

Personnel Cabinet
Agency Function and Matrix

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Name of Organization within Personnel: Office of the Secretary
Business Function: (1) administration of all actions under KAR 12:050, 12:210, 12:040; (2) preparation and distribution of personnel memoranda; (3) evaluate and advise the Commonwealth regarding classified personnel decisions; (4) perform constituent services; (5) administer the Kentucky Employees Health Plan; (6) administer the Workers Compensation Program; (7) executive management of all human resources, benefits, and payroll for the Commonwealth; (8) special investigative leave requests; (9) phones; and (10) daily work, including logs and databases.
Unit Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Day 1
Name of Functional Leader/Supervisor: Secretary Thomas B. Stephens/Secretary of the Governor's Executive Cabinet Scott Brinkman
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: (1) The 12:050, 12:210, 12:040 are packets of information required to be processed for the appointment of employees to a non-merit position. These letters contain timeframes and deadlines. (2) Personnel Memoranda are memoranda that contain information and regulations for all employees of the Commonwealth (e.g., leave guidelines). (3) Grant approval for agencies to advertise vacant positions. (4) Respond to constituent service requests/correspondence routed from the Governor's Office. (5) Administer the Kentucky Employees' Health Plan. (6) Administer the Workers' Compensation Program. (7) Daily communication to others by phone. (8) SAS involves a log in and stamp with the Secretary's signature. (9) Perform legislative reviews and transmission of bills for the Personnel Cabinet. (10) Manage Personnel Cabinet business continuity plan. (11) Conduct executive management of Cabinet. (12) Grant approval for requests for Special Investigative Leave.

Name of Organization within Personnel: Office of Administrative Services
Business Function: Audit Function. Facilitate IT, health insurance, workers' compensation, and payroll audits.
Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Audit functions generally are required via statute and are done through the State Auditor of Public Accounts or via contract. While completing them in a timely fashion is not in itself an emergency, they are very important and necessary.
Name of Functional Leader/Supervisor: Bonnie Pillow/Jana Smith, Susan Hazelwood/Jana Smith
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ol style="list-style-type: none"> 1. Health Insurance Financial Statement Audit 2. Workers' compensation reviewed financial statements 3. Payroll audit 4. IT audit

Name of Organization within Personnel: Office of Administrative Services
Business Function: Budget
Priority Rating: () Critical; (X) High Importance; () Important; () Necessary
<p>How long could this Business Function be out of service before it would become Critical to your Operation: Budgeting can be a critical function if an emergency were to occur during the development of the Cabinet’s budget request for the Office of the State Budget Director and the General Assembly or during consideration of the Governor’s recommended budget in the Appropriations and Revenue Committee. Management budget information is important to Cabinet executive staff for the successful management of the Cabinet. Under normal circumstances, budgeting can be out of service for 1-2 weeks.</p> <p>It could be necessary to make expenditures in excess of budget in an emergency, and that would require coordination with the Office of the State Budget Director. Under some circumstances this could be a critical function.</p>
Name of Functional Leader/Supervisor: Jana Smith/Tom Stephens; Sherry Kefauver/Jana Smith
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <ol style="list-style-type: none"> 1. Development of budget request. 2. Allotment of funds. 3. Allotment adjustments. 4. Appropriation increases. 5. Preparation of budget presentation materials. 6. Preparation of financial management information for agency leadership. 7. Development of budget reduction plans. 8. Projection of Cabinet revenue. 9. Obtain approval to make expenditures in excess of budget.

Name of Organization within Personnel: Office of Administrative Services
Business Function: Payroll, HR and Benefits
Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
<p>How long could this Business Function be out of service before it would become Critical to your Operation: Payroll for all but hourly employees will run automatically. However, the Cabinet has hourly employees, and letting the payroll run automatically would result in the need for numerous expensive manual adjustments at a later date. Payroll is subject to a number of federal and state requirements as to timing, notice, etc. Both Tanya Lawrence and Angie Spencer in Administrative Services could help with the central state payroll in an emergency, and payroll is critical for the operation of the state government.</p> <p>On the personnel side, the criticality of the function depends upon the Cabinet’s need to hire, dismiss, change, promote, etc.</p> <p>Especially if a problem arises, benefits coordination and management for employees can be critical and necessary.</p>
Name of Functional Leader/Supervisor: Tanya Lawrence, Angie Spencer/ Jana Smith
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <p>Manage Personnel Cabinet’s payroll. Assure payment of salaries and benefits. Manage Cabinet personnel actions. Undertake special projects related to personnel and payroll data; assist with central state payroll in an emergency.</p>

Name of Organization within Personnel: Office of Administrative Services
Business Function: Property management/lease management/insurance/janitorial contracts/move furniture or equipment/liaison with Finance and Administration
Priority Rating: () Critical; () High Importance; (x) Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: This function could become critical if a fire or some other emergency resulted in the destruction of computer equipment, furniture, buildings, etc. We might need it the very first day afterward. If an emergency was temporary and did not result in the destruction of property, then this function could be ignored for as long as one month. Janitorial contracts would become more important if an emergency resulted in the need for significant clean-up or if we had to move to a facility without existing services.
Name of Functional Leader/Supervisor: Susan Hazelwood, Elinda Manley/Jana Smith
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ol style="list-style-type: none"> 1. Filing and collecting insurance claims. 2. Managing agency leases. 3. Managing agency janitorial contracts. 4. Moving furniture or equipment 5. Coordinating space and related services with Finance and Administration 6. Obtaining space if needed short-term or long.

