

# **State Personnel Board of Review**

**Senate Finance and Financial Institutions Committee**

*Terry Steele, Budget Analyst  
Legislative Service Commission*

*May 18, 2007*

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**LSC Redbook**  
**for the**  
**State Personnel Board of Review**

**Senate Finance and Financial Institutions Committee**

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**ATTACHMENTS:**

Catalog of Budget Line Items  
LSC Budget Spreadsheet By Line Item: Executive to House Passed

*May 18, 2007*

# State Personnel Board of Review

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- PBR believes that sufficient funds exist in its FY 2007 appropriation to fund a majority of its CMDS project, and has withdrawn its \$25,000 supplemental request
- Total recommended funding of \$2,379,824 during the FY 2008-2009 biennium

## OVERVIEW

The State Personnel Board of Review (PBR) reviews appeals filed by classified exempt employees in the civil service at the state and local levels. The PBR's jurisdiction also includes university and general health districts. Appeals typically involve disputed layoffs, abolishments, displacements, removals, reductions, and reclassifications, but PBR also hears appeals filed by nonexempt classified employees who have not organized, and nonexempt employees whose bargaining agreement specifies a right to appeal to the Board. The Board has jurisdiction over investigations, whistle blower cases, and Occupational Safety and Health Administration (OSHA) violations as well.

The State Personnel Board of Review's core mission is to provide all parties appearing before the Board with a fair, comprehensive, and impartial review of their respective claims. PBR's second core mission is to monitor and assist Ohio's 220 municipal civil service commissions and personnel boards to ensure that Ohio's civil service laws are being uniformly interpreted. In order to complete these missions, PBR has developed a customer service program. This program is an effort to provide education about civil service law and issues to individuals who work in the personnel area across the state. In the past, PBR was able to provide seminars and to travel across the state to present information to 109 civil service commissioners, staff, attorneys, and human resources professionals. However, recent budget constraints have reduced PBR's ability to provide this service.

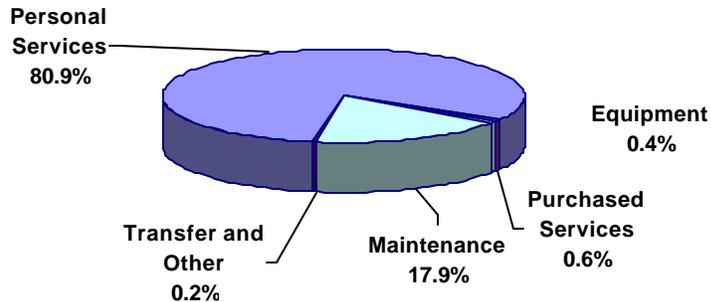
## CMDS System Upgrades

During the FY 2001-2002 biennium, PBR developed and implemented an automated Case Management Docketing System (CMDS). CMDS integrates PBR's case docketing, case tracking, and court appeals functions into one management system. As well as scheduling hearings more efficiently, the system allows the Board to gather and analyze case statistics that the Board could use to make operational improvements. By way of customer service, appellants are able to review the disposition of their case files on the PBR web site. Upon the advice of the Office of Information Technology (OIT), during FY 2006, PBR purchased a new blade server and Sequel operating system and support for the CMDS. This is the first upgrade purchased for this system since its implementation in FY 2002. PBR believes that its FY 2007 appropriation will allow the agency to fund approximately \$20,000-\$25,000 to address the software needs of CMDS. PBR may still find it necessary to spend an additional \$10,000-\$15,000 in FY 2008 to complete this project.

## Executive Recommendations for FYs 2008-2009

Recommended FY 2008 appropriations of \$1,163,181 are 0.8% higher than estimated FY 2007 spending of \$1,077,170. Recommended FY 2009 appropriations of \$1,216,643 are 4.6% above FY 2008 levels. As the chart below demonstrates, the majority of these funds are used for personnel costs and maintenance, such as computer software and repairs.

