

BOARD MEMBERS:

Jeanine Inman, Chair
Jason Dudek, Vice Chair
Mark Ziska
Chad Kirkpatrick



KATIE HOBBS, Governor
Zachariah Tolliver, Executive Director

STATE PERSONNEL BOARD

1740 West Adams Street, Suite 3007
Phoenix, Arizona 85007
Phone: (602) 542-3888

September 1, 2023

The Honorable Katie Hobbs
Governor's Office
1700 West Washington Street
Phoenix, AZ 85007

RE: Budget Request FY25

Dear Governor Hobbs:

The Arizona State Personnel Board respectfully submits its budget request for Fiscal Year 2025.

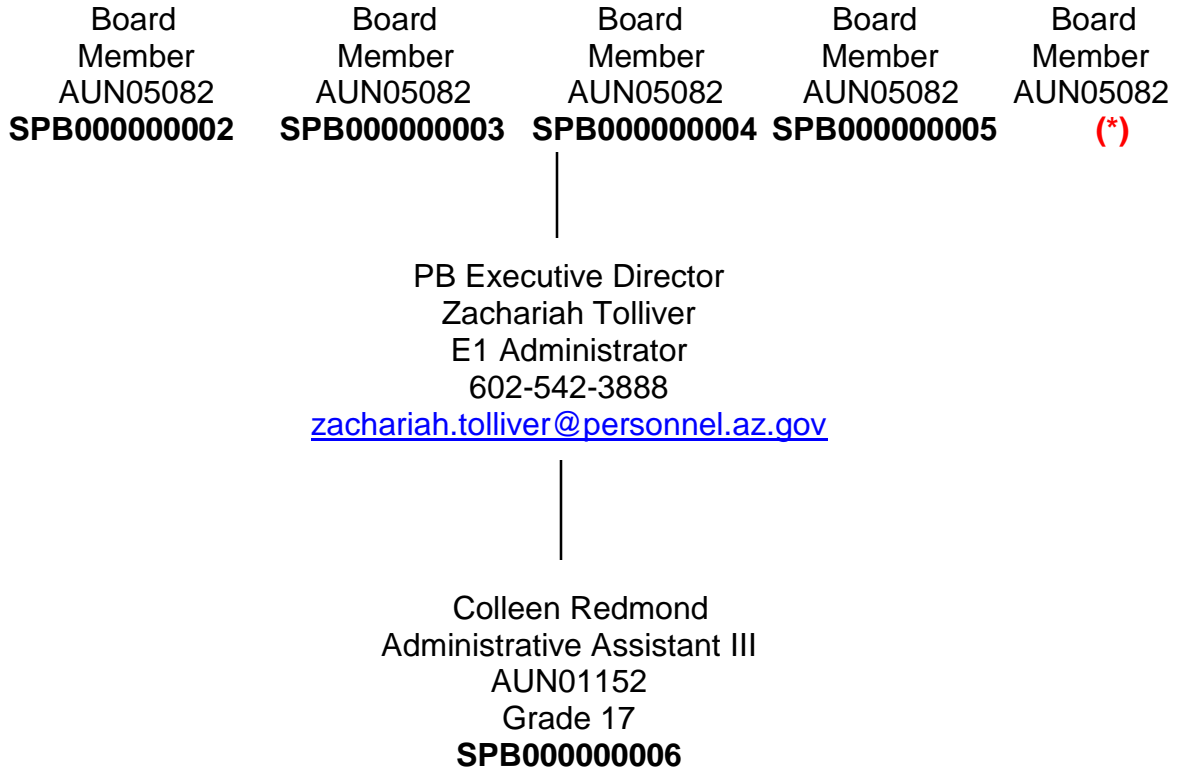
The Board's request does not include any potential budgetary impacts associated with future ballot propositions or legislation. Thank you for your consideration.

Sincerely,

Zachariah Tolliver

ARIZONA STATE PERSONNEL BOARD

ORGANIZATIONAL CHART



(*) Board member is a state employee; no position number needed; does not receive pay for services.



State of Arizona Budget Request

State Agency

State Personnel Board

A.R.S. Citation: **A.R.S. §§ 41-781, 41-782, 41-783 and 38-531 et seq.**

Governor Hobbs:

This and the accompanying budget schedules, statements and explanatory information constitute the operating budget request for this agency for Fiscal Year 2025.

To the best of my knowledge all statements and explanations contained in the estimates submitted are true and correct.

Appropriated Funds

| | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|-------------------------|--------------------------|-----------------------|-----------------------|
| Total Amount Requested: | 361.0 | 237.8 | 598.8 |
| Personnel Division Fund | 361.0 | 237.8 | 598.8 |

Non-Appropriated Funds

| | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|------------------------------|--------------------------|-----------------------|-----------------------|
| | - | - | - |
| State Personnel Board Total: | 361.0 | 237.8 | 598.8 |

Agency Head: **Zachariah Tolliver**

Title: **Executive Director**

Zachariah D. Tolliver 9/6/2023

(signature)

Phone: 6025423888

Prepared by: Zachariah Tolliver

Email Address: zachariah.tolliver@personnel.az.gov

Date Prepared: September 6, 2023

Revenue Schedule

| | |
|----------------|------------------------------|
| Agency: | State Personnel Board |
|----------------|------------------------------|

| | |
|--------------|---------------------------------------|
| Fund: | PB1107 Personnel Division Fund |
|--------------|---------------------------------------|

| AFIS Code | Category of Receipt and Description | FY 2023 Actuals | FY 2024 Estimate | FY 2025 Request |
|---------------------------------------|-------------------------------------|--------------------|---------------------|--------------------|
| 4349 | Personnel Pro-Rata Charges | 657.5 | 660.0 | 660.0 |
| Personnel Division Fund Total: | | 657.5 | 660.0 | 660.0 |

Forecast Methodology

The ASPB is funded through a PRO-RATA revenue source that is generated through the contribution from state employee's paycheck, per payroll period. The pro-rata is a shared fund referred to as the Personnel Division Fund. The agencies sharing this fund are comprised of the Arizona Department of Administration, Office of Equal Opportunity, and Arizona State Personnel Board. The pro-rata share is .86% of the states total payroll, and of that .86% pro-rata share, .03% is deposited into a separate sub-account of the personnel division fund for the use by the Arizona State Personnel Board. Annually, ASPB deposits \$25k on average, per pay period, resulting in annual revenue of \$650k.