Name of Organization within Personnel: Office of Administrative Services
Business Function: Purchasing, Accounting, and Other Services
Priority Rating: () Critical; (x) High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Purchasing could be critical to our operation if the nature of an emergency required the Cabinet to buy any material or equipment or contract for services. The Cabinet could need to restore a worksite that was no longer functional because of the emergency or develop a new worksite. Accounting—accounts receivable and accounts payable—probably could be out of operation for up to one week. Beyond that, we would start to be excessively late in paying bills or in depositing revenue receipts. The accounting expertise in Administrative Services could be immediately necessary to bring the remainder of the Cabinet’s financial areas back into operation. Virtually all of the Cabinet’s purchasing expertise and eMARS security for purchases resides in Administrative Services.
Name of Functional Leader/Supervisor: Sherry Kefauver/Susan Hazelwood/Jana Smith
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ol style="list-style-type: none"> 1. Purchasing. 2. Accounts Receivable. 3. Accounts Payable. 4. Deposits. 5. Contract solicitation and management.

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – CIO/Director’s Office
Business Function: <ul style="list-style-type: none"> • The Divisions Project Management Office manages all IT projects in the Cabinet as well as business projects as needed or requested. • The Division supports the KY Human Resource Information System (KHRIS) which is the HR System that handles all of HR for the Enterprise and benefits for KEHP and GLI for more than 200,000 covered lives. • The Division supports the Career Opportunities System (COS), which supports the Cabinet’s hiring process • The Division supports the KY Enterprise Learning Management System (KELMS) for the Governmental Services Center (GSC) • The Division supports and oversees all other systems and applications in the Cabinet and/or oversees the support by COT • The Division implements and manages the Personnel Cabinet Business Continuity Plan • The Division facilitates and responds to the yearly IT audit of the Cabinet by the KY State Auditor of Public Accounts • The Division over sees iSTEP, the Cabinet electronic security, acceptable use training portal and agreement
Unit Priority Rating: <input checked="" type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input checked="" type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: These processes are critical for the technology that support all aspects of the Personnel Cabinet.
Name of Functional Leader/Supervisor: Robbie Perkins

I. Normal Procedures and Processes

Outline of Tasks and Responsibilities:

Project management of all IT projects and business program changes as needed.

KHRIS production system support. Tasks include:

- Documenting and implementing new/changed functionality as requested by the business areas. This includes modifying configuration and/or completion of functional specifications.
- Issue and defect resolution for existing functionality
- Execution of time evaluation and processing of time interfaces from agencies.
- Execution of regular and off-cycle payroll and some post payroll reporting.
- Production of outbound payroll files to eMARS and InfoAdvantage
- Execution of W2 processing to produce outbound files
- Functional management and approval of transports to production.
- Functional management of interfaces with Humana
- Unit, Integration and parallel testing of new or changed functionality.
- Manage implementation and testing of BSI Tax Factory changes for Payroll Providing tier II and tier III helpdesk support.
- Assist in the creation of training materials
- Participants in user groups for HR and Benefits

Production support of COS.

- Documenting and implementing new/changed functionality as requested by the business areas. This includes modifying configuration and/or completion of functional specifications.

Production support of KELMS.

- Documenting and implementing new/changed functionality as requested by the business areas. This includes modifying configuration and/or completion of functional specifications.

Production support of all systems, applications and data of the Personnel Cabinet.

Partners with APA on the yearly IT audit of the Cabinet

Implements, manages and invokes the Personnel Cabinet's Business Continuity Plan

Oversees and escalates IT issues of the Cabinet that COT supports to ensure needs and resolutions are completed timely to ensure the business of the Cabinet

Name of Organization within Personnel: Office of Administrative Services – Division of Technology Services – Access Control Branch
Business Function: Security design/defect/access request Personnel Cabinet HR systems
Unit Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 Day
Name of Functional Leader/Supervisor: Lisa Rowe
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: Access Control <ul style="list-style-type: none"> • Responsible for security design of KHRIS • Defect resolution for KHRIS Security defects • Updates/adds/removes security access to KHRIS, COS, CICS, and Doc Direct

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – Application Development Branch
Business Function: SQL Server Database Administration
Unit Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 week
Name of Functional Leader/Supervisor: Steve King
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Establish and maintain sound backup and recovery procedures • Implement and maintain database security • Perform general technical trouble shooting and give consultation to development teams • Create/modify batch SQL jobs to perform routine processes

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – Application Development Branch
Business Function: Provide the Personnel Cabinet with software application development resources
Unit Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 3 Months
Name of Functional Leader/Supervisor: Steve King
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Review functional specifications with the systems analysts • Write technical specifications for individual code components • Write and test code modules (software) for the different business needs including defect resolution • Assist with integration testing and work to correct any development issues found • Provide technical design/modeling information for new software applications • Work with Personnel staff to gather requirements on small application changes/enhancements • Provide general technical trouble shooting and give consultation to the DBA team

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – Application Development Branch
Business Function: Provide the Commonwealth of Kentucky with Personnel related Websites.
Unit Priority Rating: <input type="radio"/> Critical; <input type="radio"/> High Importance; <input type="radio"/> Important; <input checked="" type="radio"/> Necessary
Cabinet Priority Rating: <input type="radio"/> Critical; <input type="radio"/> High Importance; <input type="radio"/> Important; <input checked="" type="radio"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: Steve King
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Share Point Architecture • Internal/External Websites based on SharePoint 2013 software. • Create Share Point specific web parts for deployment to the Share Point Farm. • Mitigate programming errors of Share Point web content.

