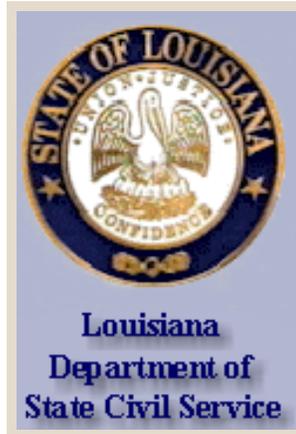


# Department of Civil Service



## Department Description

## Department of Civil Service Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 5,286,671	\$ 5,343,846	\$ 5,343,846	\$ 5,676,447	\$ 5,632,744	\$ 288,898
<b>State General Fund by:</b>						
Total Interagency Transfers	11,039,969	12,002,661	12,002,661	12,284,648	12,279,406	276,745
Fees and Self-generated Revenues	1,138,685	1,341,590	1,341,590	1,380,719	1,379,199	37,609
Statutory Dedications	2,173,365	2,334,588	2,334,588	2,372,499	2,384,413	49,825
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 19,638,690</b>	<b>\$ 21,022,685</b>	<b>\$ 21,022,685</b>	<b>\$ 21,714,313</b>	<b>\$ 21,675,762</b>	<b>\$ 653,077</b>
<b>Expenditures &amp; Request:</b>						
State Civil Service	\$ 11,385,561	\$ 12,304,648	\$ 12,304,648	\$ 12,585,864	\$ 12,580,285	\$ 275,637
Municipal Fire and Police Civil Service	2,173,365	2,334,588	2,334,588	2,372,499	2,384,413	49,825
Ethics Administration	4,339,271	4,365,871	4,365,871	4,627,869	4,604,180	238,309
State Police Commission	540,816	554,890	554,890	592,189	590,405	35,515
Board of Tax Appeals	1,199,677	1,462,688	1,462,688	1,535,892	1,516,479	53,791



## Department of Civil Service Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 19,638,690	\$ 21,022,685	\$ 21,022,685	\$ 21,714,313	\$ 21,675,762	\$ 653,077
<b>Authorized Full-Time Equivalents:</b>						
Classified	167	168	168	165	165	(3)
Unclassified	4	4	4	7	7	3
<b>Total FTEs</b>	171	172	172	172	172	0



## 17-560 — State Civil Service

### Agency Description

The mission of the State Civil Service is to provide human resource services and programs that enable state government to attract, develop, and retain a productive and diverse workforce that excels in delivering quality services to the citizens of Louisiana.

The goals of the State Civil Service are as follows:

- Provide effective Human Resources (HR) leadership driven by policies that effect transparent and accountable HR practices; resulting in employers having the key tools and skills needed to ensure that employees are empowered and equipped to accomplish the organization's desired outcomes and goals.
- Provide a prompt, inexpensive system for resolving removal, discipline, rule violation, and discrimination cases that satisfies due process requirements.
- Utilize technology to improve the productivity and effectiveness of Civil Service and its user agencies.
- Administer the classification and compensation systems by developing and implementing flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.
- Create and administer programs, rules, assistance procedures and training that promote, encourage, and enhance effectiveness, efficiency, and accountability in state agencies and their employees.
- Through on-going training and in cooperation with the Comprehensive Public Training Program (CPTP), offer training opportunities to help agency supervisors and HR managers in developing skills necessary to positively affect the productivity, efficiency, and morale through proper employee management.
- Provide processes and policies that enable state agency managers to fill vacant positions with highly qualified applicants in a timely fashion and in accordance with legal and professional standards.
- Provide for the systematic evaluation of the effectiveness of human resource practices in state agencies.

The State Civil Service has one program: Administration and Support Program.

For additional information, see:

[State Civil Service](#)

## State Civil Service Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	10,610,370	11,506,885	11,506,885	11,771,084	11,765,842	258,957
Fees and Self-generated Revenues	775,191	797,763	797,763	814,780	814,443	16,680
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 11,385,561</b>	<b>\$ 12,304,648</b>	<b>\$ 12,304,648</b>	<b>\$ 12,585,864</b>	<b>\$ 12,580,285</b>	<b>\$ 275,637</b>
<b>Expenditures &amp; Request:</b>						
Administration and Support	\$ 11,385,561	\$ 12,304,648	\$ 12,304,648	\$ 12,585,864	\$ 12,580,285	\$ 275,637
<b>Total Expenditures &amp; Request</b>	<b>\$ 11,385,561</b>	<b>\$ 12,304,648</b>	<b>\$ 12,304,648</b>	<b>\$ 12,585,864</b>	<b>\$ 12,580,285</b>	<b>\$ 275,637</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	100	100	100	100	100	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>



## 560\_1000 — Administration and Support

The Administration Program of the Department of State Civil Service exists under the authorization of Article X of the Constitution of the State of Louisiana.

### Program Description

The mission of the Administration and Support Program is to provide state agencies with an effective human resources system that ensures quality service and accountability to the public interest by maintaining a balance between discretion and control; making that balance flexible enough to match the rapidly changing environment in which government operates. In addition, the program maintains the official personnel records of the state. In the area of Human Resources management, the program promotes effective human resource management throughout state government by developing, implementing, and evaluating systems for job evaluation, pay, employment, promotion and personnel management and by administering these systems through rules, policies and practices that encourage wise utilization of the state's financial and human resources.

The goals of the Administration and Support Program are as follows:

- I. Provide effective Human Resources (HR) leadership driven by policies that effect transparent and accountable HR practices; resulting in employers having the key tools and skills needed to ensure that employees are empowered and equipped to accomplish the organization's desired outcomes and goals.
- II. Provide a prompt, inexpensive system for resolving removal, discipline, rule violation, and discrimination cases that satisfies due process requirements.
- III. Utilize technology to improve the productivity and effectiveness of Civil Service and its user agencies.
- IV. Administer the classification and compensation systems by developing and implementing flexible job evaluation and pay policies and practices that can be adapted to meet agencies' unique requirements.
- V. Create and administer programs, rules, assistance procedures and training that promote, encourage, and enhance effectiveness, efficiency, and accountability in state agencies and their employees.
- VI. Through on-going training and in cooperation with the Comprehensive Public Training Program (CPTP), offer training opportunities to help agency supervisors and HR managers in developing skills necessary to positively affect the productivity, efficiency, and morale through proper employee management.
- VII. Provide processes and policies that enable state agency managers to fill vacant positions with highly qualified applicants in a timely fashion and in accordance with legal and professional standards.
- VIII. Provide for the systematic evaluation of the effectiveness of human resource practices in state agencies.



The Administration and Support Program includes the following activities:

- Administration - Provide Human Resources leadership driven by policies that effect transparent and accountable HR practices.
- Appeals - The objective of the Appeals Division is to provide a prompt, inexpensive system for resolving appeals filed by classified employees concerning disciplinary actions, removals, rule violations and discrimination claims.
- Management Information System - Provides the technology necessary for managing the Department of State Civil Service and the workforce information required by the LA Constitution and Statutes.
- Training and Workforce Development - Training and cooperation with the Comprehensive Public Training Program which offers training opportunities to help agency supervisors and HR managers develop the skills necessary to positively affect employees.
- Accountability - Evaluates agency compliance with Civil Service Rules and merit system principles and to evaluate both the exercise of delegated authority and the use and effectiveness of human resource management programs.
- Compensation - Provides the compensation system agencies use to classify and pay its employees. The system is designed to enable agencies to recruit and retain the staff they need, while containing costs and providing equal pay for equal work.
- Employee Relations - seeks to achieve the outcomes of engagement, continuous improvement, and performance-based criteria for all employment decisions.
- Staffing - Provides workforce planning tools and the recruitment/selection structure agencies use to manage their staffing needs.

### Administration and Support Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	10,610,370	11,506,885	11,506,885	11,771,084	11,765,842	258,957
Fees and Self-generated Revenues	775,191	797,763	797,763	814,780	814,443	16,680
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 11,385,561</b>	<b>\$ 12,304,648</b>	<b>\$ 12,304,648</b>	<b>\$ 12,585,864</b>	<b>\$ 12,580,285</b>	<b>\$ 275,637</b>
<b>Expenditures &amp; Request:</b>						



## Administration and Support Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Personal Services	\$ 9,803,293	\$ 10,539,964	\$ 10,539,964	\$ 11,191,761	\$ 11,174,600	\$ 634,636
Total Operating Expenses	405,323	491,830	491,830	504,519	508,500	16,670
Total Professional Services	0	30,000	30,000	30,774	30,000	0
Total Other Charges	1,105,024	1,188,648	1,188,648	850,830	859,205	(329,443)
Total Acq & Major Repairs	71,921	54,206	54,206	7,980	7,980	(46,226)
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 11,385,561</b>	<b>\$ 12,304,648</b>	<b>\$ 12,304,648</b>	<b>\$ 12,585,864</b>	<b>\$ 12,580,285</b>	<b>\$ 275,637</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	100	100	100	100	100	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>100</b>	<b>0</b>

## Source of Funding

This program is funded with Interagency Transfers and Fees and Self-generated Revenues. In accordance with R.S. 42:1383, this program is funded with Interagency Transfers from all state budget units with classified employees, and Fees and Self-generated Revenues from non-budgeted units with classified employees.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 12,304,648	100	Existing Oper Budget as of 12/01/18
<b>Statewide Major Financial Changes:</b>			
0	252,898	0	Market Rate Classified
0	69,043	0	Civil Service Training Series
0	76,741	0	Related Benefits Base Adjustment
0	180,128	0	Retirement Rate Adjustment
0	18,325	0	Group Insurance Rate Adjustment for Active Employees
0	16,888	0	Group Insurance Rate Adjustment for Retirees
0	72,987	0	Salary Base Adjustment
0	(52,374)	0	Attrition Adjustment
0	7,980	0	Acquisitions & Major Repairs
0	(54,206)	0	Non-Recurring Acquisitions & Major Repairs
0	2,109	0	Risk Management



### Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
0	5,087	0	Legislative Auditor Fees
0	(337,783)	0	Rent in State-Owned Buildings
0	178	0	Capitol Park Security
0	79	0	UPS Fees
0	8,753	0	Office of Technology Services (OTS)
0	(5,485)	0	Office of State Procurement
<b>Non-Statewide Major Financial Changes:</b>			
0	5,574	0	Funding to increase functionality of agency's SharePoint system to create various workflows for both internal and external processes.
0	(2,381)	0	Reduces funding of LEAF payment for IT equipment.
0	9,159	0	Funding for leasing option through a multi-year payment program to replace all agency's computer equipment.
0	1,937	0	Funding requested for the installation of updates and security enhancements to protect the replacement AS400 during transition to new AS400.
\$ 0	\$ 12,580,285	100	<b>Recommended FY 2019-2020</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 12,580,285	100	<b>Base Proposed Budget FY 2019-2020</b>
\$ 0	\$ 12,580,285	100	<b>Grand Total Recommended</b>

### Professional Services

Amount	Description
\$20,000	Professional Services - Other - strategic planning, workforce development, analysis, and organizational development.
\$10,000	Professional Services - Other - on-site certification course with CBT exam.
<b>\$30,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

### Other Charges

Amount	Description
<b>Other Charges:</b>	
This program does not have funding for Other Charges.	
<b>Interagency Transfers:</b>	
\$5,300	Division of Administration - State Mail Operations
\$49,734	Office of Risk Management (ORM) Fees
\$23,388	Legislative Auditor Fees
\$452,121	Rent for Statewide Buildings



## Other Charges (Continued)

Amount	Description
\$7,211	Uniform Payroll System (UPS) Fees
\$52,693	Capitol Park Security Fees
\$190,852	Office of Telecommunications Management (OTM) Fees
\$52,662	Office of Technology Services (OTS)
\$6,085	Office of State Procurement
\$19,286	IAT Acquisitions
<b>\$859,332</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$859,332</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$930	Video and Micro-learning Equipment
\$2,600	Dell Precision Tower
\$3,900	Projectors
\$550	Speakers and Headphones
<b>\$7,980</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

### 1. (KEY) To achieve 100% of departmental and statewide objectives annually.

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The civil service system offers a human resources program that is compliant with state and federal laws and regulations.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: This objective provides a tool to allow us to measure our progress in meeting our agency goals on an annual basis.

### Performance Indicators

Level	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of departmental goals achieved (LAPAS CODE - 23594)	100%	100%	100%	100%	100%	100%
K	Number of reportable audit findings (LAPAS CODE - 23593)	0	0	0	0	0	0



**Administration and Support General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of classified state employees (FTE) as of June 30 (LAPAS CODE - 12206)	39,654	38,884	38,266	37,993	38,412
Number of unclassified state employees (FTE) as of June 30 (LAPAS CODE - 12207)	22,106	22,042	23,040	23,970	23,952
Overall turnover rate in the entire classified (LAPAS CODE - 12208)	23.78%	16.09%	16.79%	17.01%	17.35%
Turnover is based on classified, non-temporary employees separating from state service. Voluntary turnover includes, but is not limited to: resignations, retirements, and deaths; and involuntary turnover includes, but is not limited to: layoffs, non-disciplinary removals, dismissals, and separations from probation. Turnover is calculated by comparing the number of classified employee separations from state service during a fiscal year to the number of classified, non-temporary employees in state service on June 30th of the fiscal year.					
Number of Classified employees per State Civil Service staff (LAPAS CODE - 23598)	417	422	382	380	389

**2. (KEY) To annually offer a hearing or otherwise dispose of 85% of cases within 90 days after the case was ready for hearing.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The civil service system offers a human resources program that is compliant with state and federal laws and regulations.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: The goal of this performance indicator is impacted by SCS's ability to schedule hearing dates that all participants can attend.

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of cases offered a hearing or disposed of within 90 days (LAPAS CODE - 14235)	85%	85%	85%	85%	85%	85%

**3. (KEY) To annually render 85% of decisions within 60 days after the case was submitted for decision.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The State Civil Service system offers a human resources program that is compliant with state and federal laws and regulations.



Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of decisions rendered within 60 days (LAPAS CODE - 14236)	85%	93%	85%	85%	85%	85%

### Administration and Support General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of incoming appeals (LAPAS CODE - 12211)	175	149	132	128	113
Number of final dispositions (LAPAS CODE - 12212)	221	143	122	123	143
Cases Pending (LAPAS CODE - 12213)	65	60	68	85	66

#### 4. (KEY) To provide 100% of the data requests within the prescribed turnaround timeframe annually.

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The civil service system provides a human resource management program for all classified employees that include the opportunity to have disciplinary actions reviewed to assure that they have been taken for cause.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: We provide effective network and data security, managing data inclusive of all statewide human resources systems, and developing technical applications to allow for improved efficiency and accuracy in statewide reporting for state agencies and the citizens of Louisiana.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of data request provided within prescribed timeframe. (LAPAS CODE - 25880)	100%	100%	100%	100%	100%	100%



**Administration and Support General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Average turnaround time in days for data requests. (LAPAS CODE - 23595)	1	1	1	1	1
Average response time in days for internal IT support requests. (LAPAS CODE - 23596)	1.0	1.5	0.5	0.5	0.3

**5. (KEY) To annually offer 100% of the mandatory courses for supervisors twice a year.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Training includes discussions of the proper use of leave, the Family Medical Leave Act, the Equal Pay Act of 1963, flexible work schedules and places, sexual harassment, workplace violence, Affirmative Action and workforce diversity.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: The key locations for training classes are Baton Rouge, Shreveport/Bossier, Alexandria/Pineville, Monroe and New Orleans. State Civil Service continues to offer training opportunities to help agency supervisors and HR managers in developing the skills necessary to positively affect the productivity, efficiency, and morale of their workforce through proper employee management.

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of mandatory courses offered for the supervisors twice a year (LAPAS CODE - 25881)	100%	100%	100%	100%	100%	100%



## Administration and Support General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of mandatory courses offered (LAPAS CODE - 25882)	Not Available	Not Available	92	176	146
Number of students in instructor led courses (LAPAS CODE - 7098)	6,345	8,510	4,831	6,036	5,415
Number of instructor led courses offered (LAPAS CODE - 7099)	330	364	231	319	304
Number of students in web-based courses (LAPAS CODE - 25883)	Not Available	Not Available	101,119	103,785	112,711
Number of agency specific training courses developed (LAPAS CODE - 25884)	Not Available	Not Available	68	128	120
Number of students in sexual harassment web based courses (LAPAS CODE - 25885)	Not Available	Not Available	43,545	42,321	45,261

### 6. (KEY) To conduct 100% of the Program Accountability reviews for the agencies annually that meet the review schedule criteria.

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The civil service system provides a human resource management program for all employees designed to assure that employees are treated fairly and in a manner that is consistent with all relevant federal employment laws.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: Continuously provide mechanisms to evaluate agency compliance with merit system principles and Civil Service Rules and to evaluate the effectiveness of Human Resource management programs. The object of this indicator is to evaluate all major state entities on a four-year cycle. Therefore the goal is to complete evaluations on approximately one-fourth of these entities each year.

### Performance Indicators

L e v e l Performance Indicator Name	Performance Indicator Values					
	Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K Percentage of Program Accountability Reviews Conducted (LAPAS CODE - 25886)	100%	100%	100%	100%	100%	100%
K Number of post hire audits conducted (LAPAS CODE - 25970)	1,920	1,920	1,920	1,920	1,920	1,920



**Administration and Support General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of Program Accountability reviews conducted (LAPAS CODE - 11822)	30	51	100	99	99
Number of investigations conducted (LAPAS CODE - 25887)	Not Available	Not Available	16	11	7

**7. (KEY) To annually complete 100% of the annual pay plan report.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The State Civil Service system provides a human resource management program for all employees that includes a uniform pay plan.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

Explanatory Note: To assure that salaries are competitive, SCS annually reviews market pay levels in the relevant employment market which includes the private sector, comparable jobs in governmental entities and other public sector employers as available to make recommendations to the State Civil Service Commission and the Governor concerning the pay levels of the classified service.

**Performance Indicators**

L e v e l	Performance Indicator Name	Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Indicator Values			
				Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of annual reviews of market pay level completed. (LAPAS CODE - 25888)	100%	100%	100%	100%	100%	100%

**Administration and Support General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of salary surveys completed or reviewed (LAPAS CODE - 4128)	85	90	84	72	69
"Completed" refers to salary surveys conducted by SCS and responded to by other states; "reviewed" refers to salary surveys in which SCS participated as requested by other government and non-government entities.					



**8. (KEY) To review 25% of all classified jobs specifications annually.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The State Civil Service system provides a human resource management program for all employees that includes a uniform pay plan.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard	Actual Yearend Performance	Performance Standard as Initially Appropriated	Existing Performance Standard	Performance At Continuation Budget Level	Performance At Proposed Budget Level
		FY 2017-2018	FY 2017-2018	FY 2018-2019	FY 2018-2019	FY 2019-2020	FY 2019-2020
K	Percentage of classified job specifications reviewed annually (LAPAS CODE - 25889)	25%	53%	25%	25%	25%	25%

**9. (KEY) To complete 90% of classified position descriptions within the prescribed turnaround timeframe annually.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The State Civil Service system provides a human resource management program for all employees that includes a uniform pay plan.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard	Actual Yearend Performance	Performance Standard as Initially Appropriated	Existing Performance Standard	Performance At Continuation Budget Level	Performance At Proposed Budget Level
		FY 2017-2018	FY 2017-2018	FY 2018-2019	FY 2018-2019	FY 2019-2020	FY 2019-2020
K	Percentage of classified position descriptions allocated within the prescribed turnaround timeframe (LAPAS CODE - 25971)	90%	100%	90%	90%	90%	90%



**10. (KEY)To return 90% if all classified eligible agency lists to agencies within prescribed turnaround timeframe annually.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: The State Civil Service system provides a human resource management program for all employees that includes open recruiting and appointments and promotions based on merit.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of classified eligible lists returned to agencies within prescribed turnaround timeframe (LAPAS CODE - 25972)	90%	99%	90%	90%	90%	90%

**Administration and Support General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of applicants (LAPAS CODE - 12255)	42,235	76,149	373,027	399,963	450,609
This performance indicator previously included only those applicants that were processed by SCS. Beginning with FY 2018, this PI included ALL applicants, as SCS assumed responsibility for the posting and qualifying of jobs for all classified positions, statewide, on July 1, 2015. Specific information on this PI is included in the performance indicator summary. The increase between FY2014 and FY 2015 is due to a minimum qualification pilot project that was initiated by the Staffing Division, as well as the re-centralization of classified job posting and applicant qualification review. Moving forward, SCS fully expects that the number of applicants will more closely resemble actual data from PI #23610 for statewide applicants, which was 384,313 in FY 2015 (this PI was removed for use in FY 2017). This is reflected in the difference in data between FY 2016 and FY 2017, as shown above.					
Number of tests administered (LAPAS CODE - 12258)	14,526	12,621	13,693	12,718	12,436
Number of job postings (LAPAS CODE - 23609)	8,477	8,439	7,965	9,195	9,240

**11. (KEY)To provide leadership to HR professionals, agency managers and employees, using merit system principles.**

Children's Budget Link: Not applicable



Human Resource Policies Beneficial to Women and Families Link: State Civil Service provides consultation services to state agencies to ensure that HR personnel at each agency have adequate information and knowledge of SCS rules, as well as information on federal and state employment laws, in order to provide high levels of service to agency personnel and the citizens of Louisiana.