Sources and Uses

| | |
|----------------|------------------------------|
| Agency: | State Personnel Board |
|----------------|------------------------------|

| | |
|--------------|---------------------------------------|
| Fund: | PB1107 Personnel Division Fund |
|--------------|---------------------------------------|

A pro rata charge of 0.0.3% of payroll from all State agencies is collected in this fund to cover the costs of personnel administration incurred by the Personnel Board.

| Cash Flow Summary | FY 2023 Actuals | FY 2024 Estimate | FY 2025 Request |
|--------------------------------------|----------------------------|-----------------------------|----------------------------|
| Beginning Balance | 468.9 | 509.5 | 808.5 |
| Revenue (from Revenue Schedule) | 657.5 | 660.0 | 660.0 |
| Total Available | 1,126.5 | 1,169.5 | 1,468.5 |
| Total Appropriated Disbursements | 617.0 | 361.0 | 598.8 |
| Total Non-Appropriated Disbursements | - | - | - |
| Balance Forward to Next Year | 509.5 | 808.5 | 869.7 |

Explanation for Negative Ending Balance(s): State Personnel Board

| Appropriated Expenditure | FY 2023 Actuals | FY 2024 Estimate | FY 2025 Request |
|--|----------------------------|-----------------------------|----------------------------|
| Expenditure Categories | | | |
| Personal Services | 82.7 | 135.0 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 123.3 |
| Professional & Outside Services | 13.8 | 30.0 | 30.0 |
| Travel In-State | 0.2 | 2.0 | 2.0 |
| Travel Out-Of-State | - | - | - |
| Food | - | - | - |
| Aid To Organizations & Individuals | - | - | - |
| Other Operating Expenditures | 188.7 | 136.6 | 136.6 |
| Equipment | - | - | - |
| Capital Outlay | - | - | - |
| Capital Equipment | - | - | - |
| Non-Capital Equipment | 2.3 | 3.0 | 3.0 |
| Debt Service | - | - | - |
| Cost Allocation & Indirect Costs | - | - | - |
| Transfers-Out | 302.6 | - | - |
| Appropriated Expenditure Sub-Total: | 617.0 | 361.0 | 598.8 |
| Non-Lapsing Authority from Prior Years (no entry for BY) | - | - | - |
| Administrative Adjustments (no entry for BY) | - | - | - |
| Capital Projects (Land, Bldgs, Improv) | - | - | - |
| Appropriated 27th Pay Roll | - | - | - |
| Legislative Fund Transfers | - | - | - |
| IT Project Transfers | - | - | - |

Sources and Uses

| | |
|----------------|------------------------------|
| Agency: | State Personnel Board |
|----------------|------------------------------|

| | |
|--------------|---------------------------------------|
| Fund: | PB1107 Personnel Division Fund |
|--------------|---------------------------------------|

| | | | |
|---|--------------|--------------|--------------|
| Residual Equity Transfer | - | - | - |
| Transfer Due to Fund Balance Cap | - | - | - |
| Prior Committed or Obligated Expenditures (no entry for AY) | - | - | - |
| Non-Appropriated 27th Pay Roll | - | - | - |
| Appropriated Expenditure Total: | 617.0 | 361.0 | 598.8 |
| Appropriated FTE | 2.0 | 2.0 | 5.0 |

| |
|-------------------------------------|
| Non-Appropriated Expenditure |
|-------------------------------------|

| | FY 2023 Actuals | FY 2024 Estimate | FY 2025 Request |
|---|--------------------|---------------------|--------------------|
| Expenditure Categories | | | |
| Personal Services | - | - | - |
| Employee Related Expenditures | - | - | - |
| Professional & Outside Services | - | - | - |
| Travel In-State | - | - | - |
| Travel Out-Of-State | - | - | - |
| Food | - | - | - |
| Aid To Organizations & Individuals | - | - | - |
| Other Operating Expenditures | - | - | - |
| Equipment | - | - | - |
| Capital Outlay | - | - | - |
| Capital Equipment | - | - | - |
| Non-Capital Equipment | - | - | - |
| Debt Service | - | - | - |
| Cost Allocation & Indirect Costs | - | - | - |
| Transfers-Out | - | - | - |
| Non-Appropriated Expenditure Sub-Total: | - | - | - |
| Non-Lapsing Authority from Prior Years (no entry for BY) | - | - | - |
| Administrative Adjustments (no entry for BY) | - | - | - |
| Capital Projects (Land, Bldgs, Improv) | - | - | - |
| Appropriated 27th Pay Roll | - | - | - |
| Legislative Fund Transfers | - | - | - |
| IT Project Transfers | - | - | - |
| Residual Equity Transfer | - | - | - |
| Transfer Due to Fund Balance Cap | - | - | - |
| Prior Committed or Obligated Expenditures (no entry for AY) | - | - | - |
| Non-Appropriated 27th Pay Roll | - | - | - |
| Non-Appropriated Expenditure Total: | - | - | - |

Sources and Uses

Agency: State Personnel Board

Fund: PB1107 Personnel Division Fund

Non-Appropriated FTE

- - -

Funding Issue List

Agency: State Personnel Board

FY 2023

| Priority | Funding Issue Title | Total FTE | Total Amount | General Fund | Other Appropriated Funds | Non- Appropriated Funds |
|---------------|---------------------|--------------|-----------------|-----------------|--------------------------------|-------------------------------|
| 1 | FTE's | 3.0 | 237.8 | - | 237.8 | - |
| Total: | | 3.0 | 237.8 | - | 237.8 | - |

Funding Issue Detail

Agency: State Personnel Board

Issue: 1 FTE's

Calculated ERE: 68.91
Uniform Allowance:

Program: Appeals/Complaints
Fund: PB1107 Personnel Division Fund (Appropriated)

| | Expenditure Categories | FY 2025 |
|------|---|----------------|
| FTE | FTE | 3.0 |
| 6000 | Personal Services | 168.9 |
| 6100 | Employee Related Expenditures | 68.9 |
| | Subtotal Personal Services and ERE | 237.8 |
| | Program/Fund Total: | 237.8 |

Funding Issue Narrative

Agency: State Personnel Board

Issue: 1 FTE's

Description of Issue: The Arizona State Personnel Board is requesting additional 3 FTE's. The Board as experienced an increase in caseload, in addition to a program that Board is working on that would greatly increase cases which requires additional FTE's to ensure we can meet agency standards.

Proposal: The Arizona State Personnel Board is proposing an additional 3 FTE's.

Alternatives Considered: There are not alternatives to this issue, we've automated processes to increase performance but absent of additional staff this will not be enough to sustain our current and future case loads.