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – System Analysis Branch
Business Function: Provide ongoing support and maintenance of KHRIS for HR, Payroll, Benefits Administration, Benefits Billing and ESS/MSS Portal Services
Unit Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: Michele Kays
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Documenting and implementing new/changed functionality as requested by the business areas. This includes modifying configuration and/or completion of functional specifications. • Issue and defect resolution for existing functionality • Execution of time evaluation and processing of time interfaces from agencies. • Execution of regular and off-cycle payroll and some post payroll reporting. • Production of outbound payroll files to eMARS and InfoAdvantage • Execution of W2 processing to produce outbound files • Functional management and approval of transports to production. • Functional management of interfaces with health insurance vendors. • Unit, Integration and parallel testing of new or changed functionality. • Manage implementation and testing of BSI Tax Factory changes for Payroll Providing tier II and tier III helpdesk support. • Assist in the creation of training materials • Participants in user groups for HR and Benefits

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – Systems Integration Branch
Business Function: Production Support, iSTEP/Security Coordination, TFS/RMS Team
Unit Priority Rating: (X)Critical; ()High Importance; ()Important; ()Necessary
Cabinet Priority Rating: (X)Critical; ()High Importance; ()Important; ()Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 Day
Name of Functional Leader/Supervisor: Laurie Wilson
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <p>Systems Integration</p> <ul style="list-style-type: none"> • Responsible for running production jobs in KHRIS • Schedules, monitors, resolves KHRIS production jobs • Manages stfp server for file transfers and time data transfers for KHRIS • Transfers eMars payroll files, Humana health insurance files <p>iSTEP, the Cabinet electronic security, acceptable use training portal and agreement</p> <ul style="list-style-type: none"> • Yearly reviews and training for all users of Personnel Cabinet systems • Research and respond to all security incidents and assess if breach <p>TFS/RMS ticket support and oversight, functional analyst</p>

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – Systems Integration Branch
Business Function: Provide the Personnel Cabinet with SAP Basis administration in support of KHRIS
Unit Priority Rating: (X)Critical; ()High Importance; ()Important; ()Necessary
Cabinet Priority Rating: (X)Critical; ()High Importance; ()Important; ()Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 Week
Name of Functional Leader/Supervisor: Neil Popplewell
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Installs SAP component software, system updates, and third-party add-on software • Establishes and maintains connections between SAP component systems • Transport system configuration, customization, and other program changes in the landscape • Installs, configures, and trouble shoots problems with SAP code and/or internal/external RFCs used in the SAP system • Performance tunes the SAP application systems • Provides technical advice to functional and technical teams on the design, use, and performance of application components • Provides technical advice to agencies on deployment strategies and infrastructure requirements, including network capabilities, pc hardware requirements, front-end software installation and printers used in the SAP systems • Responsible for SAP coordinating system restores and system copies w/ COT staff and performing resulting post-steps • Monitors system logs, operating system statistics, work processes, spools, and background jobs

Name of Organization within Personnel: Office of Administrative Services - Division of Technology Services – Systems Integration Branch
Business Function: Provide the Personnel Cabinet with Business Warehouse (BW) and Enterprise Business Intelligence (EBI) reporting support
Personnel Cabinet Business Continuity Coordinators
Unit Priority Rating: <input type="radio"/> Critical; <input type="radio"/> High Importance; <input type="radio"/> Important; <input checked="" type="radio"/> Necessary
Cabinet Priority Rating: <input type="radio"/> Critical; <input type="radio"/> High Importance; <input type="radio"/> Important; <input checked="" type="radio"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 3 months
Name of Functional Leader/Supervisor: Neil Popplewell/ Jason Ritter
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Build and maintain data flow and extraction from the SAP source systems (ETL) • Create and maintain BW info-cubes and data store objects • Maintain transport management for BW objects • Optimize and monitor data load performance and other BW processes • Designing data models per business user requirements • Maintain the overall architecture of the BW landscape • Contribute to maintenance of the EBI landscape • Creating universes based on user requirements • Building Web Intelligence reports • Data validation between BW and SAP source systems • Monitor daily process chains • Maintain the change logs and Persistence Staging Area (PSA) requests • Analyze statistical data for BW systems <p>Business Continuity Coordinators Implement and manage action plan when Business Continuity Plan in invoked.</p>

Name of Organization within Personnel: Office of Legal Services
Business Function: Serve as legal counsel for the Personnel Cabinet and provides HR legal guidance to all agencies.
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Depending on the time frame of the loss of service, negative consequences could be felt immediately. Generally, the nature of our services lends themselves to performance away from the office without tremendous difficulty in the short term.
Name of Functional Leader/Supervisor: Lesley Bilby, Executive Director, OLS
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Provides legal counsel to the Cabinet and senior staff; • Provides HR legal guidance and consultation to all Executive Branch agencies, especially in times of emergency or directed leave; • Reviews and approves all disciplinary actions and other personnel actions taken by Executive Branch agencies; • Serves as primary legal advisor for the Kentucky Employees Health Plan; • Represents the Cabinet before state and federal courts, and administrative bodies.

