website

      http://personnel.ky.gov/legal.htm

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Office of Legal Services

- Projects
  - Open Records
  - Legal and Employment Trends
  - Update to Statutory and Regulatory Language

***** CONTACT US WITH QUESTIONS! *****

State Office Building, 3rd Floor

(502) 564-7430

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Office of Employee Relations

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Office of Employee Relations

- Mission Vision and Values

The Department of Employee Relations values and strengthens the investment we have in each other

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Office of Employee Relations

- Departments / Offices
  - Workers' Compensation
  - Return to Work
  - Employee Assistance
  - Safety
  - Life Insurance
  - Workplace Relations
  - Employee Recognition
  - Employee Engagement & Volunteerism

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Office of Employee Relations

- Current and existing projects
  - *Adoption Assistance*
    - *2009 Dave Thomas Foundation Best Adoption-Friendly Workplaces*
  - *Employee Recognition*
    - *Employee Suggestion System*
    - *Governor's Ambassador Award*
  - *KEAP*
    - *State Employee Money Management Educational Tool*

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Office of Employee Relations

- Contact information
  - Workers' Compensation: Mary Hook
  - Return to Work: Donna Shelton
  - Employee Assistance: Trina Koontz
  - Safety: Scott Gasser
  - Life Insurance: Dana Pitcock
  - Workplace Relations: Linda House Patrick
  - Employee Recognition: Debbie Bohannon
  - Employee Engagement & Volunteerism: Nila Meeks

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Office of Diversity & Equality

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Office of Diversity & Equality

- Arthur Lucas – Executive Director
- Singer Buchanan, State EEO Coordinator
- Colene Elridge
- Clint Morris

(502) 564-8000

http://personnel.ky.gov/diversity/

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Office of Diversity & Equality

The Office of Diversity & Equality (ODE) is responsible for the development and implementation of policies, procedures and programs to promote and monitor progressive statewide workforce management in the areas of equal employment opportunity, affirmative action, retention, inclusion and diversity.

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Office of Diversity & Equality

The Office of Diversity and Equality provides general guidance and oversight of statewide EEO compliance. The office develops standard procedures, monitors agency responsiveness and exercises investigative authority on behalf of the Office of the Secretary to address complaints of workplace harassment and discrimination in accordance to KRS 18.030.

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Office of Diversity & Equality

Our plan is designed to empower the Commonwealth's employees to appreciate the benefits of diversity and inclusion in the workplace and beyond. In recognition of the variety evident in the cultures, perspectives and circumstances of our employees, we utilize a myriad of approaches with an emphasis on *Innovation, Collaboration and Education.*

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Office of Diversity & Equality

- Annual Governor's EEO Conference.
- Governor's Diversity Day.
- Governor's Minority Management Training Program (GMMTP).
- Affirmative Action Plan.
- Executive Order 2008-473.
- EEO Coalition and Training.
- Cultural Awareness Programs.
- Diversity Training.

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Governmental Services Center (GSC)

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Our Mission, Vision and Values

OUR MISSION

The Governmental Services Center (GSC) mission is to provide innovative learning and performance consulting services that assist individuals and organizations in Kentucky state and local governments to continuously improve performance and meet future challenges.

OUR VISION

GSC's vision is to be the premier provider of comprehensive learning and performance solutions throughout Kentucky government.

OUR VALUES

Continuous Learning

We believe that everyone should have the opportunity for personal and professional growth. We will provide access to learning by partnering with our stakeholders in order to achieve individual and organizational success.

Leadership

We believe that leadership occurs at all levels of an organization. We will encourage one another to behave as a leader, to champion innovation, and to empower decision making to achieve our vision.

Service Statement

We believe that people are our most valued resource. We will build relationships, identify and respond to needs, apply progressive thinking, and strive to exceed our customer's expectations

Fun

We believe that work should be an enjoyable passion. We will be an employer of choice providing a creative, innovative, respectful and invigorating environment.

