

MEMORANDUM



JOINT BUDGET COMMITTEE

TO Joint Budget Committee Members
FROM JBC Staff
DATE April 19, 2024
SUBJECT Potential Legislation Packet 20

This packet includes bill drafts and related memos for the Committee’s consideration. Each individual item has page numbers but also a packet page number to help navigate the whole document. The page numbers below refer to the packet page number.

POTENTIAL LEGISLATION

LLS 24-1140 Office of Admin Services for Independent Agencies (Kemm) 1

Second Regular Session
Seventy-fourth General Assembly
STATE OF COLORADO

DRAFT
4/18/24

DRAFT

LLS NO. 24-1140.01 Chelsea Princell x4335

COMMITTEE BILL

Joint Budget Committee

BILL TOPIC: Office of Admin Services for Independent Agencies

A BILL FOR AN ACT

101 **CONCERNING THE REPEAL AND REENACTMENT OF THE LAW ENACTED**
102 **BY SENATE BILL 23-228 THAT CREATED THE OFFICE OF**
103 **ADMINISTRATIVE SERVICES FOR INDEPENDENT AGENCIES IN THE**
104 **JUDICIAL DEPARTMENT.**

Bill Summary

(Note: This summary applies to this bill as introduced and does not reflect any amendments that may be subsequently adopted. If this bill passes third reading in the house of introduction, a bill summary that applies to the reengrossed version of this bill will be available at <http://leg.colorado.gov/>.)

Joint Budget Committee. During the first session of the seventy-fourth general assembly, the general assembly enacted Senate Bill 23-228, which created the office of administrative services for

*Capital letters or bold & italic numbers indicate new material to be added to existing law.
Dashes through the words indicate deletions from existing law.*

1 INDEPENDENT AGENCY WAS THAT THE JUDICIAL DEPARTMENT, THROUGH
2 THE OFFICE OF THE STATE COURT ADMINISTRATOR, COULD MOST
3 EFFICIENTLY PROVIDE CENTRALIZED ADMINISTRATIVE SUPPORT SERVICES
4 TO THE INDEPENDENT AGENCIES. HOWEVER, THE JUDICIAL DEPARTMENT
5 HAS INCREASINGLY LIMITED OR RESTRICTED ADMINISTRATIVE SUPPORT
6 SERVICES TO THESE INDEPENDENT AGENCIES, AND THE INDEPENDENT
7 AGENCIES HAVE NOT RECEIVED ACCESS TO STATEWIDE SYSTEMS AND
8 STRUCTURES OF SUPPORT THAT ARE GENERALLY PROVIDED TO STATE
9 PROGRAMS.

10 (d) IT IS CRITICAL THAT THE OFFICE OF ADMINISTRATIVE SERVICES
11 FOR INDEPENDENT AGENCIES BE ESTABLISHED FOR THE PROVISION OF
12 CENTRALIZED ADMINISTRATIVE SUPPORT SERVICES FOR CURRENT AND
13 FUTURE INDEPENDENT AGENCIES THAT ARE IN NEED OF ADMINISTRATIVE
14 SUPPORT FROM THE OFFICE OF ADMINISTRATIVE SERVICES FOR
15 INDEPENDENT AGENCIES. FURTHERMORE, IT IS IMPERATIVE THAT THE
16 JUDICIAL DEPARTMENT, THROUGH THE OFFICE OF THE STATE COURT
17 ADMINISTRATOR, PROVIDE THESE ADMINISTRATIVE SUPPORT SERVICES FOR
18 THE OFFICE OF ADMINISTRATIVE SERVICES FOR INDEPENDENT AGENCIES
19 AND THE INCLUDED AGENCIES UNTIL THE TRANSITION OF SERVICES IS
20 COMPLETE, AND EFFECTIVELY PARTNER WITH THE OFFICE OF
21 ADMINISTRATIVE SERVICES FOR INDEPENDENT AGENCIES AND SUPPORT
22 THE TRANSITION OF SERVICES DESCRIBED IN THIS ARTICLE 100 UNTIL THE
23 TRANSITION OF SERVICES IS COMPLETE.

