

**EXECUTIVE AGENCY**  
**FISCAL NOTE**

AGENCY'S ESTIMATES

Date Prepared: April 3, 2023

Agency Submitting: Department of Administration, Human Resource Management

Items of Revenue or Expense, or Both	Fiscal Year 2022-23	Fiscal Year 2023-24	Fiscal Year 2024-25	Effect on Future Biennia
CAT 01 - PERSONNEL (Expense)		\$144,122	\$198,556	\$397,112
CAT 04 - OPERATING (Expense)		\$672	\$616	\$1,232
CAT 05 - EQUIPMENT (Expense)		\$14,594		
CAT 26 - INFORMATION SERVICES (Expense)		\$1,756	\$1,943	\$3,886
Total	0	\$161,144	\$201,115	\$402,230

Explanation

(Use Additional Sheets of Attachments, if required)

The Division has reviewed S.B. 387 and determined that there will be a fiscal impact to the Division of Human Resource Management (DHRM). Section 1 of the bill adds a periodic review of the positions in the classified service that require a person to hold a bachelor's degree to determine the appropriateness of revising class specifications to allow for an equivalency based on skills or experience.

Two additional staff members to implement the parameters of this legislation will be necessary since the Classification Unit's workload will be increased due to the additional review. The two identified positions needed are detailed below.

Two (2) Personnel Analyst III (PA III) positions will perform the technical personnel functions of classification duties, research, and analysis, and make recommendations related to revisions of class specifications to determine the appropriateness of allowing for the skills and experience equivalencies in lieu of education; and collect data to support the State's recommendation made to the Personnel Commission.

The PA III's will support a deeper review of class specifications by identifying job-related knowledge, skills and abilities (KSAs) which are required to perform duties assigned to positions in a class. They will meet with subject matter experts to review duty statements, link KSA's with duties, and determine how each KSA is acquired; elicit and evaluate input from subject matter experts regarding licensure requirements, conditions of employment, and education and experience requirements for each class. The positions will also work as advisors to HR staff members and other managers regarding class specifications.

Name Mandee Bowsmith

Title Administrator

**GOVERNOR'S OFFICE OF FINANCE COMMENTS**

The agency's response appears reasonable.

Date Monday, April 03, 2023

Name Amy Stephenson

Title Director