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GSC Branches

Dawn Williams

Stan Riley

Katy Cave

Tim Anderson

Jerry Pile

Jamille Smith

Kimberly Bynes

Jeanne Olivas

Rick Schad

Kimberly Rulo

Dawn Redmon

Taylor Carter

Wes Swarner

Scott Garrett

Blaike Wellington

Governmental Services Center
Kentucky Personnel Cabinet

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Current / Ongoing Projects

Employer of Choice

Workshops

Workforce planning

EEAP

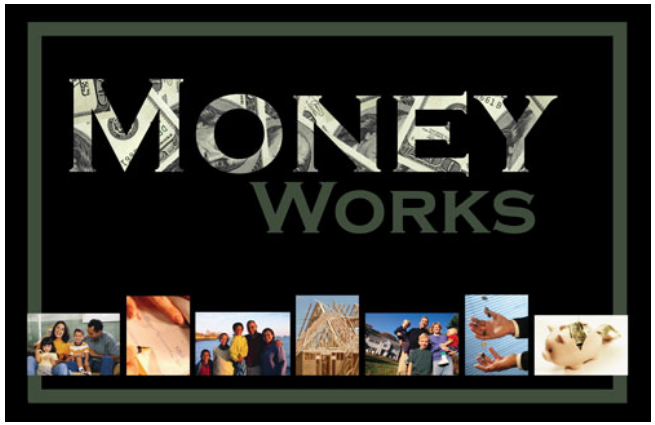
eLearning

Consulting

One Employer

Learning & Development Culture

Enhance Customer Value



Training Modules

Employee Performance Evaluation

Strategic Planning

Contact Us

Governmental Services Center
@Kentucky State University
400 E. Main Street
Academic Services Building, 4W
Frankfort, KY 40601
502.564.7455

http://personnel.ky.gov/gsc/default.htm

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KY Public Employees Deferred Compensation Authority

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Kentucky Public Employees' Deferred Compensation Authority

Program Summary

The Authority is authorized under Kentucky Revised Statutes (18A.230 – 18A.275) to provide administration of tax sheltered supplemental retirement plans for all state, public school and university employees and employees of

local political subdivisions that have elected to participate.

Supplemental Retirement Plans and Programs:

457 Plan

401(k) Plan - Includes the following additional options:

Roth 401(k) contribution option

Deemed Roth IRA contribution option

Deemed Traditional IRA contribution option

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PCC-9804-KY

Departments / Managers

- Executive – Robert Brown, Executive Director
- Payout – Eric Simpson, Branch Manager
- Participant Services – Jean Henning, Branch Manager
- Investments – Sandi Whitaker, Branch Manager
- Marketing – Charlyne Thurmond, Marketing Director

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Current and Existing Projects

- ## Advice Component

On April 22nd, 2008, Gov. Steve Beshear signed HB697 into law, marking the beginning of expanded investment services for KDC. The bill allows the Authority's Board to establish a formal investment advice program for participants investing in the state sponsored 457 and 401(k) plans (including Roth and Traditional IRA accounts).

With an estimated implementation of January 2010, plan participants will be able to take advantage of the professional investment advice program to assist them with portfolio diversification and reduce the risks associated with inexperienced investors.

- ## Retention Program

To prevent the outflow of assets to private sector financial companies, the Authority has continued to take aggressive steps to retain plan participants and assets:

Two of the steps in the Retention Program consist of:

1. Quarterly "Retirement Income Made Simple" workshops, both on site and at employer locations, for soon to be and already retired participants.
2. Direct mailing program, including follow up contact with recent retirees.

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Contact Information

Hours: 8:00 A.M. – 5:00 P.M
Monday - Friday

PHONE: 1.800.542.2667
WEBSITE: www.kentuckydcp.com
EMAIL: Pat.Goodlett@ky.gov
ADDRESS: 101 Sea Hero Rd, Suite 110
Frankfort, KY 40601

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Department of Human Resources Administration (DHRA)

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Department of Human Resources Administration

DHRA Mission

To deliver integrated, innovative and legally complaint human resource services to our stakeholders.

DHRA Vision

To be regarded as the primary resource as well as a strategic partner for employee development, talent management, and consultant for the Commonwealth's human resources.

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Department of Human Resources Administration Divisions and Branches

Department of Human Resources Administration

Division of Career Opportunities

*The **Division of Career Opportunities** is responsible for delivering applicant and agency recruitment services in a fair and equitable manner.*

Applicant Services

- Applicant Assistance
- Co-op intern program
- Immediate Fill Administration
- Web and Telephone Customer Assistance

HR Certification

- Qualification of Applicants
- Agency Recruitment Consultation
- Certify eligibility for register

Recruiting

- Partnering with agencies in an effort to build a productive recruitment program
- Establishing an ongoing partnership with civic organizations to enhance minority recruitment
- Collaboration with Veteran's Liaison in search of qualified veteran candidates
- Conducting workshops highlighting the employment process

Register

- Certified Register Administration
- Veterans and Applicant Education Verification
- Re-employment Process Management

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Department of Human Resources Administration Divisions and Branches

Department of Human Resources Administration

Division of Employee Management

*The **Division of Employee Management** is responsible for state payroll functions; maintenance of permanent employee personnel records; and the classification and compensation system for employees.*