24 **13-100-102. Definitions.** AS USED IN THIS ARTICLE 100, UNLESS
25 THE CONTEXT OTHERWISE REQUIRES:

26 (1) "BUDGET REQUEST AMENDMENT" HAS THE SAME MEANING SET
27 FORTH IN SECTION 2-3-208.

1 (2) "COMPENSATION TEMPLATE" MEANS THE STATEWIDE SYSTEM
2 USED TO BUDGET, BY STATE AGENCY, FOR EMPLOYEE BENEFITS AND
3 SALARY AS DETERMINED BY THE GOVERNOR'S OFFICE OF STATE PLANNING
4 AND BUDGETING AND THE DEPARTMENT OF PERSONNEL.

5 (3) "INCLUDED AGENCIES" MEANS THE INDEPENDENT AGENCIES
6 WITHIN THE JUDICIAL DEPARTMENT THAT THE OFFICE PROVIDES
7 ADMINISTRATIVE AND FISCAL SUPPORT SERVICES TO PURSUANT TO THIS
8 ARTICLE 100 AND INCLUDES THE OFFICE OF THE CHILD PROTECTION
9 OMBUDSMAN, THE INDEPENDENT ETHICS COMMISSION, THE OFFICE OF
10 PUBLIC GUARDIANSHIP, THE COMMISSION ON JUDICIAL DISCIPLINE, THE
11 OFFICE OF ALTERNATIVE DEFENSE COUNSEL, THE OFFICE OF THE CHILD'S
12 REPRESENTATIVE, THE OFFICE OF THE RESPONDENT PARENTS' COUNSEL,
13 THE OFFICE OF THE STATEWIDE BEHAVIORAL HEALTH COURT LIAISON, THE
14 OFFICE OF THE JUDICIAL DISCIPLINE OMBUDSMAN, AND ANY OTHER
15 INDEPENDENT AGENCY ADDED TO THE JUDICIAL DEPARTMENT ON OR
16 AFTER JULY 1, 2024. THE OFFICE OF STATE PUBLIC DEFENDER IS NOT AN
17 INCLUDED AGENCY.

18 (4) "OFFICE" MEANS THE OFFICE OF ADMINISTRATIVE SERVICES FOR
19 INDEPENDENT AGENCIES CREATED IN SECTION 13-100-103.

20 (5) "TECHNICAL SUPPORT LIAISON" MEANS AN INDIVIDUAL
21 EMPLOYED BY A STATEWIDE CENTRAL SERVICES AGENCY IN THE
22 EXECUTIVE BRANCH OR EQUIVALENT OFFICE OR UNIT IN THE JUDICIAL
23 BRANCH THAT THE AGENCY, OFFICE, OR UNIT DESIGNATES AS THE LIAISON
24 TO PROVIDE TECHNICAL SUPPORT TO THE OFFICE.

25 **13-100-103. Office of administrative services for independent**
26 **agencies - created - repeal.** (1) THERE IS CREATED IN THE JUDICIAL
27 DEPARTMENT THE OFFICE OF ADMINISTRATIVE SERVICES FOR INDEPENDENT

1 AGENCIES TO ACT AS AN INDEPENDENT AGENCY THAT PROVIDES
2 CENTRALIZED ADMINISTRATIVE AND FISCAL SUPPORT SERVICES FOR THE
3 INCLUDED AGENCIES.