Impact of Not Funding This Year: The impact of not having additional funding for FTE's will negatively impact the bandwidth we have to complete and provide services to our stakeholders. As a result, turnaround times will be slower and this will severely impact the agencies ability to perform its duties at an effective and efficient standard.

Statutory Reference: N/A

Equipment to be Purchased (if applicable): Non-Capital Equipment such as computers, cell phones, and other materials needed to perform the job such as desk items.

Classification of New Positions:
1. AUN01152 - AA3
2. AUN08617 - Paralegal Specialist
3. AUN07009 - Legal Assistant 3

Annualization(s):
1. \$57,540.00
2. \$60,000.00
3. \$51,395.00

Alignment with Agency's Strategic Plan or Statutory Responsibilities: This aligns with the agency's strategic plan due to the Appeals and Complaint Program and Education and Training Program. Resulting from these two new program we will need additional FTE's to fulfill the purposes of the programs. As outlined in the strategic plan, the two program will greatly aid statewide public entities.

Impact on Historically Underserved, Marginalized, or Adversely Affected Groups: N/A

How has feedback been incorporated from groups directly impacted by proposal?: N/A

Description of how this furthers the Governor's priorities: The two program the State Personnel Board will offer will assist state agencies with mitigating risk and cost for covered employees who file an appeal. Beyond the State Personnel Board, the judicial system is the only other forum that would service covered employee appeals, this would greatly increase risk and cost for agencies. In addition, the State Personnel Board is the lone forum serving the entire state for whistleblower complaints, in FY23 we are incurring a surge of complaints filed by public entities outside of the State employment. Altogether, the State Personnel Board serves as an administrative court, hearing and reviewing employment law matter. Given the scope of the Board, we are able to better assist state agencies and public entities with employment law matters falling within our scope opposed to be routed to Superior Court.

Summary of Expenditure and Budget Request for All Funds

Agency: State Personnel Board

| Appropriated Funds | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|---|----------------------------|---|--------------------------------------|--------------------------------------|
| Program: | | | | |
| PBA-1-0 Appeals/Complaints | 617.0 | 361.0 | 237.8 | 598.8 |
| Appropriated Funds Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Expenditure Categories | | | | |
| FTE | 2.0 | 2.0 | 3.0 | 5.0 |
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | 109.4 | 189.4 | 237.8 | 427.2 |
| Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| Travel In-State | 0.2 | 2.0 | - | 2.0 |
| Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| State Personnel Board Total for All Funds: | 617.0 | 361.0 | 237.8 | 598.8 |

| Appropriated and Non-Appropriated | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2024 Funding Issue | FY 2025 Total Request |
|---|----------------------------|---|--------------------------------------|--------------------------------------|
| PBA-1-0 Appeals/Complaints | 617.0 | 361.0 | 237.8 | 598.8 |
| State Personnel Board Total for All Funds: | 617.0 | 361.0 | 237.8 | 598.8 |

Summary of Expenditure and Budget Request for Selected Funds

| | |
|----------------|------------------------------|
| Agency: | State Personnel Board |
|----------------|------------------------------|

| | |
|--------------|--|
| Fund: | PB1107 Personnel Division Fund (Appropriated) |
|--------------|--|

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|---|--------------------|--------------------------------|-----------------------------|-----------------------------|
| Program: | | | | |
| PBA-1-0 Appeals/Complaints | 617.0 | 361.0 | 237.8 | 598.8 |
| Personnel Division Fund (Appropriated) | 617.0 | 361.0 | 237.8 | 598.8 |
| Summary Total: | | | | |
| Expenditure Categories | | | | |
| FTE | 2.0 | 2.0 | 3.0 | 5.0 |
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | 109.4 | 189.4 | 237.8 | 427.2 |
| Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| Travel In-State | 0.2 | 2.0 | - | 2.0 |
| Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | 617.0 | 361.0 | 237.8 | 598.8 |

Program Budget Unit Summary of Expenditure and Budget Request for All Funds

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|--------------------------|--------------------------|
| Program: PBA-1-0 Appeals/Complaints | | | | |

Expenditure Categories

| | | | | |
|---|--------------|--------------|--------------|--------------|
| FTE | 2.0 | 2.0 | 3.0 | 5.0 |
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | 109.4 | 189.4 | 237.8 | 427.2 |
| Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| Travel In-State | 0.2 | 2.0 | - | 2.0 |
| Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | 617.0 | 361.0 | 237.8 | 598.8 |

Fund Source

Appropriated Funds

| | | | | |
|--|--------------|--------------|--------------|--------------|
| Personnel Division Fund (Appropriated) | 617.0 | 361.0 | 237.8 | 598.8 |
| Appropriated Funds Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Appeals/Complaints Total: | 617.0 | 361.0 | 237.8 | 598.8 |

Sub Program: PBA-1-1 Appeals/Complaints

Expenditure Categories

| | | | | |
|---|--------------|--------------|--------------|--------------|
| FTE | 2.0 | 2.0 | 3.0 | 5.0 |
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | 109.4 | 189.4 | 237.8 | 427.2 |
| Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| Travel In-State | 0.2 | 2.0 | - | 2.0 |
| Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | 617.0 | 361.0 | 237.8 | 598.8 |

Program Budget Unit Summary of Expenditure and Budget Request for All Funds

| | |
|----------------|------------------------------|
| Agency: | State Personnel Board |
|----------------|------------------------------|

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|--------------------------|--------------------------|
| Program: PBA-1-0 Appeals/Complaints | | | | |
| Sub Program: PBA-1-1 Appeals/Complaints | | | | |

| |
|--------------------|
| Fund Source |
|--------------------|

Appropriated Funds

| | | | | |
|--|-------|-------|-------|-------|
| Personnel Division Fund (Appropriated) | 617.0 | 361.0 | 237.8 | 598.8 |
| Appropriated Funds Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Appeals/Complaints Total: | 617.0 | 361.0 | 237.8 | 598.8 |

Program Budget Unit Summary of Expenditure and Budget Request for Selected Funds

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|--------------------------|--------------------------|
|--|--------------------|--------------------------------|--------------------------|--------------------------|

Program: PBA-1-0 Appeals/Complaints

Fund: PB1107 Personnel Division Fund

Appropriated

| | | | | |
|---|--------------|--------------|--------------|--------------|
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | 109.4 | 189.4 | 237.8 | 427.2 |
| Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| Travel In-State | 0.2 | 2.0 | - | 2.0 |
| Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Personnel Division Fund Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Program Total for Select Funds: | 617.0 | 361.0 | 237.8 | 598.8 |