Name of Organization within Personnel: Office of Employee Relations – Executive Director’s Office
Business Function: Implement all programs under Office
Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (X) Critical; () High Importance; () Important; X Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Should be restored as soon as possible; programs are for all Commonwealth Employees
Name of Functional Leader/Supervisor: Chris Lewis, Executive Dir., Office of Employee Relations
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: Implement: Workers’ Compensation Program Safety Program Return-to-Work Program Kentucky Employee Assistance Program Workplace Relations Employee Recognition Adoption Reimbursement Family Medical Leave Sick Leave and Annual Leave Sharing Programs

Name of Organization within Personnel: Office of Employee Relations – Return to Work Branch
Business Function: Assist employers in developing Modified Duty Programs to aid in getting employees back to work as quickly as possible and coordinates medical information to various groups.
Unit Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 3 - 4 business days
Name of Functional Leader/Supervisor: Donna Shelton
I. Normal Procedures and Processes
<p>Outline of Tasks and Responsibilities:</p> <p>The Return-to-Work Program (RTWP) assists agencies in developing Temporary Modified Duty Programs to return injured employees to work as soon as medically possible.</p> <p>The RTWP also coordinates and oversees the Nurse Case Management activities and provides disability information to the adjuster, Nurse Case Manager and employer to assist in returning employees to work and providing medical information to assist prompt payment of benefits.</p> <p>The RTWP could work out of another office location for a short period of time. The RTWP has 1 phone line, 502-564-0348, and 1 fax line 502-696-5228. The fax would be of immediate need and scanners would be needed within 1 month's time.</p>

Name of Organization within Personnel: Office of Employee Relations - Workers' Compensation Branch
Business Function: Provide workers' compensation coverage and assure that benefits are appropriately paid to injured employees covered under this program
Unit Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (X) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 3 business days
Name of Functional Leader/Supervisor: Chris Lewis
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Process First Report of Injury from Employer via secure website, phone and fax; enter into TPA database • Maintain records in internal imaging system • Mail benefit checks to agency • Process mail and send to TPA • Co-ordinate efforts between employer/employee should questions arise regarding workers' compensation issues • Obtain records from agencies needed for claim processing • Calculate and process premiums for covered agencies

Name of Organization within Personnel: Office of Employee Relations - Employee Assistance Branch
Business Function: Kentucky Employee Assistance Program (KEAP)
Unit Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
Cabinet Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: See below
Name of Functional Leader/Supervisor: Trina Koontz
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <p>The KEAP Staff provides assessment, referral, follow up and crisis intervention services to State Government employees and/or their dependents. Also provided are training sessions on a variety of topics including stress management, substance abuse, financial concerns, mental health topics and the Kentucky Employee Assistance Program itself.</p> <p>In the event of an emergency in the Bush Bldg or State Office Building, the KEAP staff can function for a period of time from another State Government office by having our phone lines switched to that location. Phone numbers are 502-564-5788, 800-445-5327, and our fax is 502-564-5189.</p>

Name of Organization within Personnel: Office of Employee Relations - Employee Recognition Branch
Business Function: Employee Suggestion System, Governor's Ambassador Awards and Career Service Certificates
Unit Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Until the office is operating at normal capacity.
Name of Functional Leader/Supervisor: Linda Brown
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: Recognize and reward suggestions submitted by merit employees that result in the improvement of state services or in a financial savings for the state. Solicit nominations for GAA, coordinate recognition ceremony for nominees. Prepare Career Service Certificates.

Name of Organization within Personnel: Office of Employee Relations - Workplace Relations Branch
Business Function: Employee Mediation & Workplace Relations
Unit Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input checked="" type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Until the office is operating at normal capacity.
Name of Functional Leader/Supervisor: Linda House
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ol style="list-style-type: none"> 1. Provide Information and Education on Mediation and Workplace Resolutions 2. Perform Employee Mediations and Workplace Resolutions 3. Train & coordinate mediators within state government

<p>Name of Organization within Personnel: Office of Diversity, Equality, and Training Executive Director's Office</p> <p>Business Function: Lead staff in effective implementation of EEO & Diversity initiatives to promote equal opportunity and compliance in the Commonwealth of Kentucky. . ODE&T also has responsibility for the development, coordination, and implementation of all training, employee development, and related programs conducted on behalf of the Executive Branch.</p>
<p>Unit Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary</p>
<p>Cabinet Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary</p>
<p>How long could this Business Function be out of service before it would become Critical to your Operation: Approximately two weeks. Note: recovery must be immediate if a disaster occurs within a 60 day window of the following events:</p> <ul style="list-style-type: none"> • Affirmative Action Plan • EEO-4 (odd number years only) • Utilization Report • Governor's Minority Management Trainee Program • Certificate of Supervisory Essentials Program • Governor's EEO Conference • Title VI (due by June 30 each year) • Kentucky Enterprise Learning Management System (KELMS) • Employee Development (KRS 164.357) • Organizational Development (KRS 164.357) • Employee Educational Assistance (101KAR 2:221)
<p>Name of Functional Leader/Supervisor: Christopher L. Johnson</p>

Office of Diversity, Equality, and Training cont.
I. Normal Procedures and Processes

Outline of Tasks and Responsibilities:

Equal Employment Opportunity

- Develops and implements programming for the Annual Governor's EEO Conference.
- Develop and maintain Affirmative Action Plan.
- Responds to EEO complaints.
- Provides general guidance and oversight of statewide EEO Compliance.
- Provides agency EEO/ADA contact information to employees.
- Develop and provide EEO and harassment prevention training.
- Maintain and analyze the Commonwealth's utilization of minorities and women.
- Implement programs designed to promote equal employment opportunity, compliance.
- Compiles the federally required EEO-4 Survey for the Equal Employment Opportunity Commission (Odd number years only).
- Produces the Semi-Annual Report on Female and Minority Employment.
- ODE Tracking Log

Diversity

- Promotes diversity among the Commonwealth workforce.
- Develops and provides diversity training modules.
- Networks and partners with minority organizations, female organizations, and community action groups.
- Coordinates the Governor's Minority Management Trainee Program.
- Implement programs designed to promote diversity within the workforce.
- Maintain active and updated resources necessary to meet the goals of the Commonwealth.
- Collaborate with COS to help educate applicants about state jobs and promote diversity.