4 (2) (a) ON OR BEFORE JUNE 30, 2025, THE OFFICE AND THE
5 JUDICIAL DEPARTMENT SHALL ENTER INTO A MEMORANDUM OF
6 UNDERSTANDING THAT CONTAINS, AT A MINIMUM, REQUIREMENTS
7 RELATED TO THE ESTABLISHMENT OF FISCAL RULES AND ONGOING ACCESS
8 TO, OR THE USE OF, JUDICIAL DEPARTMENT SYSTEMS, CONTRACTS, OR
9 RESOURCES THAT ARE IN THE INTEREST OF PROVIDING ADMINISTRATIVE
10 AND FISCAL SUPPORT SERVICES EFFICIENTLY AND AT LOW COST TO THE
11 STATE, WHICH INCLUDES THE JUDICIAL DEPARTMENT'S SYSTEMS FOR
12 ADMINISTERING PAYROLL, BENEFITS, AND LEAVE FOR EMPLOYEES OF THE
13 AGENCIES SERVED BY THE OFFICE.

14 (b) BEGINNING JANUARY 1, 2026, IF THE INCLUDED AGENCIES' USE
15 OF THE JUDICIAL DEPARTMENT'S SYSTEMS, CONTRACTS, OR RESOURCES
16 CREATES ADDITIONAL COSTS TO THE JUDICIAL DEPARTMENT, THOSE COSTS
17 MUST BE IDENTIFIED, QUANTIFIED, NEGOTIATED, AND INCORPORATED INTO
18 THE MEMORANDUM OF UNDERSTANDING, AND PAID FOR BY THE OFFICE.

19 (c) THE OFFICE MAY NEGOTIATE SHARED RESOURCES FOR THE
20 INCLUDED AGENCIES, AND THE INCLUDED AGENCIES MAY PARTICIPATE IN
21 AN OFFICE-NEGOTIATED AGREEMENT OR MAY NEGOTIATE THEIR OWN
22 AGREEMENTS INDEPENDENTLY OF THE OFFICE CONCERNING THE SHARED
23 RESOURCES.

24 (3) THE OFFICE CONSISTS OF A DIRECTOR AND ANY OTHER STAFF
25 POSITION DEEMED NECESSARY BY THE DIRECTOR WITHIN EXISTING
26 APPROPRIATIONS.

27 (4) THE OFFICE IS GOVERNED BY AN ADVISORY BOARD THAT

1 CONSISTS OF THE DIRECTOR OF EACH INCLUDED AGENCY AND THE
2 DIRECTOR OF ANY INDEPENDENT AGENCY THAT IS ADDED TO THE JUDICIAL
3 DEPARTMENT ON OR AFTER JULY 1, 2024. THE DIRECTOR OF AN INCLUDED
4 AGENCY MAY APPOINT A DESIGNEE TO SERVE ON THE ADVISORY BOARD ON
5 THE DIRECTOR'S BEHALF. IN ORDER TO MAINTAIN BOARD DISCUSSION AND
6 DECISION CONTINUITY AND CONSISTENCY, A DESIGNEE IS A FULL VOTING
7 MEMBER OF THE BOARD, MUST SERVE FOR AT LEAST ONE FULL FISCAL
8 YEAR, AND MAY NOT BE REPLACED DURING THAT PERIOD BY EITHER A
9 SUBSTITUTE DESIGNEE OR BY THE DIRECTOR, UNLESS THE DESIGNEE IS NO
10 LONGER EMPLOYED BY THE INCLUDED AGENCY.

11 (5) THROUGH JUNE 30, 2025, THE CHAIRPERSON OF THE ADVISORY
12 BOARD IS THE DIRECTOR OF THE OFFICE OF THE CHILD PROTECTION
13 OMBUDSMAN. THEREAFTER, THE ADVISORY BOARD SHALL APPOINT ITS
14 CHAIR AND OFFICERS, AS NECESSARY.

15 (6) (a) THE ADVISORY BOARD IS RESPONSIBLE FOR THE FOLLOWING:

16 (I) ON OR BEFORE JULY 1, 2024, HIRING AN OFFICE DIRECTOR, BY
17 MAJORITY VOTE OF THE ADVISORY BOARD; AND

18 (II) SECURING A REVIEW OF THE FUNCTIONS AND PERFORMANCE OF
19 THE OFFICE AND THE DIRECTOR THAT OCCURS AT LEAST BIANNUALLY
20 BEGINNING NO LATER THAN JULY 1, 2026, PERFORMED BY A THIRD PARTY
21 TO EFFECTIVELY PROVIDE CREDIBLE, DOCUMENTED, AND SUPPORTED
22 SUPERVISORY OVERSIGHT BY THE ADVISORY BOARD, AS NECESSARY.