Sub Program: PBA-1-1 Appeals/Complaints

Fund: PB1107 Personnel Division Fund

Appropriated

| | | | | |
|--|--------------|--------------|--------------|--------------|
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | 109.4 | 189.4 | 237.8 | 427.2 |
| Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| Travel In-State | 0.2 | 2.0 | - | 2.0 |
| Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Personnel Division Fund Total: | 617.0 | 361.0 | 237.8 | 598.8 |
| Sub Program Total for Select Funds: | 617.0 | 361.0 | 237.8 | 598.8 |

**Program Budget Unit Summary of Expenditure and Budget Request
for Selected Funds**

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|--------------------------|--------------------------|
|--|--------------------|--------------------------------|--------------------------|--------------------------|

Program: PBA-1-0 Appeals/Complaints

Sub Program: PBA-1-1 Appeals/Complaints

Program Summary of Expenditure and Budget Request

Agency: State Personnel Board

Program: Appeals/Complaints

| Program Summary | | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|---|--|--------------------|--------------------------------|--------------------------|--------------------------|
| PBA-1-1 | Appeals/Complaints | 617.0 | 361.0 | 237.8 | 598.8 |
| Appeals/Complaints Summary Total: | | 617.0 | 361.0 | 237.8 | 598.8 |
| Expenditure Categories | | | | | |
| FTE | FTE | 2.0 | 2.0 | 3.0 | 5.0 |
| 6000 | Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| 6100 | Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | | 109.4 | 189.4 | 237.8 | 427.2 |
| 6200 | Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| 6500 | Travel In-State | 0.2 | 2.0 | - | 2.0 |
| 7000 | Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| 8500 | Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| 9100 | Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | | 617.0 | 361.0 | 237.8 | 598.8 |
| Fund Source | | | | | |
| Appropriated Funds | | | | | |
| PB1107 | Personnel Division Fund (Appropriated) | 617.0 | 361.0 | 237.8 | 598.8 |
| Appropriated Funds Total: | | 617.0 | 361.0 | 237.8 | 598.8 |
| Appeals/Complaints Summary Total: | | 617.0 | 361.0 | 237.8 | 598.8 |

Program Summary of Expenditure and Budget Request for Selected Funds

Agency: State Personnel Board

Program: Appeals/Complaints

Fund: PB1107 Personnel Division Fund (Appropriated)

| Program Expenditures | | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|---------------------------------|--------------------|--------------------------------|-----------------------------|-----------------------------|
| PBA-1-1 | Appeals/Complaints | 617.0 | 361.0 | 237.8 | 598.8 |
| Personnel Division Fund (Appropriated) Summary Total: | | 617.0 | 361.0 | 237.8 | 598.8 |
| Appropriated Funding | | | | | |
| 6000 | Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| 6100 | Employee Related Expenditures | 26.7 | 54.4 | 68.9 | 123.3 |
| Subtotal Personal Services and ERE | | 109.4 | 189.4 | 237.8 | 427.2 |
| 6200 | Professional & Outside Services | 13.8 | 30.0 | - | 30.0 |
| 6500 | Travel In-State | 0.2 | 2.0 | - | 2.0 |
| 7000 | Other Operating Expenditures | 188.7 | 136.6 | - | 136.6 |
| 8500 | Non-Capital Equipment | 2.3 | 3.0 | - | 3.0 |
| 9100 | Transfers-Out | 302.6 | - | - | - |
| Expenditure Categories Total: | | 617.0 | 361.0 | 237.8 | 598.8 |
| Fund PB1107 - A Total: | | 617.0 | 361.0 | 237.8 | 598.8 |
| Appeals/Complaints Total: | | 617.0 | 361.0 | 237.8 | 598.8 |

Program Expenditure Schedule

Agency: State Personnel Board

| | | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--|--------------------|--------------------------------|-----------------------------|-----------------------------|
| Program: PBA-1-0 Appeals/Complaints | | | | | |
| FTE | | | | | |
| FTE | | 2.0 | 2.0 | 3.0 | 5.0 |
| Expenditure Category Total: | | - | - | - | - |
| Fund Source | | | | | |
| Appropriated Funds | | | | | |
| PB1107 Personnel Division Fund (Appropriated) | | 2.0 | 2.0 | 3.0 | 5.0 |
| Appropriated Funds Total: | | 2.0 | 2.0 | 3.0 | 5.0 |
| Fund Source Total: | | 2.0 | 2.0 | 3.0 | 5.0 |
| Personal Services | | | | | |
| Personal Services | | 82.7 | 135.0 | 168.9 | 303.9 |
| Expenditure Category Total: | | 82.7 | 135.0 | 168.9 | 303.9 |
| Fund Source | | | | | |
| Appropriated Funds | | | | | |
| PB1107 Personnel Division Fund (Appropriated) | | 82.7 | 135.0 | 168.9 | 303.9 |
| Appropriated Funds Total: | | 82.7 | 135.0 | 168.9 | 303.9 |
| Fund Source Total: | | 82.7 | 135.0 | 168.9 | 303.9 |
| Employee Related Expenditures | | | | | |
| Employee Related Expenses | | - | 54.4 | 68.9 | 123.3 |
| FICA Taxes | | 5.9 | - | - | - |
| Medical Insurance | | 13.0 | - | - | - |
| Basic Life | | 0.0 | - | - | - |
| Long-Term Disability (ASRS) | | 0.1 | - | - | - |
| Unemployment Compensation & Other State' Taxes | | 0.0 | - | - | - |
| Dental Insurance | | 0.1 | - | - | - |
| Workers' Compensation | | 0.1 | - | - | - |
| Arizona State Retirement System | | 6.1 | - | - | - |
| Personnel Board Pro-Rata Charges | | 0.7 | - | - | - |
| Information Technology Pro Rata Charge | | 0.5 | - | - | - |
| Accumulated Sick Leave Fund Charge | | 0.3 | - | - | - |
| Expenditure Category Total: | | 26.7 | 54.4 | 68.9 | 123.3 |

