



COMMONWEALTH OF KENTUCKY
DEPARTMENT OF PERSONNEL
CAPITOL ANNEX
FRANKFORT, KENTUCKY 40601

THOMAS C. GREENWELL
COMMISSIONER

WALLACE G. WILKINSON
GOVERNOR

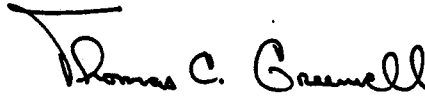
October 1, 1988

The Honorable Wallace G. Wilkinson
Governor, Commonwealth of Kentucky

Mr. James I. Terry
Chairman, Kentucky Personnel Board

In accordance with KRS 18A.030(12), I am submitting this Annual Report of the Department of Personnel for Fiscal Year 1987-1988.

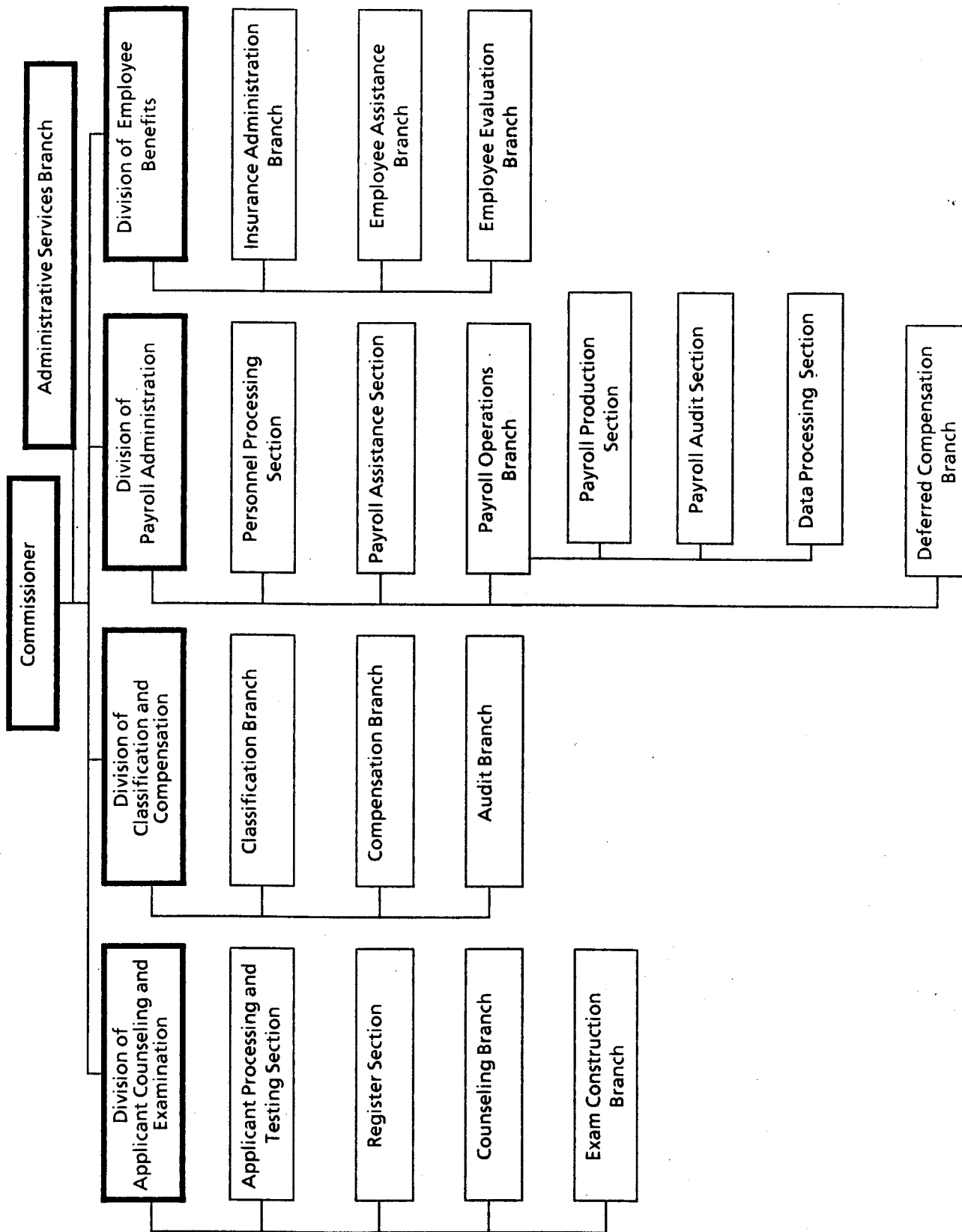
Sincerely,


Thomas C. Greenwell

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DEPARTMENT OF PERSONNEL



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Department of Personnel

ORGANIZATION

Office of the Commissioner

Provides executive policy and management support to the divisions of the department; promulgates administrative regulations; advises the Personnel Board on matters pertaining to the classified service; conducts investigations on all matters relating to the 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.