Employee Development – Individual and Teams

- Assessment of training need
- Design of training content based on need
- Development of training curriculum
- Coordination of training
- Implementation of training
- Evaluation of training
- Ongoing manager and supervisor training within the executive branch

Organizational Development – Agency and Statewide

- Design of organizational intervention based on need
- Development of intervention services
- Implementation of services
- Evaluation of services

Name of Organization within Personnel: KY Public Employees' Deferred Comp Authority – Executive Director's Office
Business Function: Program Leadership, Supervision & Management
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: Robert Brown
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Program leadership and management • Assist branch managers with non-standard functions of the Authority • Work with Vendors and third party administrator • Coordinate Information Technology functions with the TPA and Personnel Cabinet

Name of Organization within Personnel: Kentucky Public Employees' Deferred Compensation Authority – Administrative Services Branch
Business Function: Provide administrative support for the operation of the Authority
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: Kristey Weisenberger
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Ensures all Participation Agreement (P/A) and participant ACH loan information is properly and timely entered into the NRS record keeping system • Manages the operations of the Administrative Services Branch and supervises support staff • Enters investment elections and fund transfers into the NRS record keeping system • Communicates with Payroll Officers regarding lump sum deferrals and special 3-year catch-up contributions to the 457 Plan • Monitors the Authority website for required updates • Makes messenger runs in a timely manner and ensures the state car is properly serviced on a regular basis • Approves and enters all beneficiary forms • Open, sort and distribute Authority mail • Provides primary receptionist duties

Name of Organization within Personnel: Kentucky Public Employees' Deferred Compensation Authority – Deposits & Records Branch
Business Function: Responsible for collecting, accounting for and depositing of receipts from participants as well as imaging and scanning of all participant records/transactions.
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: Donna Towles
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Manages the operations of the Deposits & Records Branch and supervises the supporting staff • Ensures electronic and paper employer billings received each day are correct and promptly keyed into the record keeping system. • Ensures participant self-bill loan repayments received each day are compiled and listed on batch spread sheet. • Ensures IRA contribution checks received from participants are entered on EMARS and deposited with state treasury on same day received. • Ensures the receipt of participant rollovers and transfers from the third party marketing team are promptly entered into the third party record keeping system, deposited with state treasury and forwarded to the record keeper the same day for investment in accordance with participant instructions. Verifies the accurate processing of participants' Roth conversion requests received for the marketing team. • Performs the imaging of participant records. • Assists with the annual audit of the Authority's plans and trusts by the independent outside auditing firm. • Ensures wire is sent to record keeper for investment from prior day. • Assists in reviewing and working the participant over deferral listing.

Name of Organization within Personnel: Kentucky Public Employees' Deferred Compensation Authority – Marketing and Communications
Business Function: Responsible for increasing the transparency of Authority operations working with the third-party administrator's Marketing and Communications teams.
Unit Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 2 to 3 days
Name of Functional Leader/Supervisor: Christopher Helvey
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Manages the operations of the Marketing and Communications Branch and supervises supporting staff • Serves as primary Authority contact with the NRS marketing and communications teams in Frankfort and Columbus, Ohio • Leads the development and productions of the Annual Investment and Educations Expo series • Represents the Authority at seminars, conferences, benefits fairs, employer site- visits, etc. • Monitors the administration of remaining participant life insurance policies • Responsible for submission of award proposals to organizations such as NAGDCA and <i>Pension and Investments Magazine</i> (Eddy Awards program) • Responsible for prior preparation and production of all Authority newsletters (participant and employers)

Name of Organization within Personnel: Kentucky Public Employees' Deferred Compensation Authority – Members Services Center Branch
Business Function: Responsible for discussing and processing requests for participants who walk-in or call
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: April Smyth
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Manages the operations of the Members Services Center Branch and supervises supporting staff • Discusses and initiates participant payouts, including hardship and unforeseen emergency withdrawal requests, RMDs, loans, deaths and disability claims and transfers to purchase service credits • Provides participant telephone and walk-in services (call center), including explanation of the Plans' provisions, password reset, answering quarterly statement inquiries, etc.

Name of Organization within Personnel: Kentucky Public Employees' Deferred Compensation Authority – Receipt Reconciliation Branch
Business Function: Responsible for tasks related to the investment and reconciliation of participant assets
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 1 day
Name of Functional Leader/Supervisor: Lisa McDaniel
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Manages the operations of the Receipt Reconciliations Branch and supervises supporting staff • Ensures the billings worked by the Deposit and Records Branch are correct. Then creates a cash receipt for the billings and batches them and batched in the record keeping system. Next, forwards checks with cash receipts to the Administrative Services Branch Manager for timely delivery to treasury for deposit. • Ensures participant marked as terminated on the billings are entered terminated in the record keeping system. • Ensures loan repayments (self-billed) are properly keyed into the record keeping system as well as being batched and a cash receipt has been produced. • Ensures electronic and paper billing and deposit discrepancies are promptly resolved and the record keeper is notified and instructed as to the corrective reconciliation action to be taken for immediate investment of those contributions being held in suspense. • Reviews and confirms cash receipts are properly created on EMARS and checks are processed for deposit to state treasury. • Assists participating employers with billing inquiries, including the resolution of erroneous billings received from the record keeper as well as replacement of billings not received from the record keeper. • Responsible for the final input of every state payroll run • Ensures loan rejects, pay offs, unscheduled payments, etc. are promptly and accurately resolved and authorized for deposit. • Ensures billings and checks which involve issues are secured daily in the Authority's safe as of the close of each business day. • Responsible for the operation, growth and maintenance of the electronic billing process. • Reviews and works the participant over deferral listing. • Assist with the annual audit of the Authority's plans and trusts by the independent outside auditing firm.