Class & Compensation

- Assisting agencies in the creation or modification of job classifications
- Responsible for the salary or compensation schedule
- Review and approval of agency re-organizations
- Works closely with the Governor's Office for Policy and Management (GOPM) to assist in "cap" issues and budget impact for legislative decisions such as the state employee annual increment

Organizational Management

- Responsible for reviewing and supporting business processes related to classification and compensation.
- Serve as security administrator for the Personnel Cabinet by attaching security for the enterprise wide human resource systems, CICS, COS and KHRIS

Processing & Records

- Maintaining the Commonwealth's permanent employee personnel records
- Processing agency personnel actions
- Assisting personnel administrators
- Providing documents and service records for state employees

Payroll

- Processing of payroll for employees
- Working with the Department of Treasury and the Finance and Administration Cabinet to ensure all financial information is accurate including tax distribution to local jurisdictions
- Assisting payroll officers throughout the Commonwealth

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Department of Human Resources Administration Divisions and Branches

Department of Human Resources Administration

Division of Technology Services

*The **Division of Technology Services** is responsible for the design, development and implementation of Cabinet information technology (IT) projects which impact internal and external human resource administration initiatives.*

System Analysis

•Providing system and technical consulting services to COS
•Configuring the on-line system for COS and KHRIS
•Creating the technical architecture needed for interfaces and security, including system and end user audit on both systems

Client Services

• Providing help desk support for COS and KHRIS
•Developing and providing training to support COS and KHRIS users

Network Support

•Providing information technology services, including network support for the Personnel Cabinet
•Providing systems security administration for both the Cabinet and other agencies
•Supporting content management of the Cabinet's public web site
•Working with the Commonwealth Office of Technology (COT), internal and external auditors and various external vendors

Application Development

•Implementing KHRIS
•Maintaining KHRIS post-implementation in conjunction with added functionality and new system upgrades

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Current and Existing Projects

Career Opportunities System (C.O.S.)

- Launched in November 2007 as an on-line application and recruitment system for merit system employment
- System upgrades are provided periodically from the vendor, Kenexa BrassRing

In 2009 we…

- **Celebrated BR 10,000**
- **Fielded over 20,000 phone calls for assistance and 8,000 emails**
- **Provided assistance to over 750 Veterans**

Kentucky Human Resource Information System (KHRIS)

- Largest business and technology transformation for human resource service in Commonwealth history
- Will replace current payroll, personnel and benefit systems with one integrated system using state-of-the-art technology
- Will deliver services directly to 34,000 state employees, 10,000 local government employees and 146,000 health and life insurance benefits participants.

KHRIS Kentucky Human Resource Information System

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Contact Information

Issue	Who to Contact	Via
Need help with your computer or printer's performance	Network Services Branch	PERS.NSBHelpdesk@ky.gov
Using the Call Pilot phone system	Network Services Branch	PERS.NSBHelpdesk@ky.gov
Accessing or using features in COS	KHRIS Help Desk	pers.khrishelpdesk@ky.gov
Information about KHRIS	KHRIS Help Desk	pers.khrishelpdesk@ky.gov
Need copy of your state job application	Applicant Services Branch	564-8030

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Contact information

Other Sources of Department of Human Resources Administration

- *Personnel Issues and You…*
  - An electronic newsletter published for human resource professionals in state government
  - Back issues can be found on the Personnel Cabinet web page at http://personnel.ky.gov/persadmin/info/uppsnews.htm

- *KHRIS Khronicle*
  - An electronic newsletter provided to state employees with information pertaining to KHRIS updates, training, and more
  - The KHRIS home page on the Personnel Cabinet web site is http://personnel.ky.gov/persadmin/khris/

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Department of Employee Insurance

