

HUMAN RESOURCES CENTRALIZATION FREQUENTLY ASKED QUESTIONS

OVERVIEW

1. Why should the State centralize Human Resources (HR)?

The Lamont/Bysiewicz Administration sees a great opportunity to reshape State government operations in ways that deliver services in a more contemporary and cost effective fashion for Connecticut's citizens. HR, as a profession, has experienced significant positive change in the private sector and within other public sector employers via centralization.

2. What are the benefits of the State centralizing HR?

Centralization creates the appropriate environment for more specialization within the different functional areas of HR. More specialization drives better performance and attainment of professional excellence through greater productivity, speed, and quality of services, improved pace of innovation, and an overall reduction of risk through greater consistency and reliability.

3. Why is the announcement to centralize HR being made ahead of implementation?

The Lamont/Bysiewicz Administration fully supports the centralization of HR and intends to execute this initiative in a thorough and thoughtful manner. Announcing this initiative ahead of implementation gives the State the necessary guidance and support to begin more detailed operational planning that will ensure a smooth transition for all affected employees and stakeholders.

4. How will centralization impact the services that HR provides to State agencies?

The goal is to provide the highest quality services at the lowest possible cost. The information collected during the discovery phase will identify new and better ways to assist employees and State leaders by improving response time, accuracy, and consistency.

5. Who gave the authority to centralize HR?

[Section 5-200](#) of the Connecticut General Statutes charges the Commissioner of Administrative Services (DAS) with the administration of the State Personnel Act, except to the extent certain responsibilities are specifically given to the Secretary of the Office of Policy and Management (OPM) and the Office of the State Comptroller, and authorizes the Commissioner to determine whether or not to delegate those responsibilities.

6. What does the Executive Order say?

[Executive Order](#)

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7. Which State agencies are included in the centralization?

The majority of executive branch agencies with agency heads appointed by the Governor or boards appointed by the Governor are included in the centralization (i.e. in-scope). The Constitutional Offices, the Constituent Units of Higher Education, the Division of Criminal Justice, the Military Department, the Office of the Chief Medical Examiner, the Agriculture Experiment Station, Office of State Ethics, State Elections Enforcement Commission, Freedom of Information Commission, and Quasi-Public Agencies are out of scope.

8. Will the centralization of HR result in layoffs?

Layoffs are not being contemplated at this time.

9. What is the proposed organizational structure?

[The proposed organizational structure can be found in the PowerPoint Presentation.](#)

10. What will the on-site Agency HR Business Partners function be responsible for?

Agency HR Business Partners will be assigned by DAS to the in-scope agencies to develop and implement strategic planning, organizational structure, agency people strategy (in partnership with Talent Solutions), position management, and performance management; advise agency leadership on key state employee issues; and coordinate services, as needed. Their primary clients are agency leadership and employees.

11. What will the Agency Labor Relations function be responsible for?

Agency Labor Relations staff will be assigned by the Office of Labor Relations to the in-scope agencies to serve as the Agency Heads' on-site labor relations subject matter experts. Their primary clients are Agency Heads and employees.

12. What will the Talent Solutions function be responsible for?

Talent Solutions will be responsible for the State Executive Branch's overall talent acquisition strategy, recruitment and exams including shortlisting eligible lists for agencies, vendor management, administration of the classification system, and the coordination and development of statewide learning programs. Their primary clients are Agency HR Business Partners.

13. What will the HR Policy and Information Systems function be responsible for?

HR Policy and Information Systems will be responsible for the State Executive Branch's administration of [Chapter 67 of the CT General Statutes](#) and other authorities governing terms and conditions of State employment and supporting HR Information systems. Their primary clients are Agency HR Business Partners.

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14. What will the Benefits and Leaves function be responsible for?

Benefits and Leaves will be responsible for the State Executive Branch's administration of certain benefits and leaves, including but not limited to retirement processing. Their primary clients are employees and Agency HR Business Partners.

15. What will the Workers' Compensation function be responsible for?

Workers' Compensation will be responsible for the State Executive Branch's administration of Workers' Compensation. Their primary clients are employees and Agency HR Business Partners.

16. Will Payroll and Equal Employment Opportunity/Affirmative Action functions be centralized?

Centralization will initially involve the HR and Labor Relations functions described above. The administration will continue to work with agencies and other stakeholders to develop plans for the centralization of Payroll and Equal Employment Opportunity functions in the future.

17. What is the projected timeline?

[The key dates can be found in the PowerPoint Presentation.](#)

18. Given the COVID-19 pandemic, what will the working conditions be for those HR employees moving to specialized functional areas (Talent Solutions, HR Policy and Information Systems, Benefits and Leaves, and Workers' Compensation)?

Effective August 28, 2020 employees assigned to these functional areas will be teleworking full-time. Once office space at 450 Columbus Boulevard is reconfigured in accordance with reopening guidelines, work will shift to a mixture of telework, agency visits, and office work.

19. What computer equipment will HR employees moving to specialized functional areas (Talent Solutions, HR Policy and Information Systems, Benefits and Leaves, and Workers' Compensation) use to complete their work?

Prior to August 28, 2020 DAS will issue each of these employees a laptop that will be configured appropriately to their assignment. These employees will receive guidance to return their current equipment to their former agencies.