Program Expenditure Schedule

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|---|--------------------|--------------------------------|-----------------------------|-----------------------------|
| Program: PBA-1-0 Appeals/Complaints | | | | |
| Fund Source | | | | |
| Appropriated Funds | | | | |
| PB1107 Personnel Division Fund (Appropriated) | 26.7 | 54.4 | 68.9 | 123.3 |
| Appropriated Funds Total: | 26.7 | 54.4 | 68.9 | 123.3 |
| Fund Source Total: | 26.7 | 54.4 | 68.9 | 123.3 |

| Professional & Outside Services | | | | |
|---|-------------|-------------|----------|-------------|
| Professional and Outside Services | - | 30.0 | - | 30.0 |
| External Professional & Outside Services Budget & Appropriation | - | - | - | - |
| Attorney General Legal Services | 0.6 | - | - | - |
| External Legal Services | 13.2 | - | - | - |
| Expenditure Category Total: | 13.8 | 30.0 | - | 30.0 |

| Fund Source | | | | |
|---|-------------|-------------|----------|-------------|
| Appropriated Funds | | | | |
| PB1107 Personnel Division Fund (Appropriated) | 13.8 | 30.0 | - | 30.0 |
| Appropriated Funds Total: | 13.8 | 30.0 | - | 30.0 |
| Fund Source Total: | 13.8 | 30.0 | - | 30.0 |

| Travel In-State | | | | |
|------------------------------------|------------|------------|----------|------------|
| Travel In-State | - | 2.0 | - | 2.0 |
| Mileage - Private Vehicle | 0.2 | - | - | - |
| Expenditure Category Total: | 0.2 | 2.0 | - | 2.0 |

| Fund Source | | | | |
|---|------------|------------|----------|------------|
| Appropriated Funds | | | | |
| PB1107 Personnel Division Fund (Appropriated) | 0.2 | 2.0 | - | 2.0 |
| Appropriated Funds Total: | 0.2 | 2.0 | - | 2.0 |
| Fund Source Total: | 0.2 | 2.0 | - | 2.0 |

| Other Operating Expenditures | | | | |
|---|---|-------|---|-------|
| Other Operating Expenses | - | 136.6 | - | 136.6 |
| Other Operating Expenditures Budget & Appropriation | - | - | - | - |

Program Expenditure Schedule

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|
| Program: PBA-1-0 Appeals/Complaints | | | | |
| Risk Management Charges to State Agencies | 1.7 | - | - | - |
| Internal Service Computer Processing, Hosting, Maintenance and Support Costs | 0.6 | - | - | - |
| External Programming and System Development Costs | 0.7 | - | - | - |
| Charges Imposed Related to AFIS. | 0.4 | - | - | - |
| External Telecommunications Charges | 1.7 | - | - | - |
| Building Rent Charges to State Agencies | 12.8 | - | - | - |
| Internal Accounting, Budgeting & Financial Services | 6.6 | - | - | - |
| Repair & Maintenance - Buildings | 0.1 | - | - | - |
| Software Support, Maintenance Short-term Licensing | 0.1 | - | - | - |
| Office Supplies | 14.2 | - | - | - |
| Postage & Delivery | 0.0 | - | - | - |
| Costs for Digital Imaging or Producing Microfilm & Microfiche | 0.9 | - | - | - |
| Other Miscellaneous Operating | 149.0 | - | - | - |
| Expenditure Category Total: | 188.7 | 136.6 | - | 136.6 |

Fund Source

Appropriated Funds

| | | | | | |
|----------------------------------|--|--------------|--------------|----------|--------------|
| PB1107 | Personnel Division Fund (Appropriated) | 188.7 | 136.6 | - | 136.6 |
| Appropriated Funds Total: | | 188.7 | 136.6 | - | 136.6 |
| Fund Source Total: | | 188.7 | 136.6 | - | 136.6 |

Non-Capital Equipment

| | | | | |
|---|------------|------------|----------|------------|
| Non-Capital Resources | - | 3.0 | - | 3.0 |
| Non-Capital Equipment Budget & Appropriation | - | - | - | - |
| Computer Equipment – Non- Capitalized Purchases | 2.3 | - | - | - |
| Expenditure Category Total: | 2.3 | 3.0 | - | 3.0 |

Fund Source

Appropriated Funds

| | | | | | |
|--------|--|-----|-----|---|-----|
| PB1107 | Personnel Division Fund (Appropriated) | 2.3 | 3.0 | - | 3.0 |
|--------|--|-----|-----|---|-----|

Program Expenditure Schedule

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|
| Program: PBA-1-0 Appeals/Complaints | | | | |
| Appropriated Funds Total: | 2.3 | 3.0 | - | 3.0 |
| Fund Source Total: | 2.3 | 3.0 | - | 3.0 |

Transfers-Out

| | | | | |
|--|--------------|----------|----------|----------|
| Transfers Out – Not Subject to Cost Allocation | 302.6 | - | - | - |
| Expenditure Category Total: | 302.6 | - | - | - |

Fund Source

Appropriated Funds

| | | | | |
|---|-------|---|---|---|
| PB1107 Personnel Division Fund (Appropriated) | 302.6 | - | - | - |
| Appropriated Funds Total: | 302.6 | - | - | - |
| Fund Source Total: | 302.6 | - | - | - |

Sub Program: PBA-1-1 Appeals/Complaints

FTE

| | | | | |
|------------------------------------|----------|----------|----------|----------|
| FTE | 2.0 | 2.0 | 3.0 | 5.0 |
| Expenditure Category Total: | - | - | - | - |

Fund Source

Appropriated Funds

| | | | | |
|---|-----|-----|-----|-----|
| PB1107 Personnel Division Fund (Appropriated) | 2.0 | 2.0 | 3.0 | 5.0 |
| Appropriated Funds Total: | 2.0 | 2.0 | 3.0 | 5.0 |
| Fund Source Total: | 2.0 | 2.0 | 3.0 | 5.0 |

Personal Services

| | | | | |
|------------------------------------|-------------|--------------|--------------|--------------|
| Personal Services | 82.7 | 135.0 | 168.9 | 303.9 |
| Expenditure Category Total: | 82.7 | 135.0 | 168.9 | 303.9 |

Fund Source

Appropriated Funds

| | | | | |
|---|------|-------|-------|-------|
| PB1107 Personnel Division Fund (Appropriated) | 82.7 | 135.0 | 168.9 | 303.9 |
| Appropriated Funds Total: | 82.7 | 135.0 | 168.9 | 303.9 |
| Fund Source Total: | 82.7 | 135.0 | 168.9 | 303.9 |