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Number of program specific consulting services provided annually (LAPAS CODE - new)	6,000	10,040	6,000	6,000	6,000	6,000
K	Percentage of monthly data quality reports conducted (LAPAS CODE - new)	100%	100%	100%	100%	100%	100%

### Administration and Support General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of employees rated Exceptional (LAPAS CODE - 25890)	Not Available	4,414	4,606	5,318	5,499
Indicator was created in FY 2015 and replaced indicators that reflected the old Performance Planning and Review System (PPR) which was replaced by the Performance Evaluation System (PES) in 2012. Data for FY 18 is still in the process of being collected.					
Number of employees rated Successful (LAPAS CODE - 25891)	Not Available	30,652	29,596	32,093	31,639
Indicator was created in FY 2015 and replaced indicators that reflected the old Performance Planning and Review System (PPR) which was replaced by the Performance Evaluation System (PES) in 2012. Data for FY 18 is still in the process of being collected.					
Number of employees rated Needs Improvement/Unsuccessful (LAPAS CODE - 25892)	Not Available	370	420	447	429
Indicator was created in FY 2015 and replaced indicators that reflected the old Performance Planning and Review System (PPR) which was replaced by the Performance Evaluation System (PES) in 2012. Data for FY 18 is still in the process of being collected.					
Number of employees Not Evaluated (LAPAS CODE - 25893)	Not Available	885	1,440	998	1,203
Indicator was created in FY 2015 and replaced indicators that reflected the old Performance Planning and Review System (PPR) which was replaced by the Performance Evaluation System (PES) in 2012. Data for FY 18 is still in the process of being collected.					
Number of employees Unrated (LAPAS CODE - 25894)	Not Available	232	236	114	375
Indicator was created in FY 2015 and replaced indicators that reflected the old Performance Planning and Review System (PPR) which was replaced by the Performance Evaluation System (PES) in 2012. Data for FY 18 is still in the process of being collected.					



## 17-561 — Municipal Fire and Police Civil Service

### Agency Description

The mission of the Office of State Examiner, Municipal Fire and Police Civil Service, is to provide support and guidance to local jurisdictions who administer an effective, cost-efficient civil service system based on merit, efficiency, fitness, and length of service, consistent with the law and professional standards, for fire fighters and police officers in all municipalities in the state having populations of not less than 7,000 nor more than 500,000 inhabitants to which the law applies, and in all parish fire departments and fire protection districts regardless of population, in order to provide a continuity in quality of law enforcement and fire protection for the citizens of the state in both rural and urban areas.

The goals of Municipal Fire and Police Civil Service are as follows:

- I. To advance the public safety and welfare of the citizens of Louisiana by developing and administering tests of fitness, validated in accordance with professional standards for employee selection, in order to determine the eligibility of applicants for employment and promotion in positions of the fire and police services. (LSA-R.S. 33:2479(G)(3); R.S. 33:2539(3); R.S. 33:2492; and R.S. 33:2552)
  
- II. To advance the public safety and welfare of the citizens of Louisiana by providing operational guidance to fire and police civil service boards, governing and appointing authorities, department chiefs and other public officers, and the employees of the classified fire and police services regarding the legal requirements of the Municipal Fire and Police Civil Service System and the administration and management of personnel within the classified service. (LSA-R.S. 33:2479(G)(1),(2),(4),(5),(6); R.S. 33:2539(1),(2),(4),(5),(6); R.S. 33:2483; and R.S. 33:2543)

Municipal Fire and Police Civil Service has one program: Administration Program.

For additional information, see:

[Municipal Fire and Police Civil Service](#)

### Municipal Fire and Police Civil Service Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	0	0	0	0	0	0



## Municipal Fire and Police Civil Service Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Statutory Dedications	2,173,365	2,334,588	2,334,588	2,372,499	2,384,413	49,825
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 2,173,365</b>	<b>\$ 2,334,588</b>	<b>\$ 2,334,588</b>	<b>\$ 2,372,499</b>	<b>\$ 2,384,413</b>	<b>\$ 49,825</b>
<b>Expenditures &amp; Request:</b>						
Administration	\$ 2,173,365	\$ 2,334,588	\$ 2,334,588	\$ 2,372,499	\$ 2,384,413	\$ 49,825
<b>Total Expenditures &amp; Request</b>	<b>\$ 2,173,365</b>	<b>\$ 2,334,588</b>	<b>\$ 2,334,588</b>	<b>\$ 2,372,499</b>	<b>\$ 2,384,413</b>	<b>\$ 49,825</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	19	19	19	19	19	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>0</b>



## 561\_1000 — Administration

Program Authorization: La. Constitution of 1974, Article X, Sections 16-20; Louisiana Revised Statutes 33:2471, et seq.; 33:2531, et seq. and 33:2591.

### Program Description

The mission of the Administration Program is to provide support and guidance to local jurisdiction who administer an effective, cost-efficient civil service system based on merit, efficiency, fitness, and length of service, consistent with the law and professional standards, for fire fighters and police officers in all municipalities in the state having populations of not less than 7,000 nor more than 500,000 inhabitants, and in all parish fire departments and fire protection districts regardless of population, in order to provide a continuity in quality of law enforcement and fire protection for the citizens of the state in both rural and urban areas.

The Administration Program includes the following activities:

- Resource Services – Provides local Civil Service Boards management and administrative personnel with the tools necessary to insure compliance with federal and state law in the effective management of fire and police personnel.
- Testing Services - Efficiently respond to the needs of administrators, classified employees, and Louisiana residents protected by the MFPCS System by providing, validated selection tests, lists of qualified eligible’s for hire and promotion.

### Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	2,173,365	2,334,588	2,334,588	2,372,499	2,384,413	49,825
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 2,173,365</b>	<b>\$ 2,334,588</b>	<b>\$ 2,334,588</b>	<b>\$ 2,372,499</b>	<b>\$ 2,384,413</b>	<b>\$ 49,825</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 1,856,051	\$ 1,935,407	\$ 1,935,407	\$ 2,046,251	\$ 2,052,071	\$ 116,664
Total Operating Expenses	202,778	254,300	254,300	260,861	265,300	11,000
Total Professional Services	0	105,000	105,000	25,645	25,000	(80,000)
Total Other Charges	43,045	38,381	38,381	33,408	35,708	(2,673)



## Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Total Acq&MajorRepairs	71,491	1,500	1,500	6,334	6,334	4,834
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 2,173,365</b>	<b>\$ 2,334,588</b>	<b>\$ 2,334,588</b>	<b>\$ 2,372,499</b>	<b>\$ 2,384,413</b>	<b>\$ 49,825</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	19	19	19	19	19	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>0</b>

## Source of Funding

This program is funded through Statutory Dedications as provided for under R.S. 22:1476(A)(2), entitled the Municipal Fire and Police Civil Service Operating Fund which shall be used solely for the operations of the office of state examiner. Revenue is collected from two and one-half hundredths of one percent of the gross direct insurance premiums received in the state, in the preceding year, by insurers doing business in the state. (Per R.S. 39:36B.(8), see table below for a listing of expenditures out of each statutory dedicated fund.)

## Administration Statutory Dedications

Fund	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Municipal Fire & Police Civil Serv. Oper. Fund	\$ 2,173,365	\$ 2,334,588	\$ 2,334,588	\$ 2,372,499	\$ 2,384,413	\$ 49,825

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 2,334,588	19	Existing Oper Budget as of 12/01/18
<b>Statewide Major Financial Changes:</b>			
\$ 0	\$ 47,409	0	Market Rate Classified
\$ 0	\$ 5,540	0	Civil Service Training Series
\$ 0	\$ (3,417)	0	Related Benefits Base Adjustment
\$ 0	\$ 35,076	0	Retirement Rate Adjustment
\$ 0	\$ 3,943	0	Group Insurance Rate Adjustment for Active Employees
\$ 0	\$ 1,877	0	Group Insurance Rate Adjustment for Retirees



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 26,236	0	Salary Base Adjustment
\$ 0	\$ 6,334	0	Acquisitions & Major Repairs
\$ 0	\$ (1,500)	0	Non-Recurring Acquisitions & Major Repairs
\$ 0	\$ (5,442)	0	Risk Management
\$ 0	\$ 2	0	UPS Fees
\$ 0	\$ 140	0	Civil Service Fees
\$ 0	\$ 2,303	0	Office of Technology Services (OTS)
\$ 0	\$ 324	0	Office of State Procurement
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 1,000	0	Funding to expand training program to add regional seminars in the northern part of the state.
\$ 0	\$ (80,000)	0	Non-recurs funding for the redesign of outdated website and online form submission.
\$ 0	\$ 10,000	0	Funding to attend the International Personnel Assessment Council (IPAC) for the purpose of training in human resources practices, including testing validation and conducting job analysis.
\$ 0	\$ 2,384,413	19	<b>Recommended FY 2019-2020</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 0	\$ 2,384,413	19	<b>Base Proposed Budget FY 2019-2020</b>
\$ 0	\$ 2,384,413	19	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
\$25,000	Legal service contract
<b>\$25,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## Other Charges