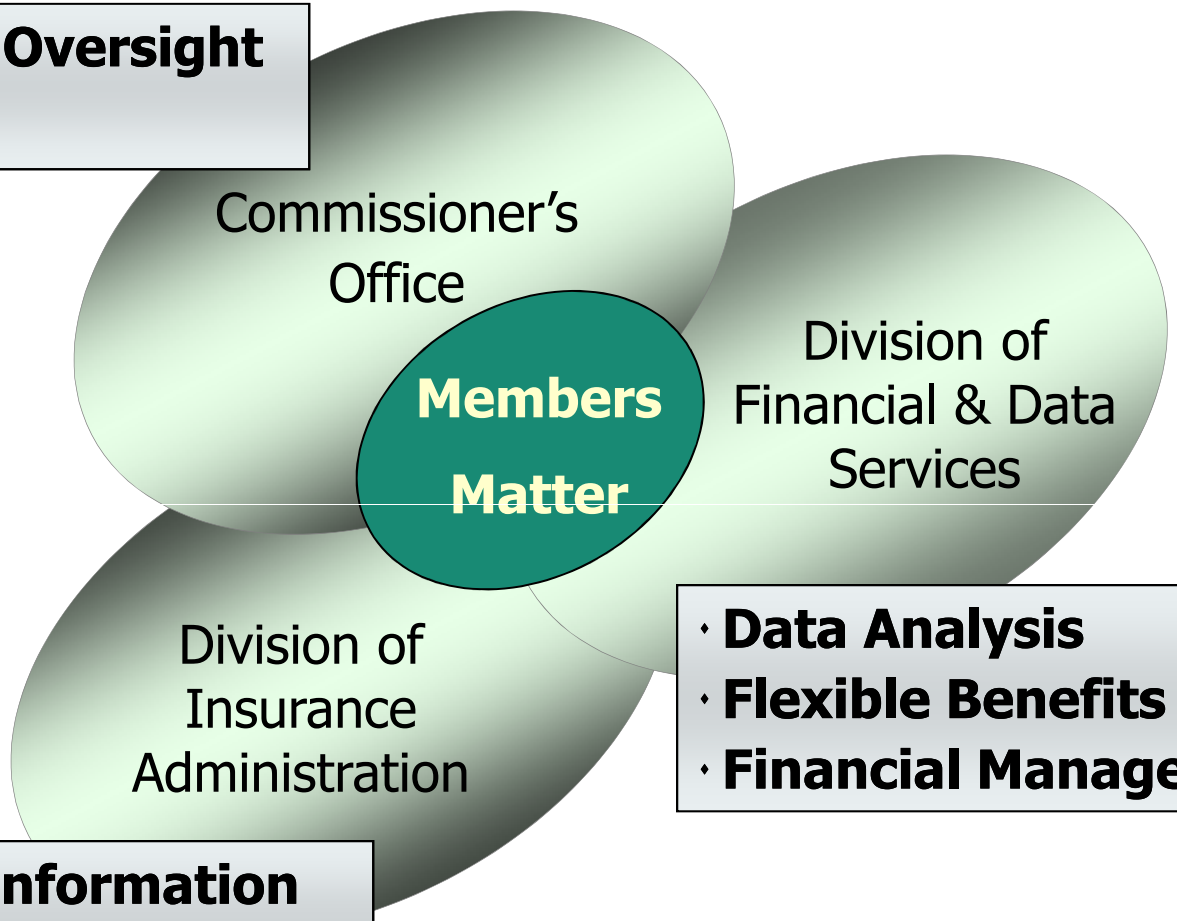
DEI Focus

"Members Matter"

- A $1.3 billion, **self-funded**, health insurance program
- Provides benefits to more than 285,000 public employees and their dependents

DEI Organization

- **Departmental Oversight**
- **Wellness**



- **Data Analysis**
- **Flexible Benefits**
- **Financial Management**

- **Enrollment Information**
- **Member Services**

KENTUCKY EMPLOYEES HEALTH PLAN

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DEI Ongoing Activities

The Business of Insurance

- Daily support of members and Insurance Coordinators (ICs)
- Premium billing and payments
- Benefit Plan Design and Open Enrollment
- 24 Task Force Teams improving internal processes

Communication

- IC Training, IC Memos
- Newsletters – ICs and Members (future)

Wellness

- Virgin Health Miles
- Journey to Wellness

KENTUCKY EMPLOYEES HEALTH PLAN

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DEI Contacts

Health Plan Information

www.kehp.ky.gov

Commissioner's Office (Fred Nelson, Commissioner)

564-0358

Wellness

564-5506

Division of Insurance Administration

Member Services: 564-6534

Enrollment Information: 564-1205

Division of Financial and Data Services

564-6730

Personnel Cabinet: Onboarding Site

- For further information:
- http://personnel.ky.gov/onboarding/

From the Desk of the Personnel Cabinet Secretary:

On behalf of the Personnel Cabinet, I am pleased to offer a Statewide New Employee Onboarding and Orientation Online Resource for all merit and non-merit state employees. Some of the many goals of onboarding ensure that the new employees are exposed to a uniform and formal welcoming process, understand their contribution to the larger enterprise called state government, and are introduced, in a more purposed and structured way, to their new employer.

We also know that successfully introducing a new hire takes more than just a quick tour and an overview of their tasks. Our role is taking the extra time to acquaint them with how the cabinet and the various departments operate, which can make a new employee feel a greater sense of involvement. The onboarding experience also can be used for experienced state of Kentucky employees!

We encourage you to explore our onboarding and orientation resources for useful information. For further information, **please click the image above** to visit this new online resource.

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New Employee Welcome

Thank you for joining us…we're glad you're here!

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