

1 AN ACT relating to state employees.

2 ***Be it enacted by the General Assembly of the Commonwealth of Kentucky:***

3 ➔Section 1. KRS 18A.030 is amended to read as follows:

- 4 (1) The secretary shall be the executive and administrative head of the cabinet and shall  
5 supervise and control all examinations and work of the cabinet. He shall advise the  
6 board on matters pertaining to the classified service of this state. Within the  
7 limitations of the budget, the secretary shall appoint and supervise the staff needed  
8 in the cabinet to carry out the purposes of KRS 18A.005 to 18A.200 except  
9 employees of the board who shall be appointed as provided in KRS 18A.090.
- 10 (2) Subject to the provisions of this chapter and KRS Chapter 13A, the secretary shall,  
11 with the aid of his staff:
- 12 (a) Attend all meetings of the board;
  - 13 (b) As provided by this chapter, promulgate comprehensive administrative  
14 regulations consistent with the provisions of KRS Chapters 13A and 18A, and  
15 with federal standards for the administration of a personnel system in the  
16 agencies of the state government receiving federal grants;
  - 17 (c) Establish general procedures for personnel recruitment, for certification, and  
18 for improving the efficiency of employed personnel;
  - 19 (d) Appoint the examiners and technicians necessary for the conduct of the  
20 personnel program, whether on a permanent or temporary basis;
  - 21 (e) Prepare and maintain a record of all employees, showing for each employee  
22 his name, address, title of position held, rate of compensation, changes in  
23 status, compensation, or title, transfer, and to make the data and the class  
24 specifications for all positions available to the press and public;
  - 25 (f) Prepare, in accordance with the provisions of KRS 18A.005 to 18A.200 and  
26 the administrative regulations adopted thereunder, examinations, eligible lists,  
27 and ratings of candidates for appointment;

- 1 (g) Make certification for appointment or promotion within the classified service,  
2 in accordance with the provisions of KRS 18A.005 to 18A.200;
- 3 (h) Make investigations concerning all matters touching the enforcement and  
4 effect of the provisions of KRS 18A.005 to 18A.200 and administrative  
5 regulations prescribed thereunder;
- 6 (i) Prepare, in cooperation with appointing authorities and others, programs for  
7 employee training, safety, morale, work motivation, health, counseling, and  
8 welfare, and exercise leadership in the development of effective personnel  
9 administration within the several departments of the Commonwealth, and  
10 make available the facilities of the department to this end;
- 11 (j) Provide personnel services to unclassified employees in agreement with the  
12 agencies involved not otherwise provided for in KRS 18A.005 to 18A.200;
- 13 (k) Present, in accordance with the provisions of KRS Chapter 48, budget  
14 requests for the support of the personnel system created by KRS 18A.005 to  
15 18A.200, excluding the board, which shall present its own budget estimates;
- 16 (l) Make a report that shall include demographic information on state  
17 employees by program cabinet and department of the executive branch of  
18 state government and submit the same to the board, the Legislative Research  
19 Commission, and the Governor not later than October first of each year;
- 20 (m) Propose selection method changes for any classification to the Personnel  
21 Board with documentation justifying the need for the selection method  
22 change. The Personnel Board shall, at its next regularly scheduled monthly  
23 meeting, review and comment on any proposed selection method change. A  
24 classification shall not have its selection method changed without review and  
25 comment by the Personnel Board; and
- 26 (n) Discharge the other duties imposed upon him by KRS 18A.005 to 18A.200.
- 27 (3) The secretary on behalf of the cabinet may join or subscribe to any association or

1 service having as its purpose the interchange of information relating to the  
2 improvement of the public service and especially improvement of personnel  
3 administration.

4 (4) The secretary shall keep records relative to employee turnover and report to the  
5 board, the Governor, and the Legislative Research Commission quarterly. The  
6 report shall reflect employee turnover rates by cabinet, department, bureau, division,  
7 and section. If any cabinet, department, bureau, division, or section has a turnover  
8 rate of fifteen percent (15%) or more in any twelve (12) month period, the secretary  
9 shall conduct an investigation into the reasons for the turnover and report the  
10 findings to the board, the Governor, and the Legislative Research Commission.

11 (5) The secretary shall provide to each new state employee and to each existing state  
12 employee, classified or otherwise, on an annual basis an informational pamphlet  
13 about human immunodeficiency virus infection and acquired immunodeficiency  
14 syndrome. The pamphlet shall be approved by the Cabinet for Health and Family  
15 Services and shall contain information about the nature and extent of these diseases,  
16 methods of transmission, preventive measures, and referral services.

17 (6) The secretary shall establish and maintain a list of all filled positions exempted  
18 from classified service under KRS 18A.115(1) (e), (g), (h), (i), (k), (t), (w), (aa), and  
19 (ab). The list shall include the following information for each filled position:

- 20 (a) The name of the agency where the position is assigned;
- 21 (b) The statutory authority for the unclassified status of the position;
- 22 (c) The title of the position;
- 23 (d) The pay grade of the position;
- 24 (e) The annual salary of the employee in the position; and
- 25 (f) The work county of the employee in the position.

26 (7) Beginning September 1, 2010, and every six (6) months thereafter, the secretary  
27 shall provide the Governor and the Legislative Research Commission with a copy

- 1 of the list described in subsection (6) of this section, and shall indicate on the list
- 2 any position that has been added to the list since the last submission.
- 3 (8) The secretary shall perform organizational analysis and review.