Amount	Description
<b>Other Charges:</b>	
This program does not have any funding for Other Charges.	
<b>\$0</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$8,123	State Civil Service Fees
\$11,229	Office of Risk Management (ORM) Fees
\$5,383	Office of Telecommunications Management (OTM) Fees



## Other Charges (Continued)

Amount	Description
\$7,039	Office of Technology Services (OTS)
\$2,134	Office of State Procurement (OSP)
\$1,800	Uniform Payroll System (UPS)Fees
<b>\$35,708</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$35,708</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
\$1,000	Projectors
\$1,250	Laptop
\$4,084	Surface Pro Laptop and Docking Station
<b>\$6,334</b>	<b>TOTAL ACQUISITIONS AND MAJOR REPAIRS</b>

## Performance Information

- (KEY) To advance the public safety and welfare of the citizens of Louisiana by developing and administering tests of fitness, validated in accordance with professional standards for employee selection, in order to determine the eligibility of applicants for employment and promotion in positions of the fire and police services.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percent of survey respondents indicating satisfaction with Office of State Examiner (OSE) testing services. (LAPAS CODE - 23612)	95%	98%	95%	95%	95%	95%
S	Average number of days from date of test to date scores are mailed. (LAPAS CODE - 23615)	10	4	10	10	10	10
S	Total number of eligibility lists submitted for certification by civil service boards. (LAPAS CODE - 25676)	400	543	400	400	400	400
K	Number of lists of exam results submitted within 30 days or less. (LAPAS CODE - 25677)	500	543	500	500	500	500
S	Percent of eligibility lists provided within 30-day target period from date of exam to date scores are mailed. (LAPAS CODE - 23616)	96%	100%	96%	96%	96%	96%
K	Number of tests administered within 90 days of receipt of request. (LAPAS CODE - 25678)	350	395	350	350	350	350
S	Percent of tests administered within 90-day target period from receipt of request to date of exam. (LAPAS CODE - 23617)	65%	73%	65%	65%	85%	85%
S	Percent of jurisdictions requesting fast-track scores being provided eligibility lists within 7 days of test. (LAPAS CODE - 23618)	94%	100%	94%	94%	97%	97%



## Administration General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number examinations requested (LAPAS CODE - 23619)	560	607	614	595	634
Number examinations administered (LAPAS CODE - 23620)	544	574	564	541	543
Number of new validation studies conducted for customized exams (LAPAS CODE - 23621)	67	67	68	50	49
Number of customized exams developed and administered (LAPAS CODE - 23622)	199	225	221	211	248
Number of validation studies completed on current standard exams (LAPAS CODE - 25683)	0	0	1	0	0
Number of regional examinations and special request examinations administered for entrance classes. (LAPAS CODE - 23623)	48	42	38	42	39
Number of candidates tested (LAPAS CODE - 23624)	5,488	5,760	5,053	5,467	5,148

**2. (KEY) To advance the public safety and welfare of the citizens of Louisiana by providing operational guidance to fire and police civil service boards, governing and appointing authorities, department chiefs and other public officers, and the employees of the classified fire and police services regarding the legal requirements of the Municipal Fire and Police Civil Service System and the administration and management of personnel within the classified service.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link:

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of local civil service boards and jurisdictions indicating satisfaction with OSE services (LAPAS CODE - 14310)	96%	93%	96%	96%	96%	96%
S	Percentage of survey respondents indicating satisfaction with website resources (LAPAS CODE - 25688)	98%	97%	98%	98%	98%	98%
S	Percentage of survey respondents utilizing agency legislative tracking site and finding the site informative and helpful (LAPAS CODE - 14312)	96%	97%	96%	96%	96%	96%
S	Number of potential jurisdictions to which the law applies and with whom contact has been initiated by the OSE. (LAPAS CODE - 23625)	5	0	5	5	5	5
S	Number of jurisdictions added for which civil service boards have been sworn in. (LAPAS CODE - 25689)	5	2	5	5	5	5
S	Number of lists of approved promotional candidates verified for compliance with civil service law. (LAPAS CODE - 23626)	200	228	200	200	200	200
S	Number of lists of approved competitive candidates verified for compliance with civil service law. (LAPAS CODE - 25690)	200	272	200	200	200	200
S	Average number of working days to respond to written requests for guidance (LAPAS CODE - 14316)	4	3	4	4	4	4
S	Average number of working days to respond to telephone inquiries (LAPAS CODE - 14315)	2	1	2	2	2	2



### Performance Indicators (Continued)

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
S	Number of reviews to current and proposed classification descriptions (LAPAS CODE - 25691)	350	1,771	350	350	400	400
S	Number of revisions to classification plans submitted for adoption by civil service boards (LAPAS CODE - 23627)	90	804	90	90	100	100
OSE made concerted effort to reduce a backlog of class plan revisions. Backlog has been significantly reduced.							
S	Number of reviews to current and proposed board rules (LAPAS CODE - 25692)	40	131	40	40	50	50
OSE made concerted effort to review current and proposed board rules.							
S	Number of revisions to board rules submitted for adoption by civil service boards (LAPAS CODE - 23628)	30	41	30	30	35	35

### Administration General Performance Information

Performance Indicator Name	Performance Indicator Values					
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018	
Number of jurisdictions in Municipal Fire and Police Civil Service (MFPCS) system (LAPAS CODE - 12286)	144	144	144	144	144	
Number of covered employees in MFPCS system (LAPAS CODE - 12289)	9,053	8,920	9,300	9,138	9,140	
Cost per covered employee within MFPCS system (LAPAS CODE - 12292)	\$ 203	\$ 224	\$ 222	\$ 233	\$ 240	
Per capita cost for providing qualified eligibles in jurisdictions covered by MFPCS system (LAPAS CODE - 23629)	\$ 0.71	\$ 0.33	\$ 0.74	\$ 0.85	\$ 0.36	
Actual fiscal year expenditures divided by total population of areas served by departments operating under Louisiana's Fire and Police Civil Service System.						
Number of advisory telephone calls (LAPAS CODE - 23630)	13,642	11,697	12,532	9,313	7,067	
Number of letters written providing information/advice (LAPAS CODE - 23631)	1,119	645	950	635	696	
Number of personnel action forms received (LAPAS CODE - 25693)	6,398	7,442	7,192	8,300	8,927	



## Administration General Performance Information (Continued)

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of personnel action forms (PAFs) reviewed for compliance with civil service law (LAPAS CODE - 4150)	6,184	7,134	8,198	7,457	5,349
Number of PAFs returned to jurisdictions for correction because of errors in applications of civil service law (LAPAS CODE - 7118)	207	392	459	365	748
Percentage of PAFs reviewed which are returned for correction (LAPAS CODE - 7119)	5.37%	5.49%	5.60%	4.89%	12.15%
Number of civil service minutes reviewed (LAPAS CODE - 17000)	776	772	911	860	1,011
Number of legislative bills impacting the Municipal Fire and Police Civil Service System tracked on OSE website (LAPAS CODE - 17001)	15	37	32	6	10
Number of potential jurisdictions to which the law applies (LAPAS CODE - 25694)	45	45	56	51	52
Number of individuals trained through seminars or individual orientation (LAPAS CODE - 17003)	461	226	275	89	449
Number of resources distributed (LAPAS CODE - 25695)	544	645	343	552	626
Number of visitors annually to agency website (LAPAS CODE - 17006)	117,992	58,589	68,918	52,417	23,409



## 17-562 — Ethics Administration

### Agency Description

The mission of Ethics Administration is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws, to achieve compliance by governmental officials, public employees, candidates, and lobbyists and to provide public access to disclosed information.

The goals of Ethics Administration are as follows:

- I. Improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements and lobbyist registration and disclosure requirements.
- II. Ensure that the administrative duties of the Louisiana Board of Ethics are carried out in a timely and efficient manner by the staff in order to increase public confidence relative to the accountability of public servants, candidates, political committees and lobbyists.

The Ethics Administration has one program: Administration Program.

For additional information, see:

[Ethics Administration](#)

### Ethics Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 4,179,914	\$ 4,190,373	\$ 4,190,373	\$ 4,452,371	\$ 4,428,682	\$ 238,309
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0
Fees and Self-generated Revenues	159,357	175,498	175,498	175,498	175,498	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 4,339,271</b>	<b>\$ 4,365,871</b>	<b>\$ 4,365,871</b>	<b>\$ 4,627,869</b>	<b>\$ 4,604,180</b>	<b>\$ 238,309</b>
<b>Expenditures &amp; Request:</b>						
Administration	\$ 4,339,271	\$ 4,365,871	\$ 4,365,871	\$ 4,627,869	\$ 4,604,180	\$ 238,309



## Ethics Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 4,339,271	\$ 4,365,871	\$ 4,365,871	\$ 4,627,869	\$ 4,604,180	\$ 238,309
<b>Authorized Full-Time Equivalents:</b>						
Classified	40	40	40	40	40	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	40	40	40	40	40	0



## 562\_1000 — Administration

Program Authorization: R.S. 42:1101 et seq. (Code of Governmental Ethics); R.S. 18:1481 et seq. (Campaign Finance Disclosure Act); R.S. 24:50 et seq. (Legislative Lobbyist Registration and Disclosure Act) and R.S. 49:71 et seq. (Executive Branch Lobbyist Registration and Disclosure Act)

### Program Description

The mission of the Administration Program is to provide staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws, to achieve compliance by governmental entities.

The goals of the Administration Program are as follows:

- I. Improve the level of education and awareness by public servants in order to ensure compliance with conflicts of interest standards, campaign finance disclosure requirements, and lobbyist registration and disclosure requirements.
- II. Ensure that the administrative duties of the Louisiana Board of Ethics are carried out in a timely and efficient manner by the staff in order to increase public confidence relative to the accountability of public servants, candidates, political committees, and lobbyists.
- III. Enhance timely public access to disclosed information.