**Total Budget by Object Code, FYs 2008-2009**



## Staffing Levels

In addition to the three Board members, the agency operates with eight full-time staff. Pursuant to collective bargaining contracts, state employees will receive a raise in FY 2008. Benefit costs will also increase in the FY 2008-2009 biennium.

Personnel Board of Review Staffing Levels						
	2004	2005	2006	2007	Estimated	
	2008	2009				
<b>Total Personnel Board of Review</b>	11	11	11	11	11	11

\*Staffing levels represent the full-time equivalent (FTE) count funded by the Governor's recommendations and include three Board members.

## ANALYSIS OF EXECUTIVE PROPOSAL

### Single Program Series

### Classified Employees Administrative Appeals

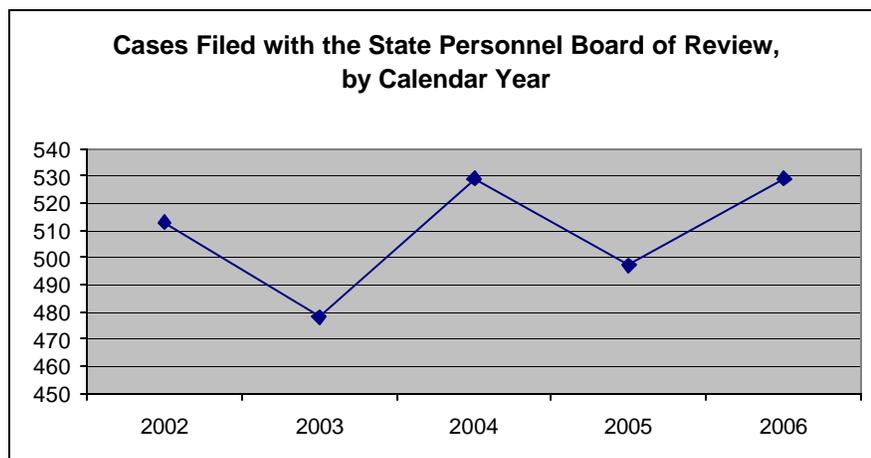
**Purpose:** The State Personnel Board of Review (PBR) reviews appeals filed by classified exempt employees in the civil service. PBR also provides outreach programs to educate personnel officers at the state and local levels about employee laws.

The following table shows the line items that are used to fund PBR, as well as the Governor's recommended funding levels.

Fund	ALI	Title	FY 2008	FY 2009
<b>General Revenue Fund</b>				
GRF	124-321	Operating Expenses	\$1,148,181	\$1,201,643
<b>General Revenue Fund Subtotal</b>			<b>\$1,148,181</b>	<b>\$1,201,643</b>
<b>General Services Fund</b>				
636	124-601	Transcript and Other	\$15,000	\$15,000
<b>General Services Fund Subtotal</b>			<b>\$15,000</b>	<b>\$15,000</b>
<b>Total Funding: Personnel Board of Review</b>			<b>\$1,163,181</b>	<b>\$1,216,643</b>

### Administrative Appeals

**Program Description:** PBR reviews appeals filed by classified exempt employees in the civil service. Appeals involve contested layoffs, abolishments, displacements, removals, reductions, reclassifications, and other related matters. Data compiled by the Board show that the Board received 529 new appeals in calendar year 2006, an increase of 6% over the 497 received in 2005. State and county agencies account for the majority of matters brought before the Board. The Board anticipates an increase in caseload over the next biennium due to increased layoffs and other personnel adjustments occurring across the state. The chart below shows the number of cases filed with the State Personnel Board of Review over the past five years.



**Funding Source:** GRF, security deposits, and other payments made by appellants

**Line Items:** GRF 124-321, Operating Expenses; Fund 636 124-601, Transcript and Other

**Implication of Executive Recommendation:** PBR requested \$1,223,040 in FY 2008 and \$1,261,906 in FY 2009 to continue current staffing, whereas the executive's recommendation provides \$1,163,181 in FY 2008 and \$1,216,643 in FY 2009 for this program. This level of funding could mean that PBR is not able to fully fund existing staff, and could limit the agency's ability to conduct outreach activities and conduct staff education and training. It may also limit the ability to pay for basic administrative functions.