Name of Organization within Personnel: Department of Human Resources Administration – Commissioner’s Office
Business Function: Provides oversight and management to divisions within the department.
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Indefinite, given that the 2 divisions are operating properly.
Name of Functional Leader/Supervisor: Mary Elizabeth Bailey
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: Provides Executive oversight to the Division of Career Opportunities and Division of Employee Management

Name of Organization within Personnel: Department of Human Resources Administration - Division of Career Opportunities – Director’s Office
Business Function: Oversight of centralized recruitment/hiring function for Commonwealth of KY merit employment
Unit Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 2-3 days
Name of Functional Leader/Supervisor: Scotty Barker, Assistant Director
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Oversees all areas of merit recruitment and selection including hiring agency vacancy announcements and requisitions, applicant submissions to announcements, and certification of registers to executive branch hiring agencies. • Works in tandem with Office of Legal Services on Personnel Board appeals and other matters concerning KRS 18A and 101 KAR. • Assists Office of Administrative Services with reviews of internal employee’s qualifications concerning reclasses, salary comparisons and other related personnel actions. • Oversees the reemployment function of lay-offs. • Responds to and/or drafts written responses to Governor’s Office Constituents seeking assistance with the merit employment process. • Reviews and submits system change requests involving COS/KHRIS functionality.

Name of Organization within Personnel: Department of Human Resources Administration - Division of Career Opportunities – Applicant Services and Recruitment Branch
Business Function: Serve as first point of contact to all applicants interested in Commonwealth employment
Unit Priority Rating: () Critical; (X) High Importance; () Important; () Necessary
Cabinet Priority Rating: () Critical; (X) High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 2-3 days
Name of Functional Leader/Supervisor: Carlos Linares
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <p>The Applicant Services and Recruitment Branch provides procedural and technical assistance via telephone, email, computer lab and the COS Helpdesk to COS applicants and agency users. The Helpdesk identifies and resolves on-line application issues including merged accounts, login failures and applicant password resets. The branch reviews applicant information related to requisition folders. Approvals, rejections are created and related correspondence is created and sent via COS and sent via email.</p> <p>The Veterans Advisor works with and advises veterans regarding state employment opportunities and hiring processes. Assistance is provided to veterans in the utilization of appropriate language to effectively convey knowledge, skills and abilities associated with military service. Veteran's outreach is conducted via email, phone, workshops and recruitment events.</p> <p>The Co-op/Intern Coordinator provides guidance to state agencies and applicants and determines eligibility for program participation.</p> <p>The Applicant Services and Recruitment Branch currently offers recruiting services for agencies to assist in building an innovative, dedicated and diverse workforce. By partnering with agencies, necessary relationships are built to achieve the overall goal of meeting human resources needs. The focus for recruiting has been directed toward difficult to fill positions within agencies. The following services are offered to reach the right applicants for the right positions:</p> <ul style="list-style-type: none"> • Agency Corroboration • Utilization of COS reporting tools to identify qualified applicants • Approvals for agency recruitment advertisements outside COS • Recruitment events • Veteran Advisor partnership with OET • Newsletter for colleges and universities • Verification of Education and Licenses <p>Spotlighted jobs on the state recruiting website careers.ky.gov</p>

Name of Organization within Personnel: Department of Human Resources Administration - Division of Career Opportunities – Human Resources Certification Branch
Business Function: Review and determine eligibility for merit employment for the Commonwealth.
Unit Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 2-3 days
Name of Functional Leader/Supervisor: Ross Nipp
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <p>The HR Certification Branch consists of Personnel Program Analysts and Personnel Program Consultants. Work assignments include conducting minimum qualification reviews, providing agency support, and performing quality assurance checks of applicant credentials prior to appointment.</p> <p>Minimum Qualification Reviews are performed on applicants who are selected by the hiring agency from a requisition (register). Reviews (either internal mobility or competitive) are done by utilizing the COS/Kenexa BrassRing end-user web site and Filenet imaging system to access the applicants' applications. Approvals (class review forms) and rejections are created in COS after a determination has been made. Rejections and Information Request are sent via email to applicants through our COS.</p> <p>Agency support includes receiving requests from agency contacts to review their employees for personnel actions and reviewing credentials of employees whose positions have been impacted by re-orgs and/or budget reductions for placement procedures as part of lay-off plans. Staff review, approve or deny personnel actions that have been entered into KHRIS by their assigned agencies.</p> <p>QA checks are performed after the hiring agency has selected their preferred candidate to be considered for appointment/promotion from a requisition. This measure was put in place for quality assurance purposes.</p>

Name of Organization within Personnel: Department of Human Resources Administration - Division of Career Opportunities – Register Branch
Business Function: Certifies lists of qualified applicants to Executive Branch agencies.
Unit Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
Cabinet Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: one day
Name of Functional Leader/Supervisor: Amy Ireland
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ol style="list-style-type: none"> 1. Certify registers with competitive and internal mobility applicants by county for merit vacancies in all state agencies of the Executive Branch. 2. Receive approved requests to fill vacant classified positions in Executive Branch agencies. 3. Queries applications to match job classification and county requests. 4. Provides technical assistance to applicants and Executive Branch agencies. 5. Assures personnel actions associated with registers are in compliance with applicable statutes, regulations and policies.