The Administration Program includes the following activities:

- Administrative Support – Provides staff support for the Louisiana Board of Ethics, which administers and enforces Louisiana's conflicts of interest legislation, campaign finance disclosure requirements and lobbyist registration and disclosure laws.
- Compliance – Provides for the procedure whereby a matter can be subject to investigation as to potential violations of the Code of Governmental Ethics, Campaign Finance Disclosure Act, and the Lobbyist Disclosure Acts.
- Training – Through increased technology methods, provide education and awareness to persons subject to the laws administered by the Board, as well as to the general public as to the conflicts of interest, campaign finance and lobbying laws.

### Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 4,179,914	\$ 4,190,373	\$ 4,190,373	\$ 4,452,371	\$ 4,428,682	\$ 238,309
<b>State General Fund by:</b>						
Total Interagency Transfers	0	0	0	0	0	0



### Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Fees and Self-generated Revenues	159,357	175,498	175,498	175,498	175,498	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 4,339,271</b>	<b>\$ 4,365,871</b>	<b>\$ 4,365,871</b>	<b>\$ 4,627,869</b>	<b>\$ 4,604,180</b>	<b>\$ 238,309</b>

**Expenditures & Request:**

Personal Services	\$ 3,361,091	\$ 3,503,823	\$ 3,503,823	\$ 3,807,734	\$ 3,816,640	\$ 312,817
Total Operating Expenses	209,359	241,467	241,467	254,346	248,116	6,649
Total Professional Services	0	0	0	0	0	0
Total Other Charges	747,809	620,581	620,581	528,879	539,424	(81,157)
Total Acq & Major Repairs	21,012	0	0	36,910	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 4,339,271</b>	<b>\$ 4,365,871</b>	<b>\$ 4,365,871</b>	<b>\$ 4,627,869</b>	<b>\$ 4,604,180</b>	<b>\$ 238,309</b>

**Authorized Full-Time Equivalents:**

Classified	40	40	40	40	40	0
Unclassified	0	0	0	0	0	0
<b>Total FTEs</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>0</b>

### Source of Funding

This program is funded with State General Fund and Fees and Self-generated Revenues. The Fees and Self-generated Revenues are derived from filing fees for all political action committees authorized by R.S. 18:1491.1(E), legislative lobbying registration fees authorized by R.S. 24:53(I) and for executive lobbying registration fees authorized by R.S. 49:74(G). Funds are collected for providing copies of reports, transcripts, etc.

### Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 4,190,373	\$ 4,365,871	40	<b>Existing Oper Budget as of 12/01/18</b>
<b>Statewide Major Financial Changes:</b>			
93,348	93,348	0	Market Rate Classified
13,222	13,222	0	Civil Service Training Series
21,780	21,780	0	Related Benefits Base Adjustment
65,898	65,898	0	Retirement Rate Adjustment



## Major Changes from Existing Operating Budget (Continued)

General Fund	Total Amount	Table of Organization	Description
6,789	6,789	0	Group Insurance Rate Adjustment for Active Employees
2,117	2,117	0	Group Insurance Rate Adjustment for Retirees
109,663	109,663	0	Salary Base Adjustment
12,612	12,612	0	Risk Management
(105,042)	(105,042)	0	Rent in State-Owned Buildings
(10)	(10)	0	Capitol Park Security
280	280	0	UPS Fees
111	111	0	Civil Service Fees
1,426	1,426	0	State Treasury Fees
1,888	1,888	0	Office of Technology Services (OTS)
9,219	9,219	0	Administrative Law Judges
(1,641)	(1,641)	0	Office of State Procurement
<b>Non-Statewide Major Financial Changes:</b>			
1,249	1,249	0	Increases funding for dues and subscriptions related to Westlaw Select for legal reseasch. Provides funding to attend the Council on Governmental Ethics Laws (COGEL) conferences for staff training with respect to the laws administered by the Board of Ethics.
5,400	5,400	0	Ethics.
\$ 4,428,682	\$ 4,604,180	40	<b>Recommended FY 2019-2020</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 4,428,682	\$ 4,604,180	40	<b>Base Proposed Budget FY 2019-2020</b>
\$ 4,428,682	\$ 4,604,180	40	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
	This program does not have any funding for Professional Services.

## Other Charges

Amount	Description
<b>Other Charges:</b>	
\$21,000	Maintenance of electronic filing system
<b>\$21,000</b>	<b>SUB-TOTAL OTHER CHARGES</b>
<b>Interagency Transfers:</b>	
\$2,517	Uniform Payroll System (UPS) Fees
\$15,019	Civil Service Fees



### Other Charges (Continued)

Amount	Description
\$30,300	Division of Administration - State Printing
\$55,904	Office of Risk Management (ORM) Fees
\$15,991	Capital Park Security
\$145,869	Rent in State-Owned Buildings
\$17,464	Office of Technology Services (OTS)
\$64,904	Office of Telecommunication Management (OTM) Fees
\$166,980	Division of Administrative Law
\$1,426	Treasury Fees
\$2,050	Office of State Procurement
<b>\$518,424</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$539,424</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs.

### Performance Information

**1. (KEY) By June 30, 2019, 65% of all reports and registrations are filed electronically.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard	Actual Yearend Performance	Performance Standard as Initially Appropriated	Existing Performance Standard	Performance At Continuation Budget Level	Performance At Proposed Budget Level
		FY 2017-2018	FY 2017-2018	FY 2018-2019	FY 2018-2019	FY 2019-2020	FY 2019-2020
K	Percentage of reports and registrations filed electronically (LAPAS CODE - 7143)	65%	58%	65%	65%	65%	65%



## Administration General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of reports and registrations filed (LAPAS CODE - 12307)	33,358	40,548	42,524	36,219	37,213
Number of reports and registrations filed electronically (LAPAS CODE - 12308)	19,534	23,215	24,909	21,345	21,414
Number of reports and registrations filed in paper format (LAPAS CODE - 12309)	13,824	17,333	17,615	14,874	15,743

**2. (KEY) Reduce the delay between the assignment of an investigation and final staff approval of investigative report as a direct result of streamlining the investigation process, requiring conclusion of 75% of non-complex investigations within a period of not more than 120 days by June 30, 2019.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

### Performance Indicators

Level	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Number of non-complex investigations completed (LAPAS CODE - 10397)	500	333	500	500	350	350
K	Number of non-complex investigations completed by deadline (LAPAS CODE - 7132)	375	157	375	375	175	175
K	Percentage of non-complex investigation reports completed within deadline (LAPAS CODE - 7133)	75%	47%	75%	75%	50%	50%

## Administration General Performance Information

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of matters referred to investigation (LAPAS CODE - 4203)	576	561	387	328	345



**3. (KEY) Annually increase the number of online presentations available and the number of governmental entities with Ethics Liaisons.**

Children's Budget Link: Not applicable

Human Resource Policies Beneficial to Women and Families Link: Not applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
		K Percentage increase in governmental entities contacted with designated Ethics Liaisons (LAPAS CODE - 24449)	80%	7%	80%	80%	10%
K Percentage increase in number of online presentations (LAPAS CODE - 24450)	20%	0	20%	20%	20%	20%	

**Administration General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of informational presentations (LAPAS CODE - 12296)	70	108	82	79	94
Number of persons receiving training (LAPAS CODE - 12298)	15,454	9,845	6,472	6,167	6,387
This performance indicator only includes those persons that attended live information presentations.					
Number of governmental entities contacted (LAPAS CODE - 25090)	221	321	179	207	186
Number of governmental entities with designated ethics liaisons (LAPAS CODE - 25091)	129	142	159	295	317
Number of online presentations. (LAPAS CODE - 25896)	Not Available	3	3	4	4
This is a new performance indicator for FY 2014-2015 and historical data is not available.					



## 17-563 — State Police Commission

### Agency Description

The mission of the State Police Commission is to provide an independent, merit-based, system to empower the State of Louisiana to recruit, develop, and retain a state police force with the highest level of professionalism and proactive engagement in providing service to and protection of Louisiana's citizens and visitors.

The goals of State Police Commission are as follows:

- I. Appeals – ensure that the State Police Service article, the State Police Commission rules, and the principles of a merit-based system are upheld in the disciplinary and appeals process for all members of the State Police Service.
- II. Personnel Management – promote effective personnel management practices within the Office of State Police by performing investigations, reviewing contracts, and issuing general circulars and transmittals pertaining to the application and administration of the State Police Commission article and rules.
- III. Classification and Pay – maintain an equitable and uniform pay system for all State Police Service officers through creation and allocation of positions, routine review of the pay plan, and meeting with stakeholders to determine the changing organizational needs of the Office of State Police.
- IV. Examining – enable the Office of State Police to meet their unique staffing needs in a timely fashion by hiring and promoting the best qualified applicants through the administration of cadet and promotional exams.

The State Police Commission has one program: Administration Program.

For additional information, see:

[State Police Commission](#)

### State Police Commission Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 505,816	\$ 519,890	\$ 519,890	\$ 557,189	\$ 555,405	\$ 35,515
<b>State General Fund by:</b>						
Total Interagency Transfers	35,000	35,000	35,000	35,000	35,000	0



## State Police Commission Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 540,816</b>	<b>\$ 554,890</b>	<b>\$ 554,890</b>	<b>\$ 592,189</b>	<b>\$ 590,405</b>	<b>\$ 35,515</b>
<b>Expenditures &amp; Request:</b>						
Administration	\$ 540,816	\$ 554,890	\$ 554,890	\$ 592,189	\$ 590,405	\$ 35,515
<b>Total Expenditures &amp; Request</b>	<b>\$ 540,816</b>	<b>\$ 554,890</b>	<b>\$ 554,890</b>	<b>\$ 592,189</b>	<b>\$ 590,405</b>	<b>\$ 35,515</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	3	3	3	3	3	0
<b>Total FTEs</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>



## 563\_1000 — Administration

Program Authorization: La. Constitution of 1974; Article X Part IV, Sections 41-51

### Program Description

The mission of the Administration Program is to provide an independent, merit-based, system to empower the State of Louisiana to recruit, develop, and retain a state police force with the highest level of professionalism and proactive engagement in providing service to and protection of Louisiana's citizens and visitors.

