



## FY 15-16 SMART Act

Executive Director, DPA  
& State Personnel Director  
Kathy Nesbitt, Esq.



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& Administration



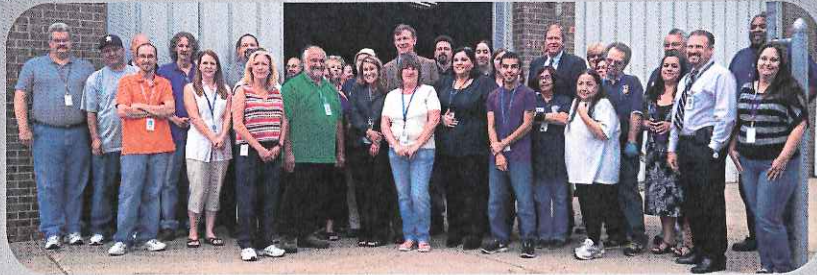
### Who We Are & What We Do

**The Department of Personnel & Administration (DPA) provides the infrastructure, programs and services by which the rest of State government operates:**

- centralized human resources,
- information,
- tools,
- resources and
- materials.



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### Our Mission & Vision

The mission of the Department of Personnel & Administration is to **provide quality services to enhance state government success.**

Our vision is to be **the leader in service excellence.**

### Our Values

**Effective: Doing the Right Thing**  
We value: Knowledge, Integrity, Accountability

**Efficient: Achieving the Best Outcome**  
We are: Innovative, Collaborative, Cost Effective

**Elegant: Delivering the Best Customer Service**  
We strive for: Ease of Doing Business, Exceeding Expectations, Engagement



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## Strategic Policy Initiatives

**Customer Service | Modernize Systems | Reinvest in the Workforce**

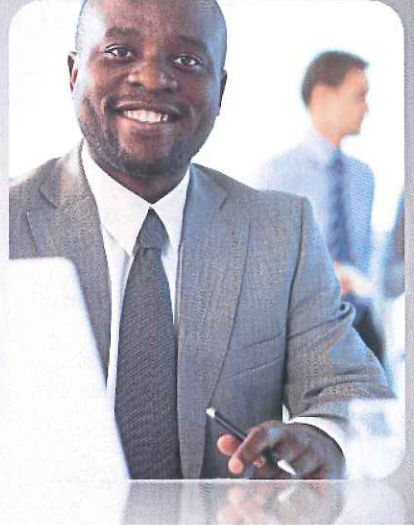


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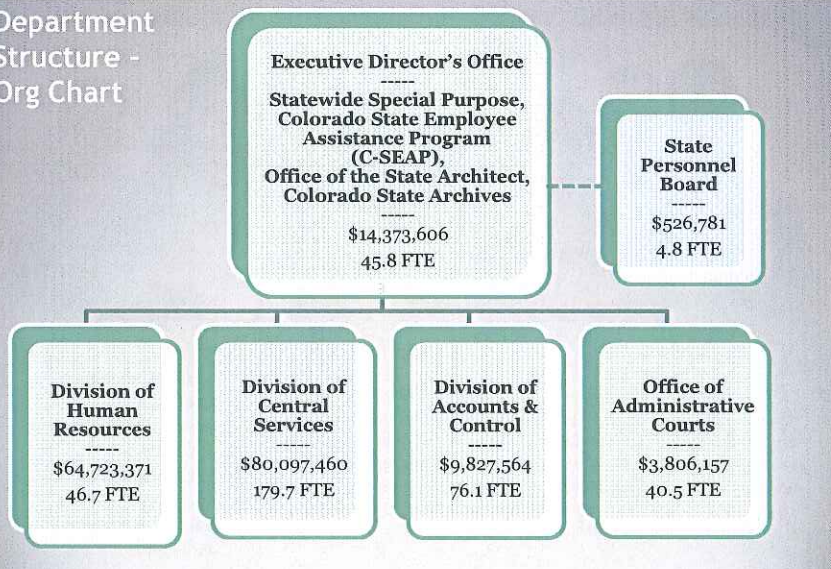
## Accomplishments

- Replaced 23-year-old accounting system with integrated financial management system, CORE
- Eliminated fee for businesses to register to bid on State contracts
- Completed State Capitol dome restoration \$1 million under budget
- Increased participation in State wellness program to 14,000 employees
- Completed Capitol Complex Master Plan
- Made electronic filing available for administrative court cases
- Conducted biannual employee survey



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## Department Structure - Org Chart



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## Executive Director's Office

The Executive Director's Office has five internal service units that support the Department. They include:

- Accounting
- Planning, Budget & Analysis
- Contracts & Procurement
- Human Resources
- Policy & Communications

Three major programs reside in the EDO:

- Colorado State Employee Assistance Program (C-SEAP)
- Colorado State Archives
- Office of the State Architect



*DPA Executive Director  
and State Personnel Director  
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## C-SEAP

The Colorado State Employee Assistance Program (C-SEAP) is a professional assessment, referral, and short-term counseling service offered to State employees with work-related or personal concerns, as well as a resource for supervisors and managers seeking individual managerial consultation, work-group organizational development, assistance with conflict resolution, or help with traumatic events in the workplace.

- Confidential counseling
- Conflict resolution/mediation
- Manager and supervisor consultation
- Crisis management
- Workplace violence/substance abuse risk reduction



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## Colorado State Archives

The Colorado State Archives is the legal repository for selected historical and contemporary records and information generated by state and local governments in Colorado. Its mission is to ensure the preservation of the state's permanent legal records and information and to promote their use by the citizens of Colorado.