<p>Name of Organization within Personnel: Department of Human Resources Administration – Division of Employee Management- Director’s Office</p>
<p>Business Function: Provides oversight and management to branches within division.</p>
<p>Unit Priority Rating: (X) Critical; () High Importance; () Important; () Necessary</p>
<p>Cabinet Priority Rating: (X) Critical; () High Importance; () Important; () Necessary</p>
<p>How long could this Business Function be out of service before it would become Critical to your Operation: Indefinite, given that the four branches are operating properly.</p>
<p>Name of Functional Leader/Supervisor: Mary Elizabeth Bailey</p>
<p>I. Normal Procedures and Processes</p>
<p>Outline of Tasks and Responsibilities:</p> <p>Provide leadership and direction to all branches and programs within the Division. Provide guidance and assistance to HR leaders in all programmatic areas contained within the Division. Ensure enterprise adherence with 18A. Oversee KHRIS HR/payroll functions and system modifications. Responsible for the development and delivery of HR & KHRIS system training. Works in conjunction with Secretary of the Governor’s Executive Cabinet to review Personnel Position Exemptions.</p>

Name of Organization within Personnel: Department of Human Resources Administration - Division of Employee Management - Classification and Compensation Branch
Business Function: Development and Revision of Classification Standards (Specifications), Conduct/Respond to market studies of compensation
Unit Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input checked="" type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: Indefinite
Name of Functional Leader/Supervisor: Jamie Caldwell
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Provide consultation services to agencies regarding classification issues • Develop and respond to survey instruments relating to salaries

Name of Organization within Personnel: Department of Human Resources Administration - Division of Employee Management - Classification and Compensation Branch
Business Function: Advice and Actions, Provide classification and compensation services for the unclassified service (non-merit)
Unit Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input checked="" type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input type="checkbox"/> High Importance; <input checked="" type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: One Week
Name of Functional Leader/Supervisor: Jamie Caldwell
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Provide consultation to agencies and review of actions relating to classification/compensation for the establishment of positions • Interpret classification and compensation regulations related to positions appointed by the Governor

<p>Name of Organization within Personnel: Department of Human Resources Administration – Division of Employee Management- Organizational Management Branch</p>
<p>Business Function: Process Personnel Actions (Establishments, Reclassifications, Reallocations, Work County Changes & Reorganizations), maintenance of allocated CAP assignment, Block 50 assignment, Function Group assignment, and assist with KHRIS relationship maintenance and position maintenance.</p>
<p>Unit Priority Rating: () Critical; () High Importance; (x) Important; () Necessary</p>
<p>Cabinet Priority Rating: () Critical; () High Importance; (x) Important; () Necessary</p>
<p>How long could this Business Function be out of service before it would become Critical to your Operation: 10 business days (If longer than two weeks Payroll will not be accurate)</p>
<p>Name of Functional Leader/Supervisor: Myrissa Ritter</p>
<p>Normal Procedures and Processes</p>
<p>Outline of Tasks and Responsibilities:</p> <ul style="list-style-type: none"> • Review and approve/reject Personnel Actions • Review and maintain Organizations in KHRIS • Create and maintain Jobs in KHRIS. • Review and maintain Positions in KHRIS. • Entry of CAP assignments, Block 50 assignment, Function Group assignment, and Shift Premium assignment in KHRIS • Maintain KHRIS relationships: reports to, belongs to, cost center, etc.

Name of Organization within Personnel: Department of Human Resources Administration - Division of Employee Management – Personnel Administration Branch
Business Function: Process all Personnel Actions and Maintain and Reproduce Personnel Files
Unit Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
Cabinet Priority Rating: <input type="checkbox"/> Critical; <input checked="" type="checkbox"/> High Importance; <input type="checkbox"/> Important; <input type="checkbox"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 10 calendar days (If longer than two weeks Payroll WILL NOT be accurate)
Name of Functional Leader/Supervisor: Lisa Case
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Reviews, forwards, and approves personnel actions. Ensure PANs are issued and posted to FileNet. • Maintains official employee files for all state employees. Scans indexed documents into the system. Assists Office of Legal Services with Open Records Requests related to employee records. • Provides customer service to inquiring employees, human resource liaisons, and the general public related to processes, employee information, and verifications of employment. • Verifies months of service and leave balances for employees and agency representatives. • Maintains signature authorization records for agency authorized employees. • Monitors important expirations of sick leave, interim terms, details to special duty and overlaps.

Name of Organization within Personnel: Department of Human Resources Administration - Division of Employee Management - Payroll Branch
Business Function: Provide Statewide Payroll Support and process manual pay processes, process off-cycle requests, and certify payroll on a timely basis
Unit Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (x) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 2-3 days for production of manual payment vouchers to meet requirements to pay timely
Name of Functional Leader/Supervisor: Tim Wallen
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Provide Payroll Support and Consultation Services to Agencies • Process manual payments and refunds on payroll • Process and submit off-cycle requests to production • W-2 Production Preparation/Audit/Support to agencies • Remittance of 3rd party pay, including optional insurance vendors • Coordinating the Processing of EFTs in error

Name of Organization within Personnel: Department of Employee Insurance – Commissioner’s Office
Business Function: Kentucky Employees’ Health Plan (KEHP) Operations
Unit Priority Rating: (<input checked="" type="checkbox"/>)Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (<input checked="" type="checkbox"/>)Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 24 to 48 hours (sooner if during open enrollment)
Name of Functional Leader/Supervisor: Jenny Goins, Commissioner
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: The Department of Employee Insurance is responsible for overseeing the Kentucky Employees’ Health Plan (KEHP) as well as the Spending Account Program(s) for state employees. The Department is to: 1. Provide exemplary customer service to KEHP members, which include employees in state government, boards of education, health departments, retirees and quasi agencies. 2. Support state government employees with health insurance and/or spending accounts. 3. Receive, analyze, and maintain health insurance data to assist the Commonwealth in making decisions relative to the state health insurance plan. 4. Support the ongoing efforts of the Kentucky Group Health Insurance Board, Employee Advisory Council, legislative initiatives, etc...