The goals of Administration Program are as follows:

- I. Appeals – ensure that the State Police Service article, the State Police Commission rules, and the principles of a merit-based system are upheld in the disciplinary and appeals process for all members of the State Police Service.
- I. Personnel Management – promote effective personnel management practices within the Office of State Police by performing investigations, reviewing contracts, and issuing general circulars and transmittals pertaining to the application and administration of the State Police Commission article and rules.
- II. Classification and Pay – maintain an equitable and uniform pay system for all State Police Service officers through creation and allocation of positions, routine review of the pay plan, and meeting with stakeholders to determine the changing organizational needs of the Office of State Police.
- III. Examining – enable the Office of State Police to meet their unique staffing needs in a timely fashion by hiring and promoting the best qualified applicants through the administration of cadet and promotional exams.

The Administration Program includes the following activity:

Administration and Regulation Activity – Hearing classified commissioned officer appeals stemming from disciplinary actions and providing decisions consistent with the requirements of a merit system, the State Police Service article, and State Police Commission rules.



## Administration Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 505,816	\$ 519,890	\$ 519,890	\$ 557,189	\$ 555,405	\$ 35,515
<b>State General Fund by:</b>						
Total Interagency Transfers	35,000	35,000	35,000	35,000	35,000	0
Fees and Self-generated Revenues	0	0	0	0	0	0
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 540,816</b>	<b>\$ 554,890</b>	<b>\$ 554,890</b>	<b>\$ 592,189</b>	<b>\$ 590,405</b>	<b>\$ 35,515</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 369,407	\$ 361,148	\$ 377,358	\$ 380,127	\$ 381,396	\$ 4,038
Total Operating Expenses	28,547	72,285	23,050	29,495	28,900	5,850
Total Professional Services	105,075	94,050	105,075	117,786	115,075	10,000
Total Other Charges	31,618	27,407	49,407	64,781	65,034	15,627
Total Acq & Major Repairs	6,169	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 540,816</b>	<b>\$ 554,890</b>	<b>\$ 554,890</b>	<b>\$ 592,189</b>	<b>\$ 590,405</b>	<b>\$ 35,515</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	0	0	0	0	0	0
Unclassified	3	3	3	3	3	0
<b>Total FTEs</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0</b>

## Source of Funding

This program is funded with State General Fund (Direct) and Interagency Transfers from the Department of Public Safety.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 519,890	\$ 554,890	3	<b>Existing Oper Budget as of 12/01/18</b>
<b>Statewide Major Financial Changes:</b>			
(4,700)	(4,700)	0	Related Benefits Base Adjustment
6,501	6,501	0	Retirement Rate Adjustment
526	526	0	Group Insurance Rate Adjustment for Active Employees
743	743	0	Group Insurance Rate Adjustment for Retirees
(32)	(32)	0	Salary Base Adjustment
12,626	12,626	0	Risk Management
2,501	2,501	0	Legislative Auditor Fees
133	133	0	UPS Fees
316	316	0	Office of Technology Services (OTS)
51	51	0	Office of State Procurement
<b>Non-Statewide Major Financial Changes:</b>			
5,000	5,000	0	Funding for increase of testing contract to expand to online testing services.
11,850	11,850	0	Increases funding for Board members' compensation and travel, election of the Employee member of the Board, and supplies.
\$ 555,405	\$ 590,405	3	<b>Recommended FY 2019-2020</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 555,405	\$ 590,405	3	<b>Base Proposed Budget FY 2019-2020</b>
\$ 555,405	\$ 590,405	3	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
\$60,075	Funding for legal representation as special counsel to conduct fair and impartial due process administrative hearings.
\$50,000	Testing development, proctoring, and scoring of promotional exams.
\$5,000	Transcription services
<b>\$115,075</b>	<b>TOTAL PROFESSIONAL SERVICES</b>



### Other Charges

Amount	Description
	This program does not have funding for Other Charges.
	<b>Interagency Transfers:</b>
\$25,368	Office of Risk Management (ORM) Fees
\$3,278	Office of Telecommunications Management (OTM) Fees
\$1,942	Office of Technology Services (OTS)
\$24,000	Rent to Office of Facilities Corporation
\$376	Uniform Payroll System (UPS) Fees
\$8,981	Legislative Auditor Fees
\$1,089	Office of State Procurement (OSP)
<b>\$65,034</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$65,034</b>	<b>TOTAL OTHER CHARGES</b>

### Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs.

### Performance Information

**1. (KEY) The Administration Program will maintain an average time of 4 months to hear and decide an appeal, with at least 75% of all appeal cases disposed within 3 months.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Number of incoming appeals (LAPAS CODE - 4211)	8	1	8	8	8	8
Three (3) appeals were consolidated into one (1) matter due to the complexity of the case and number of witness. The matter was continued until convenient for a multi-day trial and heard in July 2018.							
S	Number of final dispositions (LAPAS CODE - 4212)	8	0	8	8	8	8
S	Backlog (LAPAS CODE - 4213)	2	0	2	2	2	2
K	Percentage of all appeal cases heard and decided within 3 months (LAPAS CODE - 7144)	75%	0	75%	75%	75%	75%
Due to scheduling, end of year budgetary considerations, and/or settlement negotiations, several cases were carried over but were closed within Q1 of FY 19.							

## 2. (KEY) The Administration Program will maintain a one-day turnaround time on processing personnel actions.

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, Other): Not Applicable

## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Number of personnel actions processed (LAPAS CODE - 4216)	6	7	6	6	6	6
K	Average processing time for personnel actions (in days) (LAPAS CODE - 4214)	1	2	1	1	1	1



**3. (KEY) The Administration Program will maintain existing testing, grade processing, and certification levels for the State Police cadet hiring process.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF,Tobacco Settlement,Workforce Development Commission, Other): Not Applicable

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Number of job applicants-cadets only (LAPAS CODE - 4217)	88	121	88	88	88	88
S	Average number of days from receipt of exam request to date of exam (LAPAS CODE - 4218)	30	30	30	30	30	30
K	Number of tests given (LAPAS CODE - 4219)	12	12	12	12	12	12
S	Average number of days to process grades (LAPAS CODE - 4220)	7	7	7	7	7	7
K	Number of certificates issued (LAPAS CODE - 4221)	1	1	1	1	1	1
K	Number of eligibles per certificate (LAPAS CODE - 4222)	668	610	668	668	668	668
K	Average length of time to issue certificates (in days) (LAPAS CODE - 4223)	1	2	1	1	1	1

**4. (KEY) The Administration Program will maintain existing indicators for State Police Sergeants, Lieutenants and Captains until a new examination is developed which could drastically change indicators at that time.**

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF,Tobacco Settlement,Workforce Development Commission, Other): Not Applicable



## Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Total number of job applicants-sergeants, lieutenants and captains (LAPAS CODE - 4224)	440	324	440	440	440	440
K	Average number of days from receipt of exam request to date of exam - sergeants, lieutenants, and captains (LAPAS CODE - 4228)	45	30	45	45	45	45
K	Total number of tests given - sergeants, lieutenants, and captains (LAPAS CODE - 4229)	21	21	21	21	21	21
K	Average number of days to process grades - sergeants, lieutenants, and captains (LAPAS CODE - 4233)	30	14	30	30	30	30
K	Total number of certificates issued- sergeants, lieutenants, and captains (LAPAS CODE - 4234)	40	35	40	40	40	40
K	Average length of time to issue certificates (in days) - sergeants, lieutenants, and captains (LAPAS CODE - 4238)	1	2	1	1	1	1



## 17-565 — Board of Tax Appeals

### Agency Description

The Board of Tax Appeals is a “quasi-judicial” independent tribunal whose statutory mission is to resolve equitably, fairly, expeditiously, and independently any state tax dispute between individuals, corporate and other taxpayers and state agencies including the Louisiana Department of Revenue, the Louisiana Department of Wildlife and Fisheries, and the Louisiana Department of Health, as mandated by R.S. 47:1401 et seq. Effective July 1, 2014, the Local Tax Division of the Board of Tax Appeals is authorized by R.S. 36:53(J) and R.S. 36:801.1(A) to hear sales and use tax disputes between individual, corporate and other taxpayers and local parish taxing authorities. The Board supports the taxing authorities (state and local) right to collect all taxes to which it is entitled, while at the same time protecting the taxpayers’ rights to an inexpensive, convenient, prompt, and fair judicial determination, consistent with the provisions of its statutory powers and authority.

The goals of the Board of Tax Appeals are:

- I. To hear and resolve in a fair, impartial, prompt, and economical manner:
  - a. all appeals filed by taxpayers from assessments imposed by the Louisiana Department of Revenue,
  - b. denials of refund claims by the Louisiana Department of Revenue, and
  - c. claims against the state for monies erroneously paid into the state treasury.
- II. To maintain the integrity and independence of the Board of Tax Appeals.

Statutory authority for goals: LA R.S. 47:1401 et. Seq.

The Board of Tax Appeals has two programs: Administrative Program and Local Tax Division Program.

For additional information, see:

[Board of Tax Appeals](#)

### Board of Tax Appeals Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 600,941	\$ 633,583	\$ 633,583	\$ 666,887	\$ 648,657	\$ 15,074
<b>State General Fund by:</b>						
Total Interagency Transfers	394,599	460,776	460,776	478,564	478,564	17,788
Fees and Self-generated Revenues	204,137	368,329	368,329	390,441	389,258	20,929
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0



## Board of Tax Appeals Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	\$ 1,199,677	\$ 1,462,688	\$ 1,462,688	\$ 1,535,892	\$ 1,516,479	\$ 53,791
<b>Expenditures &amp; Request:</b>						
Administrative	\$ 914,878	\$ 1,085,862	\$ 1,085,862	\$ 1,137,522	\$ 1,118,547	\$ 32,685
Local Tax Division	284,799	376,826	376,826	398,370	397,932	21,106
<b>Total Expenditures &amp; Request</b>	\$ 1,199,677	\$ 1,462,688	\$ 1,462,688	\$ 1,535,892	\$ 1,516,479	\$ 53,791
<b>Authorized Full-Time Equivalents:</b>						
Classified	8	9	9	6	6	(3)
Unclassified	1	1	1	4	4	3
<b>Total FTEs</b>	9	10	10	10	10	0



## 565\_1000 — Administrative

Program Authorization: R.S. 47:1401 et. seq.

