

TIME: 9:00 am
AUG 14 2024
Emily B Cusick
REGULATIONS COMPILER

1 PERSONNEL CABINET

2 (New Administrative Regulation)

3 101 KAR 2:086. Internship Interview Preference.

4 RELATES TO: KRS 18A.030, 18A.032, 18A.110

5 STATUTORY AUTHORITY: KRS 18A.110

6 NECESSITY, FUNCTION, AND CONFORMITY: KRS 18A.030 directs the secretary of
7 the Personnel Cabinet to establish general procedures for personnel recruitment, for
8 certification, and for improving the efficiency of employed personnel. KRS 18A.110
9 requires the secretary to promulgate regulations for the classified service hiring and
10 selection process, to include (1)(a) applications and examinations, (1)(b) certification and
11 selection of eligibles, (1)(f) registers, and (7)(j) other regulations not inconsistent with KRS
12 Chapter 18A and KRS Chapter 13A, as may be proper and necessary for its
13 enforcement. This administrative regulation establishes internship interview preference
14 for the KRS Chapter 18A classified service hiring process.

15 Section 1. Eligibility.

16 An applicant shall be granted an internship interview preference for the position applied
17 for if he or she:

18 (1) Meets the minimum qualifications of the KRS Chapter 18A classified position applied
19 for; and

20 (2) Provides documentation verifying his or her successful completion of an internship
21 coordinated by the Personnel Cabinet.

1 Section 2. Procedures.

2 (1) Applicants entitled to internship interview preference as set forth in Section 1 of this
3 administrative regulation shall be clearly identified.

4 (2) If the number of applicants granted an interview preference for an advertised classified
5 position is less than five (5), the employing agency shall offer an interview to all applicants
6 identified in subsection (1) of this section.

7 (3) If the number of applicants granted an interview preference for an advertised classified
8 position equals or exceeds five (5), the employing agency shall offer an interview to no
9 fewer than five (5) applicants identified in subsection (1) of this section.

10 Section 3. Restrictions.

11 (1) Internship interview preference shall expire:

12 (a) Upon initial appointment to any position in the classified service; or

13 (b) After five (5) years from the date of internship completion.

14 (2) The secretary may revoke an applicant's internship interview preference for one or
15 more positions due to factors listed in KRS 18A.032.

16 (3) The secretary may designate specific positions, job classifications, or agencies as
17 exempt from internship interview preference requirements.

18 (4) The provisions of this administrative regulation shall be effective for KRS Chapter 18A
19 classified positions advertised beginning July 1, 2025.

Mary Elizabeth Bailey

8/9/24

Mary Elizabeth Bailey, Secretary, Personnel Cabinet

Date

PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on October 21, 2024, at 10:00 a.m. at 501 High Street, Frankfort, Kentucky 40601. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through October 31, 2024. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Rosemary Holbrook, Executive Director, Office of Legal Services, 501 High Street, 3rd floor, Frankfort, Kentucky 40601, phone: (502) 564-7430, fax: (502) 564-0224, email: RosemaryG.Holbrook@ky.gov.

REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

101 KAR 2:086

Contact Person: Rosemary Holbrook

Phone: (502) 564-7430

Email: RosemaryG.Holbrook@ky.gov

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation establishes internship interview preference for the KRS Chapter 18A classified service hiring process.

(b) The necessity of this administrative regulation: This administrative regulation is necessary to improve Executive Branch employee recruitment, implement the interview preference incentive for participants in cabinet-sponsored internships, and to strengthen enforcement authority for procedures established pursuant to KRS 18A.030.

(c) How this administrative regulation conforms to the content of the authorizing statutes: KRS 18A.110 requires the secretary to promulgate regulations for the classified service hiring and selection process, to include (1)(a) applications and examinations, (1)(b) certification and selection of eligibles, (1)(f) registers, and (7)(j) other regulations not inconsistent with KRS Chapter 18A and KRS Chapter 13A, as may be proper and necessary for its enforcement.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: KRS 18A.030 directs the secretary to establish general procedures for personnel recruitment, for certification, and for improving the efficiency of employed personnel. Those general procedures include a program for cabinet-sponsored internships, including interview preference for those who complete internships. Promulgating internship interview preference in regulation strengthens the enforcement authority for procedures established pursuant to KRS 18A.030.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: NA

(b) The necessity of the amendment to this administrative regulation: NA

(c) How the amendment conforms to the content of the authorizing statutes: NA

(d) How the amendment will assist in the effective administration of the statutes: NA

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: All agencies that hire for KRS Chapter 18A classified positions are subject to the provisions of this administrative regulation.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: Hiring

agencies will be required to offer interviews to job applicants pursuant to the provisions of this administrative regulation.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): Compliance does not have a direct cost. Hiring agencies will incorporate the interview requirements into existing selection procedures.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): Hiring agencies will be presented with a broader pool of applicants beyond those who are minimally qualified. Applicants who have completed a cabinet-sponsored internship are anticipated to have a greater understanding of state employment opportunities and conditions.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: There are minimal costs anticipated for implementation of this regulation.