Employee Related Expenditures

Program Expenditure Schedule

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|

Program: PBA-1-0 Appeals/Complaints

Sub Program: PBA-1-1 Appeals/Complaints

| | | | | |
|--|-------------|-------------|-------------|--------------|
| Employee Related Expenses | - | 54.4 | 68.9 | 123.3 |
| FICA Taxes | 5.9 | - | - | - |
| Medical Insurance | 13.0 | - | - | - |
| Basic Life | 0.0 | - | - | - |
| Long-Term Disability (ASRS) | 0.1 | - | - | - |
| Unemployment Compensation & Other | 0.0 | - | - | - |
| State' Taxes | 0.0 | - | - | - |
| Dental Insurance | 0.1 | - | - | - |
| Workers' Compensation | 0.1 | - | - | - |
| Arizona State Retirement System | 6.1 | - | - | - |
| Personnel Board Pro-Rata Charges | 0.7 | - | - | - |
| Information Technology Pro Rata Charge | 0.5 | - | - | - |
| Accumulated Sick Leave Fund Charge | 0.3 | - | - | - |
| Expenditure Category Total: | 26.7 | 54.4 | 68.9 | 123.3 |

Fund Source

Appropriated Funds

| | | | | |
|---|-------------|-------------|-------------|--------------|
| PB1107 Personnel Division Fund (Appropriated) | 26.7 | 54.4 | 68.9 | 123.3 |
| Appropriated Funds Total: | 26.7 | 54.4 | 68.9 | 123.3 |
| Fund Source Total: | 26.7 | 54.4 | 68.9 | 123.3 |

Professional & Outside Services

| | | | | |
|--|-------------|-------------|----------|-------------|
| Professional and Outside Services | - | 30.0 | - | 30.0 |
| External Professional & Outside Services | - | - | - | - |
| Budget & Appropriation | - | - | - | - |
| Attorney General Legal Services | 0.6 | - | - | - |
| External Legal Services | 13.2 | - | - | - |
| Expenditure Category Total: | 13.8 | 30.0 | - | 30.0 |

Fund Source

Appropriated Funds

| | | | | |
|---|-------------|-------------|----------|-------------|
| PB1107 Personnel Division Fund (Appropriated) | 13.8 | 30.0 | - | 30.0 |
| Appropriated Funds Total: | 13.8 | 30.0 | - | 30.0 |
| Fund Source Total: | 13.8 | 30.0 | - | 30.0 |

Program Expenditure Schedule

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|

Program: PBA-1-0 Appeals/Complaints

Sub Program: PBA-1-1 Appeals/Complaints

| Travel In-State | | | | |
|------------------------------------|------------|------------|---|------------|
| Travel In-State | - | 2.0 | - | 2.0 |
| Mileage - Private Vehicle | 0.2 | - | - | - |
| Expenditure Category Total: | 0.2 | 2.0 | - | 2.0 |

| Fund Source | | | | |
|---|------------|------------|---|------------|
| Appropriated Funds | | | | |
| PB1107 Personnel Division Fund (Appropriated) | 0.2 | 2.0 | - | 2.0 |
| Appropriated Funds Total: | 0.2 | 2.0 | - | 2.0 |
| Fund Source Total: | 0.2 | 2.0 | - | 2.0 |

| Other Operating Expenditures | | | | |
|--|--------------|--------------|---|--------------|
| Other Operating Expenses | - | 136.6 | - | 136.6 |
| Other Operating Expenditures Budget & Appropriation | - | - | - | - |
| Risk Management Charges to State Agencies | 1.7 | - | - | - |
| Internal Service Computer Processing, Hosting, Maintenance and Support Costs | 0.6 | - | - | - |
| External Programming and System Development Costs | 0.7 | - | - | - |
| Charges Imposed Related to AFIS. | 0.4 | - | - | - |
| External Telecommunications Charges | 1.7 | - | - | - |
| Building Rent Charges to State Agencies | 12.8 | - | - | - |
| Internal Accounting, Budgeting & Financial Services | 6.6 | - | - | - |
| Repair & Maintenance - Buildings | 0.1 | - | - | - |
| Software Support, Maintenance Short-term Licensing | 0.1 | - | - | - |
| Office Supplies | 14.2 | - | - | - |
| Postage & Delivery | 0.0 | - | - | - |
| Costs for Digital Imaging or Producing Microfilm & Microfiche | 0.9 | - | - | - |
| Other Miscellaneous Operating | 149.0 | - | - | - |
| Expenditure Category Total: | 188.7 | 136.6 | - | 136.6 |

Fund Source

Program Expenditure Schedule

Agency: State Personnel Board

| | FY 2023 Actuals | FY 2024 Expenditure Plan | FY 2025 Funding Issue | FY 2025 Total Request |
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|
|--|--------------------|--------------------------------|-----------------------------|-----------------------------|

Program: PBA-1-0 Appeals/Complaints

Sub Program: PBA-1-1 Appeals/Complaints

Appropriated Funds

| | | | | | |
|--------|--|--------------|--------------|---|--------------|
| PB1107 | Personnel Division Fund (Appropriated) | 188.7 | 136.6 | - | 136.6 |
| | Appropriated Funds Total: | 188.7 | 136.6 | - | 136.6 |
| | Fund Source Total: | 188.7 | 136.6 | - | 136.6 |

Non-Capital Equipment

| | | | | | |
|--|---|------------|------------|---|------------|
| | Non-Capital Resources | - | 3.0 | - | 3.0 |
| | Non-Capital Equipment Budget & Appropriation | - | - | - | - |
| | Computer Equipment – Non- Capitalized Purchases | 2.3 | - | - | - |
| | Expenditure Category Total: | 2.3 | 3.0 | - | 3.0 |

Fund Source

Appropriated Funds

| | | | | | |
|--------|--|------------|------------|---|------------|
| PB1107 | Personnel Division Fund (Appropriated) | 2.3 | 3.0 | - | 3.0 |
| | Appropriated Funds Total: | 2.3 | 3.0 | - | 3.0 |
| | Fund Source Total: | 2.3 | 3.0 | - | 3.0 |

Transfers-Out

| | | | | | |
|--|--|--------------|---|---|---|
| | Transfers Out – Not Subject to Cost Allocation | 302.6 | - | - | - |
| | Expenditure Category Total: | 302.6 | - | - | - |

Fund Source

Appropriated Funds

| | | | | | |
|--------|--|--------------|---|---|---|
| PB1107 | Personnel Division Fund (Appropriated) | 302.6 | - | - | - |
| | Appropriated Funds Total: | 302.6 | - | - | - |
| | Fund Source Total: | 302.6 | - | - | - |

Program Expenditure Schedule

Agency: State Personnel Board

Administrative Costs Summary

FY 2025

| | |
|------------------------------------|--------------|
| Personal Services | 135.0 |
| ERE | 54.0 |
| All Other | 172.0 |
| Administrative Costs Total: | 361.0 |

Administrative Costs / Total Expenditure Ratio

Request

Admin %

FY 2025

598.8

60.3%

Agency Summary

State Personnel Board

Zachariah Tolliver, Executive Director

Phone: 6025423888

A.R.S. §§ 41-781, 41-782, 41-783 and 38-531 et seq.