23 (b) THE ADVISORY BOARD MAY REMOVE THE DIRECTOR WITH OR
24 WITHOUT CAUSE BY A TWO-THIRDS VOTE OF THE ADVISORY BOARD.

25 (c) THE CHAIR, ACTING FOR THE ADVISORY BOARD, MAY
26 CONTRACT WITH A HUMAN RESOURCES CONSULTANT TO PROVIDE
27 RECRUITING ASSISTANCE TO HIRE AN OFFICE DIRECTOR, AS NECESSARY.

1 (7) THE OFFICE DIRECTOR SHALL:

2 (a) ON OR BEFORE OCTOBER 1, 2024, IN CONSULTATION WITH THE
3 TECHNICAL SUPPORT LIAISONS PURSUANT TO SUBSECTION (9) OF THIS
4 SECTION, ESTABLISH A WORKLOAD CAPACITY AND STAFF RESOURCE PLAN
5 FOR THE OFFICE FOR FISCAL YEARS 2024-25 AND 2025-26;

6 (b) ON OR BEFORE NOVEMBER 1, 2024, PREPARE A BUDGET
7 REQUEST FOR THE OFFICE THAT INCLUDES NECESSARY BUDGET REQUEST
8 AMENDMENTS TO FUND THE WORKLOAD CAPACITY AND STAFF RESOURCE
9 PLAN FOR FISCAL YEARS 2024-25 AND 2025-26;

10 (c) ON OR BEFORE OCTOBER 1, 2024, BEGIN RECRUITING AND
11 HIRING STAFF POSITIONS;

12 (d) WORK IN PARTNERSHIP WITH THE JUDICIAL DEPARTMENT TO
13 GUIDE AND SUPPORT THE TRANSITION OF SERVICES PROVIDED TO THE
14 INCLUDED AGENCIES UNTIL THE TRANSITION TO THE OFFICE IS COMPLETED;

15 (e) ADMINISTER THE OFFICE IN ACCORDANCE WITH A
16 MEMORANDUM OF UNDERSTANDING WITH THE JUDICIAL DEPARTMENT
17 PURSUANT TO SUBSECTION (2) OF THIS SECTION AND MEMORANDUMS OF
18 UNDERSTANDING WITH EACH OF THE INCLUDED AGENCIES PURSUANT TO
19 SUBSECTION (10) OF THIS SECTION;

20 (f) ON OR BEFORE JUNE 30, 2025, AND ON OR BEFORE JUNE 30 OF
21 EACH YEAR THEREAFTER, IF NECESSARY, UPDATE THE OFFICE OPERATING
22 POLICIES; AND

23 (g) MEET WITH EACH DIRECTOR OF THE INCLUDED AGENCIES
24 INDIVIDUALLY AT LEAST ONCE PER MONTH TO MAINTAIN CONSISTENT AND
25 REGULAR COMMUNICATION REGARDING THE PROVISION OF SERVICES
26 PROVIDED BY THE OFFICE TO EACH INCLUDED AGENCY.

27 (8) ONCE THE TRANSITION OF SERVICES IS COMPLETED, THE OFFICE

1 IS RESPONSIBLE FOR PROVIDING THE FOLLOWING TO THE INCLUDED
2 AGENCIES:

3 (a) BUDGET; ACCOUNTING; PAYROLL, INCLUDING TIME AND LEAVE
4 TRACKING; AND HUMAN RESOURCES SERVICES INCLUDING POLICY
5 GUIDANCE, DOCUMENTATION ASSISTANCE, AND COORDINATION OF
6 RECORDS FOR ALL SPECIALIZED LEAVE SITUATIONS;