### Program Description

The Board of Tax Appeals (“Board”) is a "quasi-judicial" independent tribunal whose statutory mission is to resolve equitably, fairly, expeditiously and independently any state tax dispute between individual, corporate and other taxpayers and state agencies including the Louisiana Department of Revenue, the Louisiana Department of Wildlife and Fisheries, and the Louisiana Department of Health, as mandated by R.S. 47:1401 et. seq. The Board supports the State’s rights to collect all taxes to which it is entitled, while at the same time protecting the taxpayers’ rights to an inexpensive, convenient, prompt and fair judicial determination, consistent with the provisions of its statutory powers and authority.

The goals of the Administrative Program of the Board of Tax Appeals are:

- I. To hear and resolve in a fair, impartial, prompt, and economical manner, all appeals filed by taxpayers from assessments imposed by the Department of Revenue, denials of refund claims by the Department of Revenue, and claims against the state for monies erroneously paid into the state treasury.
- II. To maintain the integrity and independence of the Administrative Program of the Board of Tax Appeals.

The Board is totally independent from the Louisiana Department of Revenue or any other taxing authority. The three board members are appointed by the Governor and confirmed by the Senate. Hearings are conducted monthly. The types of appeals before the Board range from very simple tax issues and small tax amounts (<\$100) to very complex tax issue amounts (>\$5,000,000). The Board's staff helps taxpayers with information on the appeals procedure, processes appeals and pleadings, digitizes hard copies of cases, organizes the cases and performs other daily administrative duties of a state agency.

The Board has the authority to hear appeals from the imposition of the following types of taxes: individual income tax; corporate income; corporate franchise; excise; severance; sales and use; withholding; motor vehicle; transportation and communication; hazardous waste; inspection and supervision; and inventory and special fuels. If a taxpayer is aggrieved by an assessment made by the Secretary of the Department of Revenue, the taxpayer may file a petition with the Board seeking relief. The case is assigned for hearing, at which time either party may introduce evidence. After hearing the case and considering the record, the law and the evidence, a judgment is rendered by the Board. If the judgment is not appealed by either party within 30 days, it becomes final.

The Board also approves or disapproves claims against the state. If the claim is approved by the Board, the legislature is authorized to appropriate funds to pay claims. In addition, the Board is authorized to review and approve the following: offers of compromise; penalty waiver requests; tax lien releases; and redetermination of final assessments submitted to it by the Secretary of the Department of Revenue. The Board also hears appeals from the Secretary’s denial of claims or tax refunds or the refusal to act on claims or refunds.

The Board is authorized by the following statutes to hear the following issues:

- R.S. 47:111(F)(3). Approval of penalty waivers for failure to file annual or final returns of withholding taxes when the penalty exceeds \$25,000.

- R.S. 47:295(C). Approval of penalty waivers for failure to pay income tax imposed on individuals when the penalty exceeds \$25,000.
- R.S. 47:303(B)(5)(d). The taxpayer's appeal to the Secretary's refusal to issue certification of title or vehicle registration.
- R.S. 47:303.1(G). The taxpayer's appeal to the Secretary's denial or revocation of a direct payment number registration.
- R.S. 47:305.14(C). The taxpayer's appeal to the Secretary's denial of tax exempt status for non-profit organizations.
- R.S. 47:305.18(C). The taxpayer's appeal to the Secretary's denial of tax exempt status for fairs, festivals, etc.
- R.S. 47:305.20 (E). The taxpayer's appeal to the Secretary's denial of tax exempt status for commercial fishermen.
- R.S. 47:205.53(B)(2). The taxpayer's appeal to the Secretary's denial of tax exempt status for sickle cell organizations.
- R.S. 47:647(B). The taxpayer's appeal to the Secretary's refusal to issue tax credit on third party contracts.
- R.S. 47:1431 through 47:1438. Issues regarding appeals for redetermination of assessment or for the determination of overpayments, or payment under protest petitions.
- R.S. 47:1451. Approval of penalty waivers.
- R.S. 47:1471. Issues regarding alcohol beverage permits.
- R.S. 47:1481 through 47:1486. Claims against the state.
- R.S. 47:1520(B). Approval of penalty waivers for failure to comply with the electronic filing requirements.
- R.S. 47:1561(3). Regards notice of final assessment advising appeal within specified time.
- R.S. 47:1565(A), (B), (C)(2)(3). Regards procedures for appealing assessments.
- R.S. 47:1566(C). Regards procedures to appeal jeopardy assessments.
- R.S. 47:1567. Regards procedures to appeal assessments and claims in bankruptcy and receivership.
- R.S. 47:1576(A)(1)(a),(b),(2),(C)(E). Regards procedure to appeal remittance of tax under protest.
- R.S. 47:1580(A)(3). Regards suspension of prescription.
- R.S. 47:1621(F). Regards appeals for refunds of overpayments.
- R.S. 47:1621.1(A). Regards application of overpayment as a credit.
- R.S. 47:1625. Regards appeals from Secretary's disallowing of refund claims.
- R.S. 47:1626. Regards Board's findings of overpayment upon appeal.
- R.S. 47:1688. Regard suspension of gasoline dealers' permits.
- R.S. 47:1689. Regards appeals on forfeiture of refunds.
- R.S. 51:1310(C). Regards appeals of denials for refunds for international travelers.
- R.S. 26:354(I). Regards Board's approval of waiver of penalty for wholesale dealers of alcoholic beverages.



- R.S. 26:492(A). Regards Board's approval of waiver of penalty for local gallonage tax on beverages of low alcoholic content.

## Administrative Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 600,941	\$ 633,583	\$ 633,583	\$ 666,887	\$ 648,657	\$ 15,074
<b>State General Fund by:</b>						
Total Interagency Transfers	169,998	199,478	199,478	217,266	217,266	17,788
Fees and Self-generated Revenues	143,939	252,801	252,801	253,369	252,624	(177)
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 914,878</b>	<b>\$ 1,085,862</b>	<b>\$ 1,085,862</b>	<b>\$ 1,137,522</b>	<b>\$ 1,118,547</b>	<b>\$ 32,685</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 664,705	\$ 831,290	\$ 831,290	\$ 876,386	\$ 860,327	\$ 29,037
Total Operating Expenses	43,956	45,142	45,142	48,820	47,777	2,635
Total Professional Services	45,000	53,000	53,000	54,935	53,000	0
Total Other Charges	160,407	156,430	156,430	157,381	157,443	1,013
Total Acq & Major Repairs	810	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0
<b>Total Expenditures &amp; Request</b>	<b>\$ 914,878</b>	<b>\$ 1,085,862</b>	<b>\$ 1,085,862</b>	<b>\$ 1,137,522</b>	<b>\$ 1,118,547</b>	<b>\$ 32,685</b>
<b>Authorized Full-Time Equivalents:</b>						
Classified	6	7	7	5	5	(2)
Unclassified	0	0	0	2	2	2
<b>Total FTEs</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>

## Source of Funding

This program is funded with State General Fund (Direct), Interagency Transfers, and Fees and Self-generated Revenues. The Interagency Transfers are from the Department of Revenue. The Fees and Self-generated Revenues are derived from filing fees (\$250 per dispute, charged only on disputes over \$5,000) and from charges for copies of hearing transcripts.



## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	<b>Mid-Year Adjustments (BA-7s):</b>
\$ 633,583	\$ 1,085,862	7	<b>Existing Oper Budget as of 12/01/18</b>
<b>Statewide Major Financial Changes:</b>			
7,079	12,461	0	Market Rate Classified
5,190	9,136	0	Related Benefits Base Adjustment
7,019	12,355	0	Retirement Rate Adjustment
1,912	1,912	0	Group Insurance Rate Adjustment for Active Employees
4,109	7,233	0	Salary Base Adjustment
942	942	0	Risk Management
9	9	0	UPS Fees
239	239	0	Civil Service Fees
0	(177)	0	Office of Technology Services (OTS)
<b>Non-Statewide Major Financial Changes:</b>			
1,135	1,135	0	Increases out-of-state travel for an additional Board member to attend the National Conferences of State Judges.
1,500	1,500	0	Increases funding for dues and subscriptions related to State Tax Notes for updates in tax laws and policies.
3,911	3,911	0	Funding of Board compensation for another hearing day per month due to increase in caseloads.
(17,971)	(17,971)	0	Attrition achieved through the reduction of WAEs staff.
\$ 648,657	\$ 1,118,547	7	<b>Recommended FY 2019-2020</b>
\$ 0	\$ 0	0	<b>Less Supplementary Recommendation</b>
\$ 648,657	\$ 1,118,547	7	<b>Base Proposed Budget FY 2019-2020</b>
\$ 648,657	\$ 1,118,547	7	<b>Grand Total Recommended</b>

## Professional Services

Amount	Description
\$53,000	Legal Services - Legal research and counsel for the Board
<b>\$53,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>



## Other Charges

Amount	Description
	This program does not have funding for Other Charges.
	<b>Interagency Transfers:</b>
\$103,593	Rent in State-Owned Buildings
\$6,330	Capital Park Security
\$425	Uniform Payroll System (UPS) Fees
\$12,651	Postage
\$5,222	Office of Risk Management (ORM) Fees
\$5,553	Office of Telecommunications Management (OTM) Fees
\$21,648	Office of Technology Services (OTS)
\$2,021	State Civil Service Fees
<b>\$157,443</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$157,443</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs.

## Performance Information

### 1. (KEY) Process cases and conduct hearings as requested by parties.

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission, or Other): Not Applicable

Explanatory Note: The essential product of the Board of Tax Appeals is conducting fair and impartial due process hearings, an activity not easily quantified or qualified. One can count the number of petitions filed, hearings conducted, decisions rendered, and recommendations reviewed, but impartiality and constitutional due process are not measurable.

The number and type of cases that the Board is likely to receive as a result of new taxpayers, new tax laws and regulations is not determinable in advance and will fluctuate greatly.

