

The Personnel Cabinet

Duties and Responsibilities

Mission Statement

Our Mission

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.

Our Vision

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

Our 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.

General Description of offices in the Personnel Cabinet

Office of the Secretary

The Office of the Secretary provides executive policy and management support to the departments, offices and divisions of the Cabinet, promulgates administrative regulations, advises the Personnel Board on matters pertaining to the classified service, conducts investigations on all matters relating to personnel laws and rules, prepares budget estimates for support of the personnel system, provides personnel services to unclassified employees according to agency agreements, and provides for such other services as are enumerated in KRS 18A.030.

Office of Public Affairs

The Office of Public Affairs provides communication planning and marketing services for the Personnel Cabinet, promoting employee benefits, programs and services, policies, and new initiatives. The office is responsible for media relations, website design and maintenance, social and electronic media, publications and all communication distributed from the Cabinet.

Department of Employee Insurance

The Department of Employee Insurance administers the Kentucky Employees' Health Plan (KEHP), a \$1.8 billion, self-funded, health insurance program, which provides benefits to nearly 300,000 public employees and their dependents. DEI also administers Group Life Insurance and operates a Health and Dependent Care Flexible Spending Account Program for public employees.

Department of Human Resources Administration

The Department of Human Resources Administration oversees the administration of the Commonwealth's employment application process; creates and issues employment registers; performs state payroll functions; maintains employee personnel records; and manages the classification and state compensation system and the statewide Performance Management Program.

Kentucky Public Employees' Deferred Compensation Authority

The Kentucky Public Employees' Deferred Compensation Authority is a voluntary supplemental retirement benefits program available to Kentucky public employees (this includes employees of state government agencies, public school systems, state universities and local government entities).

Office of Administrative Services

The Office of Administrative Services administers the internal administration of the Cabinet including budgeting, accounting, purchasing, human resources, payroll, benefits, internal audit, and facilities. The department is also responsible for the design, development, implementation and maintenance of strategic human resources projects including the Career Opportunities System (COS), the Kentucky Human Resource Information System (KHRIS) and the Personnel Cabinet's information technology (IT) services

Office of Diversity, Equality, and Training

The Office of Diversity, Equality, and Training (ODE&T) 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. 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.

Office of Employee Relations

The Office of Employee Relations administers the following programs: Adoption Benefit Program, Annual Leave Sharing Program, Employee Engagement and Volunteerism, Employee Recognition Certificates, Family Medical Leave, Governor's Ambassador Award, KY Employee Assistance Program (KEAP), KY Employee Mediation Program (KEMP), KY Employee Suggestion System, Public Employee Recognition Week, Return to Work, Sick Leave Sharing Program, State Safety Program, Workplace Resolutions Program and Workers' Compensation.

Office of Legal Services

The Office of Legal Services (OLS) serves as primary representation of the Cabinet and its employees in administrative hearings and trials before state and federal courts. The executive director of OLS is responsible for responding to all open records requests and subpoenas in a timely manner. Additionally, the Office of Legal Services provides legal guidance and assistance to Executive Branch agencies on all facets of HR law and serves as an expert witness for other agencies regarding the state merit system.