7 (b) CENTRALIZED BUDGET SUPPORT THAT PRESERVES THE
8 INCLUDED AGENCIES' INDEPENDENCE CONCERNING BUDGET REQUEST
9 AMENDMENTS AND PROVIDES A CONSOLIDATED AND STREAMLINED
10 BUDGET SUBMISSION PROCESS FOR ALL INCLUDED AGENCIES PURSUANT TO
11 SECTION 13-100-104;

12 (c) GUIDANCE AND DIRECTION, BUT NOT THE EXECUTION OR
13 PRIMARY PROVISION OF DIRECT SERVICES, FOR CONTRACTS, PURCHASING,
14 AND PROCUREMENT, EXCEPT AS OTHERWISE SPECIFIED WITHIN AN
15 INCLUDED AGENCY'S MEMORANDUM OF UNDERSTANDING;

16 (d) MAINTENANCE OF A SINGLE, CONSOLIDATED COMPENSATION
17 PLAN FOR ALL OCCUPATIONAL CLASSES IN THE INCLUDED AGENCIES
18 PURSUANT TO SECTION 13-100-104. THE INCLUDED AGENCIES RETAIN
19 INDEPENDENCE IN DEFINING EACH INCLUDED AGENCY'S ORGANIZATIONAL
20 STAFF POSITIONS, STRUCTURES, AND PERSONNEL RULES.

21 (e) BEGINNING JULY 1, 2025, INFORMATION TECHNOLOGY
22 TECHNICAL CONSULTATION FOR, OR ASSISTANCE WITH, THE FOLLOWING:

23 (I) INFORMATION TECHNOLOGY SYSTEMS' ACCESS TO STATEWIDE
24 NETWORKS AND SYSTEMS AND COMPLIANCE WITH SECURITY STANDARDS
25 ESTABLISHED BY THE GOVERNOR'S OFFICE OF INFORMATION TECHNOLOGY
26 FOR INCLUDED AGENCY INFORMATION TECHNOLOGY SYSTEMS; AND

27 (II) INFORMATION TECHNOLOGY VENDOR AND CONSULTANT

1 PROCUREMENT.

2 (9) (a) TO ESTABLISH THE WORKLOAD CAPACITY AND STAFF
3 RESOURCE PLAN REQUIRED IN SUBSECTION (7)(a) OF THIS SECTION AND
4 MAINTAIN AN ONGOING STATEWIDE SYSTEMS SUPPORT NETWORK FOR THE
5 OFFICE, THE OFFICE DIRECTOR MUST BE ASSIGNED TECHNICAL SUPPORT
6 LIAISONS FROM EXECUTIVE BRANCH AGENCIES INVOLVED IN THE PRIMARY
7 PROVISION OF STATEWIDE SUPPORT SERVICES POLICY AND SYSTEMS. THIS
8 TECHNICAL SUPPORT NETWORK IS PRIMARILY INTENDED TO ASSIST THE
9 DIRECTOR IN ESTABLISHING WORKLOAD CAPACITY METRICS FOR THE
10 INITIAL STAFF RESOURCE PLAN FOR THE OFFICE. TECHNICAL SUPPORT
11 LIAISONS MUST BE ASSIGNED FROM THE FOLLOWING STATE AGENCIES:

12 (I) A BUDGET SYSTEMS ACCESS AND SUPPORT LIAISON FROM THE
13 OFFICE OF STATE PLANNING AND BUDGETING;

14 (II) HUMAN RESOURCES, PAYROLL, ACCOUNTING, AND
15 PROCUREMENT LIAISONS FROM THE DEPARTMENT OF PERSONNEL; AND

16 (III) A STATEWIDE INFORMATION TECHNOLOGY NETWORK,
17 SECURITY, AND SYSTEMS SUPPORT LIAISON OR LIAISONS, AS NECESSARY,
18 FROM THE GOVERNOR'S OFFICE OF INFORMATION TECHNOLOGY.