(b) On a continuing basis: There are minimal costs anticipated for continuing administration of this regulation.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Existing agency funds will be used for implementation and enforcement.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: Implementation of this administrative regulation does not require an increase in fees or funding

(8) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: This administrative regulation does not establish any new or additional fees.

(9) TIERING: Is tiering applied? No. This administrative regulation treats all impacted entities the same.

FISCAL IMPACT STATEMENT

101 KAR 2:086

Contact person: Rosemary Holbrook

Phone: (502) 564-7430

Email: RosemaryG.Holbrook@ky.gov

(1) Identify each state statute, federal statute, or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 18A.110(1)(a), (1)(b), (1)(f), and (7)(j)

(2) Identify the promulgating agency and any other affected state units, parts, or divisions: The Personnel Cabinet is the promulgating agency. All state agencies that hire for KRS Chapter 18A classified positions are subject to the provisions of this administrative regulation.

(a) Estimate the following for the first year:

Expenditures: This administrative regulation is not anticipated to have direct expenditures.

Revenues: This administrative regulation does not generate revenue.

Cost Savings: This administrative regulation will not result in cost savings.

(b) How will expenditures, revenues, or cost savings differ in subsequent years? Expenditures, revenues, and cost savings are not anticipated to change in subsequent years.

(3) Identify affected local entities (for example: cities, counties, fire departments, school districts): There are no affected local entities.

(a) Estimate the following for the first year:

Expenditures: NA

Revenues: NA

Cost Savings: NA

(b) How will expenditures, revenues, or cost savings differ in subsequent years? NA

(4) Identify additional regulated entities not listed in questions (2) or (3): There are no regulated entities other than those listed in question (2).

(a) Estimate the following for the first year:

Expenditures: NA

Revenues: NA

Cost Savings: NA

(b) How will expenditures, revenues, or cost savings differ in subsequent years? NA

(5) Provide a narrative to explain the:

(a) Fiscal impact of this administrative regulation: This administrative regulation does not have a significant fiscal impact.

(b) Methodology and resources used to determine the fiscal impact: The provisions of this administrative regulation were reviewed, and a significant fiscal impact was not identified.

(6) Explain:

(a) Whether this administrative regulation will have an overall negative or adverse major economic impact to the entities identified in questions (2) - (4). (\$500,000 or more, in aggregate) An overall negative or adverse major economic impact is not anticipated.

(b) The methodology and resources used to reach this conclusion: The provisions of this administrative regulation were reviewed, and a significant fiscal impact was not identified.



KENTUCKY PERSONNEL BOARD

Andy Beshear
GOVERNOR

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Frankfort, Kentucky 40601
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<http://personnelboard.ky.gov>
www.kentucky.gov

Gordon A. Rowe, Jr.
EXECUTIVE DIRECTOR

August 12, 2024

Hon. Rosemary Holbrook
Personnel Cabinet
501 High Street, 3rd Floor
Frankfort, KY 40601

RE: Approval of proposed Personnel Cabinet regulation 101 KAR 2:085
Internship Interview Preference

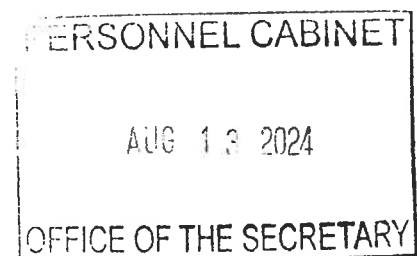
Dear Ms. Holbrook:

In accordance with 18A.110(6), the Personnel Board reviewed the above proposed regulation presented by the Personnel Cabinet. The Board unanimously approved the changes as submitted during its August 9, 2024 Board Meeting.

If there are any questions regarding the Board's actions or if any additional information is needed, please contact me.

Sincerely,

Gordon A. Rowe, Jr.
Executive Director



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