### **Temporary and Permanent Law Provisions**

None

## REQUESTS NOT FUNDED

Fund Line Item	FY 2008 Requested	FY 2008 Recommended	Difference	FY 2009 Requested	FY 2009 Recommended	Difference
124-321, Operating Expenses	\$1,208,040	\$1,163,181	(\$59,859)	\$1,246,906	\$1,201,643	(\$45,263)
124-601, Transcript and Other	\$15,000	\$15,000	\$0	\$15,000	\$15,000	\$0
<b>TOTALS</b>	<b>\$1,223,040</b>	<b>\$1,163,181</b>	<b>(\$59,859)</b>	<b>\$1,261,906</b>	<b>\$1,216,643</b>	<b>(\$45,263)</b>

The State Personnel Board of Review requested \$1,223,040 for FY 2008, and \$1,261,906 for FY 2009. According to the Board, this recommended level may potentially result in PBR not being able to fully fund existing staff. Additionally, this funding level could limit the agency's ability to conduct outreach activities and conduct staff education and training.

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## General Revenue Fund

### GRF 124-321 Operating

2004	2005	2006	2007 Estimate	2008 House Passed	2009 House Passed
\$1,029,552	\$1,073,432	\$1,091,975	\$1,148,000	\$1,137,181	\$1,179,825
	4.3%	1.7%	5.1%	-0.9%	3.7%

**Source:** GRF

**Legal Basis:** ORC 124.03

**Purpose:** This fund pays for the personnel, maintenance, and equipment costs of the Personnel Board of Review.

## General Services Fund Group

### 636 124-601 Records and Reporting Support

2004	2005	2006	2007 Estimate	2008 House Passed	2009 House Passed
\$19,524	\$6,299	\$5,038	\$5,900	\$15,000	\$15,000
	-67.7%	-20.0%	17.1%	154.2%	0.0%

**Source:** GSF: Security deposits and other payments made by appellants

**Legal Basis:** ORC 124.03 creates the fund; ORC 119.12 authorizes the collection of security deposits from parties filing appeals

**Purpose:** This fund is used to defray the cost of producing administrative records and pays for refunds of overpaid security deposits.

## LSC Budget Spreadsheet by Line Item, FY 2008 - FY 2009

<i>Fund</i>	<i>ALI</i>	<i>ALI Title</i>	<i>Estimated</i> 2007	<i>As</i> <i>Introduced</i> 2008	<i>House Passed</i> 2008	<i>% Change</i> <i>Est. 2007 to</i> <i>House 2008</i>	<i>As</i> <i>Introduced</i> 2009	<i>House Passed</i> 2009	<i>% Change</i> <i>House 2008 to</i> <i>House 2009</i>
<b><i>PBR State Personnel Board of Review</i></b>									
GRF	124-321	Operating	\$1,148,000	\$ 1,148,181	\$ 1,137,181	-0.9%	\$ 1,201,643	\$ 1,179,825	3.7%
<b>General Revenue Fund Total</b>			<b>\$ 1,148,000</b>	<b>\$ 1,148,181</b>	<b>\$ 1,137,181</b>	<b>-0.9%</b>	<b>\$ 1,201,643</b>	<b>\$ 1,179,825</b>	<b>3.7%</b>
636	124-601	Records and Reporting Support	\$5,900	\$ 15,000	\$ 15,000	154.2%	\$ 15,000	\$ 15,000	0.0%
<b>General Services Fund Group Total</b>			<b>\$ 5,900</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>154.2%</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>0.0%</b>
<b><i>Total All Budget Fund Groups</i></b>			<b>\$ 1,153,900</b>	<b>\$ 1,163,181</b>	<b>\$ 1,152,181</b>	<b>-0.1%</b>	<b>\$ 1,216,643</b>	<b>\$ 1,194,825</b>	<b>3.7%</b>