- Colorado history
- Public records
- Legislative records
- Genealogy
- Divorce records
- Education transcripts
- Corrections and reformatory records



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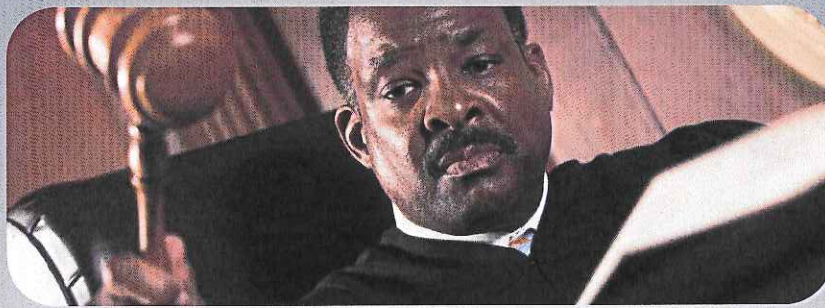
## Office of the State Architect

The Office of the State Architect has statutory oversight for capital construction projects at state departments and institutions of higher education. It prioritizes and recommends controlled maintenance project requests, sets code and compliance for state-owned buildings, sets energy management policies for new and existing facilities, and oversees leasing and real estate transactions. The Office also manages the emergency controlled maintenance fund.

- Capitol dome restoration
- Capitol Complex Master Plan
- Restoration of Senate and House chambers



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## Office of Administrative Courts

The Office of Administrative Courts (OAC) is Colorado's centralized administrative court system hearing cases involving workers' compensation, human services, licensing and a variety of other cases. This structure enables both agencies and citizens to have certain disputes resolved while avoiding the time and expense of litigation in district court.

- Mediations
- General Services
- Workers' Compensation cases



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## Office of the State Controller

The Office of the State Controller manages the financial operations of the State of Colorado. The office performs statewide financial reporting and analysis, oversees the financial management system (CORE), and manages the State's procurement and contracting process. The Office also includes Central Collection Services, which actively collects debts owed to State agencies, institutions of higher education and local governments.

- Financial Operations
- Reporting & Analysis
- CORE
- Procurement & Contracts



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## Division of Central Services

The Division of Central Services provides support and services in the areas of state buildings and facilities, grounds maintenance, state fleet vehicle management, graphic design, print and imaging services, data entry, copiers, mail processing and delivery, secure warehousing and fulfillment. DCS also oversees the administration of the Address Confidentiality Program for victims of domestic abuse.

- Address Confidentiality Program
- Capitol Complex
- Integrated Document Solutions (IDS)
- State Fleet Management



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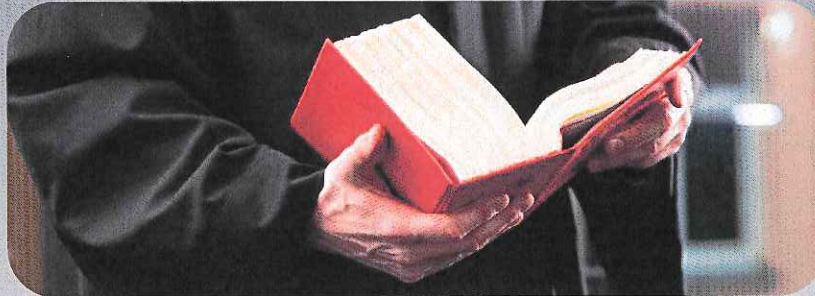
## Division of Human Resources

The Division of Human Resources provides expertise, leadership, and consultation in the development and strategic management of statewide human resources, and protection of State assets. The Division's two primary duties are to maintain the integrity of the State Personnel System and to manage the State's risk.

- Benefits & Compensation
- HR Consulting Services
- Risk Management
- Statewide Training & Development Center



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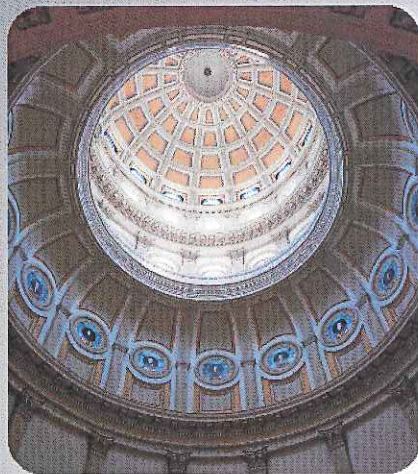
## State Personnel Board

The State Personnel Board makes rules governing the state personnel system and hears appeals by applicants and employees in the state personnel system. Its mission is to resolve disputes involving state employees and agencies in a manner that is fair, efficient and understandable for all parties. The Board provides guidance in achieving and maintaining a sound, comprehensive, and uniform system of human resource management through rules, decisions, communication and training.

The State Personnel Board is Constitutionally independent and not subject to oversight of DPA



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## Regulatory Agenda

Rulemaking anticipated in 2015:

- Electronic signatures
- Public Safety Communication Trust Fund
- Travel Management Program
- Risk Management
- Workers' Compensation hearings
- IDS waiver process and State parking facilities



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## Budget Requests

### **Departmental Budget Requests:**

- Address Confidentiality Program resources
- Private collection agency fees
- Statewide Training & Development program line item

### **Statewide Common Policy Requests:**

- Annual Fleet vehicle request

### **Capital Construction Requests:**

- Capitol grounds water conservation and landscaping renovation



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## • Questions?



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