

Personal Services – Snapshot to Snapshot Calculation Summary

SECTION B – INTERIM BUDGET COMMITTEE

SEPTEMBER 14, 2022

Personal Services – Snapshot to Snapshot

In preparation for the 2023 Legislative Session, the Legislative Fiscal Division has begun estimating the budget request for personal services. The starting point of this estimate is a “snapshot to snapshot” calculation, which captures changes to salaries.

The process used to establish the budget for personal services utilizes a “snapshot” of actual salaries for authorized full time equivalent positions (FTE) as they existed just prior to budget development. The “snapshot” captures:

- Annualization of costs of legislative pay plans
- Changes to longevity pay due to salary increases
- Management decisions such as promotions, market, retention, or performance pay adjustments, or hiring decisions that impact personal services
- Budget modifications that move FTE to other programs or transfer funding to or from personal services

The snapshot does not include benefit changes as those are calculated separately as part of the budgeting process.

The table on the last page of this memo summarizes the changes to actual salaries for Section B – Health and Human Services between the snapshot taken in July 2020 for the 2023 biennium and the snapshot taken in July 2022 for the 2025 biennium. The changes are grouped into categories including:

- Legislatively approved changes – longevity changes, legislatively approved salary adjustments, and annualization of costs associated with the 2021 pay plan adopted by the legislature
- Management approved changes – management decisions that adjust employee pay. This includes raises or changes that adjust a position pay, such as hiring FTE at a lower rate to replace long-term staff
- Budget modifications – transfer of personal services between programs within an agency or operating plan transfers that occurred during the interim impacting the amount of the personal services

The change between the salaries in each snapshot are presented as the change to the annual salary, without benefit costs included. Vacant positions as of July 13th are included in the snapshot and, for executive branch agencies, are funded at 85.0% of the market rate established for the positions.

Next Steps

Over the next few months LFD will further refine this calculation, which will result in adjustments to the current categories outlined above. As discussed, the snapshot calculation is only a portion of the calculation used to establish the budget request for personal services. Changes to benefit amounts such as workers’ compensation, state unemployment insurance, and vacancy savings, if any, will be added to this calculation at a later date. This estimate is preliminary and expected to change as we get closer to the 2023 Legislative Session.

Snapshot to Snapshot Summary
Section B – Health and Human Services

Agency	Legislative Changes	Management Changes	Total Budget Modification	Total Personal Service Changes
69010 PUBLIC HEALTH AND HUMAN SERVICES				
01 Disability Employment & Transitions Program	163,050	-230,694	0	-67,644
02 Human And Community Services	646,236	2,133,545	0	2,779,781
03 Child and Family Services	543,242	2,425,111	76,417	3,044,771
04 Director's Office	93,123	140,580	1,406,766	1,640,470
05 Child Support Enforcement	168,928	-8,957	0	159,971
06 Business & Financial Services	71,895	87,695	236,001	395,591
07 Public Health & Safety Division	198,999	1,976	0	200,975
08 Quality Assurance Division	112,285	70,947	723,960	907,192
09 Technology Services Division	88,529	33,804	1,384,609	1,506,941
10 Developmental Services	131,037	76,837	-80,551	127,323
11 Health Resources Division	52,469	-11,573	-86,698	-45,802
12 Medicaid & Health Services Management	3,432	915	-825,141	-820,794
16 Operations Services Division	9,097	21,008	-2,491,931	-2,461,826
22 Senior & Long Term Care Services	95,838	10,935	-9,214,042	-9,107,269
25 Early Childhood & Family Support	81,063	130,944	0	212,007
33 Addictive & Mental Disorders	1,126,527	1,661,403	8,870,610	11,658,540
Total	3,594,331	7,765,409	0	11,359,740