19 (b) THE STATE COURT ADMINISTRATOR'S OFFICE IS ENCOURAGED
20 TO ASSIGN EQUIVALENT TECHNICAL SUPPORT LIAISONS ACROSS THESE
21 ADMINISTRATIVE SUPPORT FUNCTIONS IN ORDER TO ENHANCE THE
22 TRANSITION OF SUPPORT SERVICES TO THE OFFICE, MAINTAIN AN ONGOING
23 JUDICIAL SYSTEMS SUPPORT NETWORK FOR THE OFFICE, AND ENCOURAGE
24 CLEAR COMMUNICATION AND UNDERSTANDING OF JUDICIAL DEPARTMENT
25 SYSTEMS AND POLICIES.

26 (10) (a) ON OR BEFORE JUNE 30, 2025, THE DIRECTOR SHALL
27 ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH EACH INCLUDED

1 AGENCY. EACH MEMORANDUM OF UNDERSTANDING MUST ESTABLISH A
2 TIMELINE FOR THE PROVISION OF SERVICES AND EXPECTATIONS FOR
3 DISCRETE SUPPORT SERVICES. THE MEMORANDUM OF UNDERSTANDING
4 SERVES AS A STATEMENT OF RIGHTS AND RESPONSIBILITIES FOR THE
5 INCLUDED AGENCY AND THE OFFICE.

6 (b) INCLUDED AGENCIES MAY ELECT NOT TO RECEIVE SPECIFIED
7 SUPPORT SERVICES PROVIDED BY THE OFFICE AS DEFINED WITHIN THE
8 MEMORANDUM OF UNDERSTANDING. THE PROVISION OF ADDITIONAL
9 APPROPRIATIONS FOR INCLUDED AGENCIES FOR THE REPLACEMENT OF
10 OFFICE SERVICES IS DISCOURAGED IN THE INTEREST OF CONSERVING THE
11 USE OF STATE RESOURCES. IF ADDITIONAL INTERNAL RESOURCES ARE
12 NEEDED BY AN INCLUDED AGENCY, BUDGET AMENDMENT REQUESTS FOR
13 THE RESOURCES MAY BE MADE AND MUST INCLUDE A STATEMENT FROM
14 THE OFFICE PROVIDING AN ANALYSIS OF THE MOST EFFICIENT USE OF
15 RESOURCES FOR HONORING THE REQUEST.

16 (11) (a) THE JUDICIAL DEPARTMENT SHALL PROVIDE THE OFFICE
17 WITH OFFICE SPACE IN THE RALPH L. CARR COLORADO JUDICIAL CENTER.
18 BEGINNING JANUARY 1, 2026, THE JUDICIAL DEPARTMENT MAY REQUIRE
19 LEASED SPACE PAYMENTS FOR THE OFFICE OR FOR INCLUDED AGENCIES,
20 CONSISTENT WITH ESTABLISHED JUDICIAL CENTER TENANT POLICIES.

21 (b) THROUGH DECEMBER 31, 2025, THE JUDICIAL DEPARTMENT
22 SHALL PROVIDE THE OFFICE WITH ACCESS TO, OR THE USE OF, DEPARTMENT
23 SYSTEMS, CONTRACTS, AND RESOURCES THAT ARE RELATED TO PROVIDING
24 ADMINISTRATIVE AND FISCAL SUPPORT SERVICES EFFICIENTLY AND AT LOW
25 COST TO THE STATE, WHICH MUST INCLUDE JUDICIAL DEPARTMENT
26 SYSTEMS FOR ADMINISTERING PAYROLL, BENEFITS, AND LEAVE FOR
27 INCLUDED AGENCY EMPLOYEES.

1 (c) BEGINNING JANUARY 1, 2026, IF THE INCLUDED AGENCIES' USE
2 OF THE JUDICIAL DEPARTMENT'S SYSTEMS, CONTRACTS, OR RESOURCES
3 CREATES ADDITIONAL COSTS TO THE JUDICIAL DEPARTMENT, THOSE COSTS
4 MUST BE IDENTIFIED, QUANTIFIED, NEGOTIATED, AND INCORPORATED INTO
5 THE MEMORANDUM OF UNDERSTANDING AND PAID FOR BY THE OFFICE.