The Board hears not only appeals from taxpayers aggrieved by assessments, denials of refunds by the Department of Revenue and claims against the state, but also responds to requests and recommendations made by the Department of Revenue. The Board does not generate its own input and cannot control the number and types of cases it receives. The Department of Revenue makes a determination as to whether it will sue a taxpayer in state court or impose an assessment, which can be appealed to the Board. Upon receiving a notice of assessment from the Department of Revenue, a taxpayer decides whether to appeal to the Board. Thus the Department of Revenue and the taxpayer determine how many petitions are filed with the Board. The Board

processes 100% of these cases. The Board cannot control the number of assessments or denials of refunds by the Department of Revenue or the number of taxpayers who choose to contest the decisions of the Department of Revenue by appealing to the Board. After a petition is filed with the Board, the taxpayer may withdraw the petition or settle the matter with the Department of Revenue. In addition, the number of attorneys in the Legal Division of the Department of Revenue has an effect on the number of cases the Board will hear. When the Department of Revenue has fewer attorneys, the number of cases it is able to try before the Board is reduced. Conversely, an increase in the number of attorneys at the Department of Revenue allows the Board to hear many more cases. The Board hears all cases when all the parties are ready to try the case.

### Performance Indicators

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
		K Percentage of taxpayer cases processed within 30 days of receipt (LAPAS CODE - 238)	90%	72%	90%	90%	90%
"Cases Processed" includes the following steps: (1) receipt of case, (2) filing of case, and (3) preparation of case for service on both parties.							
K Percent of judgments signed 60 days from hearing (LAPAS CODE - 23363)	70%	100%	70%	70%	70%	70%	

## 2. (SUPPORTING) Computerize all docketed cases by scanning files and entering all data in the docketing system, so all case information is in digital form and readily available.

Children's Budget Link: Not Applicable

Human Resource Policies Beneficial to Women and Families Link: Not Applicable

Other Links (TANF, Tobacco Settlement, Workforce Development Commission or Other): Not Applicable

Explanatory Note: This objective is directly dependent on legislative funding to achieve 100% of cases to be scanned and entered into the docketing system. To provide reliable and accurate information to the public, state employees and for performance data in an accessible and cost-effective manner, cases are digitized and entered into the docketing system. The digitized information is backed up daily, which will prevent the loss of data in a disaster.



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
S	Percentage of open cases up-to-date with scanning and entering data in docketing system (LAPAS CODE - 21072)	70%	69%	70%	70%	70%	70%
S	Percentage of closed cases completely scanned and data entered in docketing system (LAPAS CODE - 21074)	15%	17%	10%	10%	15%	15%

**Administrative General Performance Information**

Performance Indicator Name	Performance Indicator Values				
	Prior Year Actual FY 2013-2014	Prior Year Actual FY 2014-2015	Prior Year Actual FY 2015-2016	Prior Year Actual FY 2016-2017	Prior Year Actual FY 2017-2018
Number of cases filed and docketed (LAPAS CODE - 12505)	725	751	1,278	1,551	312
"Docketed" refers to a case that has been assigned a BTA case number.					
Number of Collection Division cases filed, docketed and resolved without a hearing (LAPAS CODE - 12506)	272	735	516	346	313
Number of claims appealed to district court (LAPAS CODE - 12507)	4	2	3	2	2
Number of waivers, compromises, and lien releases filed (LAPAS CODE - 21075)	43	43	0	2	2



## 565\_2000 — Local Tax Division

Program Authorization: R.S. 36:53(J) and R.S. 36:801(A)

### Program Description

The mission of the Local Tax Division of the Board of Tax Appeals is to provide, in addition to existing judicial remedies, for an impartial, economical, and expeditious forum where a taxpayer may choose to resolve disputes arising under sales and use taxes imposed by local taxing authority before the Board of Tax Appeals, an independent quasi-judicial agency within the Department of Civil Service; and to provide a uniform remedy for taxpayers appealing assessments, denials or inaction on a refund claim, all for the purpose of promoting uniformity and consistency in the interpretation and application of law governing such taxes. The goals of the Local Tax Division of the Board of Tax Appeals are:

- I. To hear and resolve in a fair, impartial, prompt, and economical manner, all appeals filed by taxpayers from assessments imposed by taxing authorities and denials of refund claims by local taxing authorities.
- II. To maintain the integrity and independence of the Local Tax Division of the Board of Tax Appeals.

### Local Tax Division Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Means of Financing:</b>						
State General Fund (Direct)	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>State General Fund by:</b>						
Total Interagency Transfers	224,601	261,298	261,298	261,298	261,298	0
Fees and Self-generated Revenues	60,198	115,528	115,528	137,072	136,634	21,106
Statutory Dedications	0	0	0	0	0	0
Interim Emergency Board	0	0	0	0	0	0
Federal Funds	0	0	0	0	0	0
<b>Total Means of Financing</b>	<b>\$ 284,799</b>	<b>\$ 376,826</b>	<b>\$ 376,826</b>	<b>\$ 398,370</b>	<b>\$ 397,932</b>	<b>\$ 21,106</b>
<b>Expenditures &amp; Request:</b>						
Personal Services	\$ 224,526	\$ 293,646	\$ 293,646	\$ 301,944	\$ 302,404	\$ 8,758
Total Operating Expenses	26,463	51,685	39,255	40,153	39,255	0
Total Professional Services	9,000	22,000	22,000	22,000	22,000	0
Total Other Charges	21,038	9,495	21,925	34,273	34,273	12,348
Total Acq & Major Repairs	3,772	0	0	0	0	0
Total Unallotted	0	0	0	0	0	0



## Local Tax Division Budget Summary

	Prior Year Actuals FY 2017-2018	Enacted FY 2018-2019	Existing Oper Budget as of 12/01/18	Continuation FY 2019-2020	Recommended FY 2019-2020	Total Recommended Over/(Under) EOB
<b>Total Expenditures &amp; Request</b>	\$ 284,799	\$ 376,826	\$ 376,826	\$ 398,370	\$ 397,932	\$ 21,106
<b>Authorized Full-Time Equivalents:</b>						
Classified	2	2	2	1	1	(1)
Unclassified	1	1	1	2	2	1
<b>Total FTEs</b>	3	3	3	3	3	0

## Source of Funding

This program is funded with Interagency Transfers and Fees and Self-generated revenues. The Interagency Transfers are from the Department of Revenue from a reduction in distributions of local use tax to parish collectors. The Fees and Self-generated are from local cases filed with the board pursuant to the Uniform Local Sales Tax Code.

## Major Changes from Existing Operating Budget

General Fund	Total Amount	Table of Organization	Description
\$ 0	\$ 0	0	Mid-Year Adjustments (BA-7s):
\$ 0	\$ 376,826	3	Existing Oper Budget as of 12/01/18
<b>Statewide Major Financial Changes:</b>			
0	1,438	0	Market Rate Classified
0	1,885	0	Related Benefits Base Adjustment
0	460	0	Group Insurance Rate Adjustment for Active Employees
0	4,975	0	Salary Base Adjustment
0	12,348	0	Rent in State-Owned Buildings
<b>Non-Statewide Major Financial Changes:</b>			
\$ 0	\$ 397,932	3	Recommended FY 2019-2020
\$ 0	\$ 0	0	Less Supplementary Recommendation
\$ 0	\$ 397,932	3	Base Proposed Budget FY 2019-2020
\$ 0	\$ 397,932	3	Grand Total Recommended



## Professional Services

Amount	Description
\$22,000	Legal Services - Legal research and counsel for the Board
<b>\$22,000</b>	<b>TOTAL PROFESSIONAL SERVICES</b>

## Other Charges

Amount	Description
	This program does not have funding for Other Charges.
	<b>Interagency Transfers:</b>
\$20,842	Rent in State-Owned Buildings
\$160	Office of Risk Management (ORM) Fees
\$6,500	Postage
\$6,582	Office of Telecommunications Management (OTM) Fees
\$189	Uniform Payroll System (UPS) Fees
<b>\$34,273</b>	<b>SUB-TOTAL INTERAGENCY TRANSFERS</b>
<b>\$34,273</b>	<b>TOTAL OTHER CHARGES</b>

## Acquisitions and Major Repairs

Amount	Description
	This program does not have funding for Acquisitions and Major Repairs.

## Performance Information

### 1. (KEY) Issue docket numbers, issue service and conduct hearings on petitions filed in Local Tax Division in an efficient manner.

Children's Budget Link: Not applicable

Human Resource Policies beneficial to Women and Families Link: Not applicable

Other Link(s): Not applicable

Explanatory Note:

Per ACT 640, the Board of Tax Appeals authority has been expanded to disputes between taxpayers and the local taxing authority. This is a separate program from the Administrative Program which does disputes between tax payers and the state taxes. The Local Tax Division has the same goals and objectives as the Administrative Program but at a local tax level.



**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
K	Percentage of taxpayer cases processed within 15 days of receipt (LAPAS CODE - 25820)	90%	86%	90%	90%	90%	90%
K	Judgments signed within 60 days of hearing (LAPAS CODE - 25821)	75%	64%	75%	75%	75%	75%

**2. (SUPPORTING) Scan all cases and enter data in docketing system for cases filed in the Local Tax Division, so all case information is digitized and readily available.**

Children's Budget Link: Not applicable

Human Resource Policies beneficial to Women and Families Link: Not applicable

Other Link(s): Not applicable

Explanatory Note:

Per ACT 640, the Board of Tax Appeals authority has been expanded to disputes between taxpayers and the local taxing authority. This is a separate program from the Administrative Program which does disputes between tax payers and the state taxes. The Local Tax Division has the same goals and objectives as the Administrative Program but at a local tax level.

**Performance Indicators**

L e v e l	Performance Indicator Name	Performance Indicator Values					
		Yearend Performance Standard FY 2017-2018	Actual Yearend Performance FY 2017-2018	Performance Standard as Initially Appropriated FY 2018-2019	Existing Performance Standard FY 2018-2019	Performance At Continuation Budget Level FY 2019-2020	Performance At Proposed Budget Level FY 2019-2020
S	Percent of open cases scanned and data entered in docketing system (LAPAS CODE - 25822)	95%	100%	95%	95%	95%	95%
S	Percent of closed cases scanned and data entered in docketing system (LAPAS CODE - 25823)	90%	100%	90%	90%	90%	90%