Mission:

To provide an efficient and impartial hearing process while carrying out the Board's statutory mandate to hear and review disciplinary appeals and whistleblower complaints filed by covered public employees, former public employees, and other individuals referenced in statute.

Description:

The Arizona State Personnel Board is responsible for hearing and reviewing, via an administrative hearing process, appeals filed by covered State employees who have been dismissed from public service, suspensions, or involuntarily demoted resulting from disciplinary action. The Board also hears and reviews complaints filed under the whistleblower statute. Under the direction of the presiding hearing officer, the proceedings are conducted on an informal basis through the taking of direct testimony, the cross examination of witnesses, and the admission of evidence. A record of the proceedings is taken and made available, upon request, to hearing officers, board members, and parties to the appeal. The hearing officer determines the facts based on the evidence presented and makes a recommendation regarding discipline to the Board. Board members are subsequently provided with case information so they may determine whether proper discipline has been imposed.

Agency Summary: (\$ Thousands)

| Program | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|----------------------|----------------|------------------|------------------|
| ▶ Appeals/Complaints | 617.0 | 361.0 | 598.8 |
| Agency Total: | 617.0 | 361.0 | 598.8 |

Funding:

| | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|--------------------------|----------------|------------------|------------------|
| Other Appropriated Funds | 617.0 | 361.0 | 598.8 |
| Total Funding | 617.0 | 361.0 | 598.8 |

| FTE Positions | 2.0 | 2.0 | 5.0 |
|---------------|-----|-----|-----|
| | | | |

5 Year Plan

Issue 1 3 - Additional FTE's

Description: The Arizona State Personnel Board (ASPB) is experiencing a spike in caseload for the fiscal year of 2023 that requires additional FTE's to ensure we continue to satisfy and meet our efficient and effective standards that clients, customers, stakeholders, and public entities are accustomed to. In addition, the ASPB intends to offer a statewide Appeals and Complaint Program to localities. In part, we will offer an appeals program to localities covered and/or probationary status employees. This will increase the ASPB case load that will result in the need for additional staff. The program is a fully opt-in program, localities will enter into the program through the use of an Inter-Governmental Agreement, which will provide that the locality pay the cost of the matter. Altogether, this will generate a stream of income that will allow the ASPB to become self-sufficient and can carry the burden of paying for the additional staff. However, that is a point we will likely not see in full effect until the beginning of 2025 at which point the program will pay for any additional cost. Until such time, we are in need of an appropriation increase and granted the additional FTE's to continue to fulfill our services.

Solutions:

With the addition of 3 FTE's we will be able to bring on the following positions; Legal Assistant, Paralegal, and Administrative Assistant III. With those 3 added positions we are able to take on an increased caseload as well as continue to serve our current increased caseload. With a dedicated paralegal and legal assistant on staff, we're able to perform seamless case management and provide appellants and complainants with procedural assistance. Many matters that are filed before us are employees representing themselves, as a result, having these two positions on staff will ensure we engage with those employees within the guidelines. Moreover, it is important to have those positions filled with people having a legal background as we are always trying to offer procedural assistance while not giving legal advice. In addition, the complexity of matters can be severe at time and having a knowledgeable staff who can respond to these matters on their own accord is important.

Also, the administrative assistant III position will serve as special project person because the Board is evolving and taking on additional responsibilities in areas that were not served prior but fall within our authority. Adding an Education and Training program will assist agencies, localities, and public employees with appeal and complaint rights and will serve to better assist the process when matters arise. Moreover, the ASPB is taking on a more increased and visible role than it has prior to serve our scope of responsibilities and duties at a remarkably high, efficient, and effective rate. All things considered, we are in need of the 3 additional positions so we can continue to grow as an agency and evolve into our growth, with the added position the ASPB will be able to serve its clients, customers, stakeholders, and other referenced in statute at profound level that is conducive to saving those same referenced with mitigated risk and cost.

Resource Assumptions

| | FY 2026 Estimate | FY 2027 Estimate | FY 2028 Estimate |
|---------------------------------------|------------------|------------------|------------------|
| Full-Time Equivalent Positions | - | - | - |
| General Fund | - | - | - |
| Other Appropriated Funds | - | - | - |
| Non-Appropriated Funds | - | - | - |
| Federal Funds | - | - | - |

- ◆ **Goal 1** To strengthen and improve internal processes and procedures, as well as improve stakeholder service, experience, and accessibility through re-designing and improving the agency's website.

| Performance Measures | FY 2022 Actual | FY 2023 Estimate | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|---|----------------|------------------|----------------|------------------|------------------|
| The agency's ability to deliver these objectives by further developing and improving the agency's processes and procedures making them more efficient, accessible, and transparent. The website is a critical success factor, and its re-design will focus on stakeholder service through utilization of an educational and interactive delivery model that maximizes efficient and user-friendly technology. | 1 | 5 | 0 | 5 | 0 |

- ◆ **Goal 2** To build and offer a statewide appeals and complaint program for those localities without an active Personnel Board or Merit Commission and/or seeking to outsource their appeal duties and responsibilities.

| Performance Measures | FY 2022 Actual | FY 2023 Estimate | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|--|----------------|------------------|----------------|------------------|------------------|
| The ability to direct statewide appeals for covered and probationary status employees as well as whistleblower complaints to the ASPB. As a result, the ASPB would serve as the Personnel Board for localities opting into the program and wishing to outsource their appeal and complaint responsibilities. | 1.0 | 2.0 | 0 | 2.0 | 0 |

- ◆ **Goal 3** To generate an outside revenue stream for the ASPB.

| Performance Measures | FY 2022 Actual | FY 2023 Estimate | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|--|-----------------------|-------------------------|-----------------------|-------------------------|-------------------------|
| The ability to provide the ASPB its first outside revenue source. Also, providing economic value plus long-term financial stability. | 125 | 115 | 0 | 115 | 0 |

◆ **Goal 4** To identify operational growth opportunities

| Performance Measures | FY 2022 Actual | FY 2023 Estimate | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|--|-----------------------|-------------------------|-----------------------|-------------------------|-------------------------|
| The ability for the ASPB to incur operational growth within its scope of business through identifying opportunities or legislation. The ASPB is dedicated to its operations and continuing to serve the personnel system as an administrative court and body by seeking operational growth that expands its duties and responsibilities. | 994 | 1,500 | 0 | 1,500 | 0 |