6 (12) (a) THE JUDICIAL DEPARTMENT SHALL WORK IN PARTNERSHIP
7 WITH THE OFFICE TO GUIDE AND SUPPORT THE TRANSITION OF SUPPORT
8 SERVICES PROVIDED TO THE INCLUDED AGENCIES. THE JUDICIAL
9 DEPARTMENT IS RESPONSIBLE FOR EFFECTUATING A SUCCESSFUL
10 TRANSFER OF SUPPORT SERVICES TO THE OFFICE IN A WAY THAT ENABLES
11 THE OFFICE TO INDEPENDENTLY DELIVER SUPPORT SERVICES.

12 (b) THE JUDICIAL DEPARTMENT SHALL PROVIDE THE OFFICE WITH
13 ACCOUNTING SUPPORT, INFORMATION TECHNOLOGY SUPPORT, HUMAN
14 RESOURCES AND PAYROLL SERVICES, AND SIMILAR SUPPORT SERVICES,
15 WITHOUT COST TO THE OFFICE UNTIL THE TRANSITION OF SERVICES IS
16 COMPLETE.

17 (c) NOTWITHSTANDING ANY PROVISION OF LAW FOR THE INCLUDED
18 AGENCIES AND MEMORANDA OF UNDERSTANDING BETWEEN THE JUDICIAL
19 DEPARTMENT AND EACH INCLUDED AGENCY, AND NOTWITHSTANDING
20 MORE LIMITED INTERPRETATIONS OF REQUIRED ADMINISTRATIVE SUPPORT
21 SERVICES PROVISIONS BY THE JUDICIAL DEPARTMENT, THE JUDICIAL
22 DEPARTMENT, THROUGH THE OFFICE OF THE STATE COURT
23 ADMINISTRATOR, SHALL PROVIDE THE SERVICES DETAILED IN SUBSECTION
24 (8)(a) OF THIS SECTION TO THE INCLUDED AGENCIES UNTIL THE
25 TRANSITION OF SERVICES IS COMPLETE.

26 (d) THE DIRECTOR SHALL NOTIFY THE REVISOR OF STATUTES IN THE
27 OFFICE OF LEGISLATIVE LEGAL SERVICES IN WRITING THAT THE TRANSITION

1 OF SERVICES IS COMPLETE USING THE E-MAIL ADDRESS
2 REVISOROFSTATUTES.GA@COLEG.GOV.

3 (e) THIS SUBSECTION (12) IS REPEALED UPON RECEIPT OF THE
4 NOTIFICATION DESCRIBED IN SUBSECTION (12)(d) OF THIS SECTION THAT
5 THE TRANSITION OF SERVICES IS COMPLETE.

6 **13-100-104. Budget requests and annual statewide**
7 **compensation adjustments.** (1) THE OFFICE SHALL SUBMIT A SINGLE,
8 CONSOLIDATED BUDGET REQUEST, PURSUANT TO THE REQUIREMENTS OF
9 SECTION 2-3-208, THAT INCLUDES BUDGET REQUEST AMENDMENTS FROM
10 EACH INCLUDED AGENCY, IF PROVIDED.

11 (2) THE OFFICE SHALL COORDINATE ALL STATE BUDGET PROCESS
12 COMMUNICATIONS WITH THE JOINT BUDGET COMMITTEE AND THE OFFICE
13 OF STATE PLANNING AND BUDGETING FOR THE INCLUDED AGENCIES.

14 (3) THE OFFICE SHALL USE STANDARD JOINT BUDGET COMMITTEE
15 AND OFFICE OF STATE PLANNING AND BUDGETING BUDGET SCHEDULES
16 AND BUDGET DATA SYSTEMS TO PREPARE BUDGET DOCUMENTS.