Name of Organization within Personnel: Department of Employee Insurance – Division of Financial & Data Services – Data Analysis Branch (DAB)
Business Function: Analyzes data from available sources, as well as, tests upgrades and bugs.
Unit Priority Rating: (✓)Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (✓)Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 5 days
Name of Functional Leader/Supervisor: Cindy Stivers
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: This branch analyzes, evaluates, and interprets health insurance data from all available sources and prepares reports based on the data for distribution to appropriate individuals within and outside the Personnel Cabinet. Staff assesses the impact of proposed legislation on the Commonwealth’s health care program; provides input to the Commonwealth’s budget process with respect to the KEHP; collects, maintains and analyzes enrollment and claims payment data from the Commonwealth’s Health Insurance carriers and TPAs through a consolidated database; procures data analysis services to establish and maintain a comprehensive database of eligibility, claims utilization data necessary to manage the KEHP; provides reports to the Kentucky Group Health Insurance Board and the Employee Advisory Committee, as well as, information upon request. This branch also provides system analysis and design support for both the Group Health Insurance (GHI) System and Premium Billing & Reconciliation (PB&R) System. Upgrades to those systems are scheduled each year.

Name of Organization within Personnel: Department of Employee Insurance – Division of Financial and Data Services – Director’s Office
Business Function: Financial and Data Services for the KEHP
Unit Priority Rating: (✓)Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (✓)Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 24 – 48 Hours
Name of Functional Leader/Supervisor: Cindy Stivers
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: DEI’s Division of Financial and Data Services includes the Financial Management Branch, the Flexible Benefits Branch, and the Data Analysis Branch. See individual responsibilities under each branch’s section.

Name of Organization within Personnel: Department of Employee Insurance – Division of Insurance Administration – Director’s Office
Business Function: Enrollment and Member Services for the KEHP
Unit Priority Rating: (<input checked="" type="checkbox"/>) Critical; (<input type="checkbox"/>) High Importance; (<input type="checkbox"/>) Important; (<input type="checkbox"/>) Necessary
Cabinet Priority Rating: (<input checked="" type="checkbox"/>) Critical; (<input type="checkbox"/>) High Importance; (<input type="checkbox"/>) Important; (<input type="checkbox"/>) Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 24 – 48 Hours
Name of Functional Leader/Supervisor: Christie Burkhead, Acting Division Director
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: The Division of Insurance Administration includes the Enrollment Information Branch and the Member Services Branch. See individual responsibilities under each branch’s section.

Name of Organization within Personnel: Department of Employee Insurance – Division of Insurance Administration – Enrollment Information Branch (EIB)
Business Function: Responsible for development & maintenance of the eligibility and enrollment database for KEHP
Unit Priority Rating: (✓) Critical; () High Importance; () Important; () Necessary
Cabinet Priority Rating: (✓) Critical; () High Importance; () Important; () Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 24 to 48 hours
Name of Functional Leader/Supervisor: Christie Burkhead, Acting Division Director
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: This branch is responsible for developing and maintaining health insurance eligibility and enrollment information via the KHRIS system for all participants in the KEHP; acting as liaisons to Insurance Coordinators and Third Party Administrators (TPA) to meet their enrollment and eligibility data needs; implementing the open enrollment process; and performing other related health insurance functions (which include back-up on customer service communications).

Name of Organization within Personnel: Department of Employee Insurance - Life Insurance Branch
Business Function: Provide state sponsored life benefits
Unit Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
Cabinet Priority Rating: <input type="radio"/> Critical; <input checked="" type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: 2 to 3 days
Name of Functional Leader/Supervisor: Joe Hughes
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: <ul style="list-style-type: none"> • Provide customer service. • Maintain eligibility database. • Open, stamp, batch and scan daily mail. • Bill locations and/or employees for coverage. • Reconcile location premium payments. • Post individual premium payments. • Deposit premium payments received once a week. • Wire premiums to carrier once a month. • Respond to evidence of insurability request by employees and approvals faxed to locations once approved by carrier. • Process death claims to send to carrier.

Name of Organization within Personnel: Office of Public Affairs
Business Function: Communications, PIO and website
Unit Priority Rating: <input type="radio"/> Critical; <input type="radio"/> High Importance; <input type="radio"/> Important; <input checked="" type="radio"/> Necessary
Cabinet Priority Rating: <input checked="" type="radio"/> Critical; <input type="radio"/> High Importance; <input type="radio"/> Important; <input type="radio"/> Necessary
How long could this Business Function be out of service before it would become Critical to your Operation: The first day. In the case of a local or governmental disaster involving Personnel or our facility, we need to operate immediately to assist in responding to employee and media inquiries.
Name of Functional Leader/Supervisor: Jodi Whitaker, PIO and Executive Director
I. Normal Procedures and Processes
Outline of Tasks and Responsibilities: 1) Provide communications support, internally and externally 2) Cabinet spokesperson 3) Update and maintain website