◆ **Goal 5** To design and implement a training program for both public employees and employers.

| Performance Measures | FY 2022 Actual | FY 2023 Estimate | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|---|-----------------------|-------------------------|-----------------------|-------------------------|-------------------------|
| The ability to enhance and increase public employees and employer's knowledge about the appeals and complaints program. Producing an educational and training program that will be specific to both public employees and employers will ultimately serve the process in reinforcing and supporting employees and employers with respect to their position in the process. | 2 | 1 | 0 | 1 | 0 |

Agency 5 Year Plan

PBA State Personnel Board

Issue 1 3 - Additional FTE's

Description: The Arizona State Personnel Board (ASPB) is experiencing a spike in caseload for the fiscal year of 2023 that requires additional FTE's to ensure we continue to satisfy and meet our efficient and effective standards that clients, customers, stakeholders, and public entities are accustomed to. In addition, the ASPB intends to offer a statewide Appeals and Complaint Program to localities. In part, we will offer an appeals program to localities covered and/or probationary status employees. This will increase the ASPB case load that will result in the need for additional staff. The program is a fully opt-in program, localities will enter into the program through the use of an Inter-Governmental Agreement, which will provide that the locality pay the cost of the matter. Altogether, this will generate a stream of income that will allow the ASPB to become self-sufficient and can carry the burden of paying for the additional staff. However, that is a point we will likely not see in full effect until the beginning of 2025 at which point the program will pay for any additional cost. Until such time, we are in need of an appropriation increase and granted the additional FTE's to continue to fulfill our services.

Solutions:

With the addition of 3 FTE's we will be able to bring on the following positions; Legal Assistant, Paralegal, and Administrative Assistant III. With those 3 added positions we are able to take on an increased caseload as well as continue to serve our current increased caseload. With a dedicated paralegal and legal assistant on staff, we're able to perform seamless case management and provide appellants and complainants with procedural assistance. Many matters that are filed before us are employees representing themselves, as a result, having these two positions on staff will ensure we engage with those employees within the guidelines. Moreover, it is important to have those positions filled with people having a legal background as we are always trying to offer procedural assistance while not giving legal advice. In addition, the complexity of matters can be severe at time and having a knowledgeable staff who can respond to these matters on their own accord is important.

Also, the administrative assistant III position will serve as special project person because the Board is evolving and taking on additional responsibilities in areas that were not served prior but fall within our authority. Adding an Education and Training program will assist agencies, localities, and public employees with appeal and complaint rights and will serve to better assist the process when matters arise. Moreover, the ASPB is taking on a more increased and visible role than it has prior to serve our scope of responsibilities and duties at a remarkably high, efficient, and effective rate. All things considered, we are in need of the 3 additional positions so we can continue to grow as an agency and evolve into our growth, with the added position the ASPB will be able to serve its clients, customers, stakeholders, and other referenced in statute at a profound level that is conducive to saving those same referenced with mitigated risk and cost.

Resource Assumptions

| | FY 2026 Estimate | FY 2027 Estimate | FY 2028 Estimate |
|---------------------------------------|------------------|------------------|------------------|
| Full-Time Equivalent Positions | - | - | - |
| General Fund | - | - | - |
| Other Appropriated Funds | - | - | - |
| Non-Appropriated Funds | - | - | - |
| Federal Funds | - | - | - |

Budget Related Performance Measures

PBA State Personnel Board

PROGRAM SUMMARY

Program: State Personnel Board (PBA)
Contact: Zachariah Tolliver, Executive Director 6025423888
2nd Contact: Zachariah Tolliver, Executive Director 6025423888
Statute: A.R.S. §§ 41-781, 41-782, 41-783 and 38-531 et seq.

| ML | Budget Type | Performance Measures | FY 2022 Actual | FY 2023 Estimate | FY 2023 Actual | FY 2024 Estimate | FY 2025 Estimate |
|-------------------------------------|-------------------------------------|--|----------------|------------------|----------------|------------------|------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | IP The agency's ability to deliver these objectives by further developing and improving the agency's processes and procedures making them more efficient, accessible, and transparent. The website is a critical success factor, and its re-design will focus on stakeholder service through utilization of an educational and interactive delivery model that maximizes efficient and user-friendly technology. | 1 | 5 | 0 | 5 | 0 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | QL The ability to provide the ASPB its first outside revenue source. Also, providing economic value plus long-term financial stability. | 125 | 115 | 0 | 115 | 0 |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | EF The ability for the ASPB to incur operational growth within its scope of business through identifying opportunities or legislation. The ASPB is dedicated to its operations and continuing to serve the personnel system as an administrative court and body by seeking operational growth that expands its duties and responsibilities. | 994 | 1,500 | 0 | 1,500 | 0 |

Explore Plans

P 0 PBA State Personnel Board

- G 1 To strengthen and improve internal processes and procedures, as well as improve stakeholder service, experience, and accessibility through re-designing and improving the agency's website.
 - P 1 The agency's ability to deliver these objectives by further developing and improving the agency's processes and procedures making them more efficient, accessible, and transparent. The website is a critical success factor, and its re-design will focus on stakeholder service through utilization of an educational and interactive delivery model that maximizes efficient and user-friendly technology.
- G 2 To build and offer a statewide appeals and complaint program for those localities without an active Personnel Board or Merit Commission and/or seeking to outsource their appeal duties and responsibilities.
 - P 1 The ability to direct statewide appeals for covered and probationary status employees as well as whistleblower complaints to the ASPB. As a result, the ASPB would serve as the Personnel Board for localities opting into the program and wishing to outsource their appeal and complaint responsibilities.
- G 3 To generate an outside revenue stream for the ASPB.
 - P 1 The ability to provide the ASPB its first outside revenue source. Also, providing economic value plus long-term financial stability.
- G 4 To identify operational growth opportunities
 - P 1 The ability for the ASPB to incur operational growth within its scope of business through identifying opportunities or legislation. The ASPB is dedicated to its operations and continuing to serve the personnel system as an administrative court and body by seeking operational growth that expands its duties and responsibilities.
- G 5 To design and implement a training program for both public employees and employers.
 - P 1 The ability to enhance and increase public employees and employer's knowledge about the appeals and complaints program. Producing an educational and training program that will be specific to both public employees and employers will ultimately serve the process in reinforcing and supporting employees and employers with respect to their position in the process.

P 1 PBA-1-0 Appeals/Complaints

- S 1 PBA-1-1 Appeals/Complaints