17 (4) THE OFFICE SHALL MAINTAIN A CONSOLIDATED COMPENSATION
18 SCHEDULE FOR EACH STAFF POSITION IN THE INCLUDED AGENCIES. THE
19 CONSOLIDATED COMPENSATION SCHEDULE MUST INCLUDE THE FOLLOWING
20 INFORMATION FOR EACH STAFF POSITION:

21 (a) INCLUDED AGENCY JOB TITLE;

22 (b) EQUIVALENT JOB CLASSIFICATION THAT THE POSITION IS
23 ANCHORED TO IN THE EXECUTIVE BRANCH, JUDICIAL BRANCH, OR OFFICE
24 OF STATE PUBLIC DEFENDER COMPENSATION PLAN;

25 (c) CURRENT SALARY RANGE FOR THE EQUIVALENT JOB
26 CLASSIFICATION;

27 (d) CURRENT SALARY AND PERCENTILE POSITION IN RANGE; AND

1 (e) THE STATE FISCAL YEAR IN WHICH THE STAFF POSITION WAS
2 ADDED.

3 (5) (a) THE OFFICE SHALL SUBMIT A SINGLE, CONSOLIDATED
4 STATEWIDE COMPENSATION AND BENEFITS BUDGET AMENDMENT REQUEST
5 THAT ACCOUNTS FOR ALL INCLUDED AGENCIES AS GENERATED BY EACH
6 INCLUDED AGENCY COMPENSATION TEMPLATE OR ANY FUTURE
7 EQUIVALENT REPLACEMENT SYSTEM USED AND DEFINED BY THE OFFICE OF
8 STATE PLANNING AND BUDGETING AND THE DEPARTMENT OF PERSONNEL.

9 (b) AGENCY COMPENSATION TEMPLATE FORMULAS AND
10 CALCULATION STRUCTURE MUST NOT BE MODIFIED IN CREATING
11 COMPENSATION AND BENEFITS BUDGET AMENDMENT REQUESTS.

12 (c) IF ANY AGENCY COMPENSATION TEMPLATE INCLUDES A
13 MANUAL ADJUSTMENT TO REFLECT POSITIONS THAT ARE APPROVED BUT
14 UNFILLED, VACANT, OR HAVE BEEN ELIMINATED OR RECLASSIFIED, AT THE
15 TIME THE PAYROLL DATA DOWNLOAD IS USED TO POPULATE THE
16 TEMPLATE, THE MANUAL ADJUSTMENTS OR CHANGES MUST BE
17 DOCUMENTED IN THE COMPENSATION ADJUSTMENT REQUEST NARRATIVE,
18 BY POSITION FOR EACH DISCRETE MANUAL ADJUSTMENT INCLUDED. EACH
19 RECLASSIFICATION THAT ADJUSTS A POSITION TO A DIFFERENT
20 EQUIVALENT JOB CLASSIFICATION DEFINED IN SECTION (4)(b) OF THIS
21 SECTION MUST BE SPECIFICALLY EXPLAINED IN THE REQUEST NARRATIVE.

22 **SECTION 2.** In Colorado Revised Statutes, 2-3-208, **add** (6) as
23 follows:

24 **2-3-208. Budget requests - amendments - supplemental**
25 **appropriation requests - deadlines - definitions.** (6) FOR PURPOSES OF
26 THIS SECTION, THE OFFICE OF ADMINISTRATIVE SERVICES FOR
27 INDEPENDENT AGENCIES IN THE JUDICIAL DEPARTMENT, CREATED IN

1 SECTION 13-100-103, IS A STATE AGENCY. INCLUDED AGENCIES, AS
2 DEFINED IN SECTION 13-100-102, ARE NOT STATE AGENCIES FOR PURPOSES
3 OF BUDGET REQUEST SUBMISSIONS.

4 **SECTION 3. Safety clause.** The general assembly finds,
5 determines, and declares that this act is necessary for the immediate
6 preservation of the public peace, health, or safety or for appropriations for
7 the support and maintenance of the departments of the state and state
8 institutions.