Division of Applicant Counseling and Examinations

Recruits and examines applicants for the classified service and certifies appointments and promotions of all state employees.

Division of Classification and Compensation

Prepares and maintains job classification and compensation plans for state employees, including the review of all personnel position actions, job audits, revision of class specifications and salary surveys.

Division of Payroll Administration

Audits and certifies all state payrolls; prepares and maintains all employee records; prepares employee information reports; and administers the Kentucky Deferred Compensation System.

Division of Employee Benefits

Assists employees who are troubled; coordinates compliance with the Equal Employment Opportunity programs; administers the health and life insurance options for state employees; coordinates safety in the workplace programs; promotes health awareness and maintenance through the nurses stations in state office buildings; and administers the Employee Suggestion System.

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ACHIEVEMENTS

Health Insurance

Renegotiated the state-wide employee health insurance contract with Blue Cross and Blue Shield of Kentucky which was threatened with cancellation.

Instituted the "Flexible Benefit Plan" which allows state employees to voluntarily pay health insurance premiums with pre-tax dollars.

New Program Announcement: "Instant Record Analysis"

These screens are designed for an agency head or his management staff and for personnel administrators. The purpose is to retrieve information from several different sources and show it in summary form. The screens provide instant answers to some of the questions commonly asked by personnel managers.

EEO Reports Required of Agencies each Six Months Now Computerized, Saving EEO Coordinators and Others an Estimated 75 Percent+ in Work

The new procedure will be particularly attractive to agencies because all calculations that had to be done manually are now done by computer. Previously 12 columns of information had to be done manually by the agency. Now, only 3 columns will need to be completed, and those are "goals" columns.

UPPS Payroll Forms Revised to Require 23 Percent Less Paper

We are pleased to announce that we have revised some UPPS Payroll Transaction Forms. You will find the revised forms less complicated and more efficient because they contain only the fields needed within the system and are in a more productive, legal size format. Thousands of these forms are used each year, so the reduction will amount to a substantial savings.

You Can Now FAX Documents to us by Dialing 564-5826

Our goal is to provide you with ever higher speeds of P-1 processing. This capability also allows quicker submission of an application by an applicant at a remote location.

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ACHIEVEMENTS

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Kentucky in Top Ten Nation-wide in Assets in Deferred Compensation

Increased participant deferrals have enabled Kentucky to move into the top ten in the nation in plan assets. As the following figures show, based on a survey conducted by the National Association of Deferred Compensation Administrators, Kentucky's plan assets are far greater than many larger, more populous states.

Kentucky Employee Assistance Program

In 1987, KEAP employed a certified psychologist to expand and coordinate services of the KEAP office. Initiated the formation of the Kentucky State Government EAP Committee.

Employee Suggestion System

First year savings from seven state employee suggestions totaled \$1,512,489.

EEO Office

As the designated office for coordinating the implementation of the KRS 18A.138, the Affirmative Action Statute, the EEO Office revised goals and timetables for executive department cabinets, departments and agencies. The EEO Office sponsored the Annual Governor's EEO conference in Frankfort with 250 participants.

Division of Applicant Counseling and Examinations

Assisted the Cabinet for Human Resources and the Revenue Cabinet in special recruiting. We worked with college placement offices and visited the campuses to recruit in these specific areas.

Re-designed our computer information system which contains all applicant records and register certificate data. The information is easier to obtain and unnecessary steps have been eliminated. One major addition to our system is automatic master record and register update when an applicant has been tested. This allows applicant records to be processed faster and eliminates the possibility of errors.

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STATISTICS

Division of Classifications

New job classes established	19
Job classes revised	70
Job classes abolished	9
Pay grade changes	28
Special entrance exams implemented	9

Division of Applicant Counseling and Examinations

Examination Construction Branch

Classes for which selection methods were developed	145
Classes opened for testing	182
Written examinations constructed	22
Training and experience guidelines constructed	29
Exam statistical analyses	22
T&E evaluations	2,901

Applicant Processing and Exam Administration Section

Written examinations administered and graded	35,177
QUAL applications processed	14,486
Total number of applicants	25,892

Counseling Branch

Applicants interviewed	12,905
Personnel actions reviewed	9,466
Mail in applications reviewed	17,417
Co-op appointments	236

Register Section

Certificates issued	2,780
Appointments from register	3,121
Verifications	3,913

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EMPLOYEE FACTS
(as of June 30, 1988)

Executive Branch	32,171
Legislative Branch	216
Judicial Branch	2,088

Of the total permanent full-time employees in the Executive Branch:

47.1% are female

7.7% are minority

The average permanent full-time employee in the Executive Branch:

Earns \$20,684 per year salary

Receives \$3,723 in benefits