



Administration
State Historic Preservation Office
Museum
Outreach & Interpretation
Publications
Library & Archives

To: Education Interim Budget Committee
Rep. David Bedey, Chair
From: Molly Kruckenberg, Director
Re: HB946 Study - Department of Administration Services
Date: March 6, 2024

The following information is provided at the request of the Education Interim Budget Committee in response to the overview of services prepared by the Department of Administration.

Overview

The Montana Historical Society is an agency for the use, learning, culture, and enjoyment of the citizens of the state of Montana and is also mandated with the acquisitions, preservation, and protection of historical records, art, archives, museum objects, and historical places, sites, and monuments. These requirements are met through six programs: Administration, Library & Archives, Museum, Education, Publications, and the State Historic Preservation Office.

MTHS has a total of 73.92 FTE in FY2024 and 85.74 FTE in FY2025 (these include legislatively approved, statutory, and temporary positions). 7.68 FTE, located in the Administration program, provide human resources, budget and accounting, and information technology services for the agency in FY2024, increasing to 9.68 in FY2025. Each of these service areas has redundancies in staffing to ensure there are no interruptions in service due to absence or vacancies.

Human Resource Services

MTHS has 2 human resources staff. The Human Resources Assistant 1 conducts daily human resources activities, including payroll verification, timesheets, data entry in HRIS, FMLA tracking and documentation, workers compensation claims, and prepares job postings. The Human Resources Specialist 2 will oversee recruitment and new employee onboarding; workforce planning; pay and compensation strategies; position classification; advise leadership on policy and law; provide support for collective bargaining; and oversee employee offboarding. The Human Resources Specialist 2 will also oversee and provide resources and training for the employee review process. Total annual compensation for these employees is \$170,040.

With the addition of 24.46 FTE to MTHS to operate the Montana Heritage Center, both Human Resources positions are vital to the successful recruitment, training, onboarding, and retention of employees. MTHS will employ 82.57FTE in FY2025, across 31 different job classifications. Several of the positions are classified in occupational standards that are not common in state agencies. With a clear understanding of these unique positions, internal Human Resources staff ensure that the positions are properly classified, recruited, and retained.

225 North Roberts Street
P.O. Box 201201
Helena, MT 59620-1201
406.444.2694
mths.mt.gov

MTHS program managers and staff consult with MTHS internal human resources staff regularly on matters of recruitment, FLMA, classification, telework, labor management relations, staff development, etc. From the list of human resources services provided by DOA, MTHS currently utilizes the following services at no cost: position classification, labor relations and collective bargaining support, and advising leadership on policy and labor laws. MTHS also consults with State Human Resources for questions about policy and procedure.

Budget / Accounting Services

MTHS has 3.68 budget and accounting services staff that are part of the Administration program. The budget and accounting services staff consist of an Accounting Supervisor, two Accountants, and a part-time Accounting Technician. An additional accountant will be hired in FY2025. Total annual compensation in FY2025 for these employees is \$337,183.

MTHS accounting staff establish and implement the agency’s accounting policies, internal controls, and procedures. They oversee daily accounting services, including accounts payable and receivable and purchasing card services; provide budget development guidance and prepare monthly budget status reports; analyze budgets, and complete BCDs. They oversee the accounting and reporting for a large number of federal grants, private grants, and private funds and are responsible for submitting and attesting to the ACFR. They ensure that MTHS complies with all state and federal accounting rules and interface with LFD auditors as needed. MTHS accounting staff also assist in preparing budget reports for the MTHS Board of Trustees and budget requests for the Governor’s Budget, Governor’s Budget Office, and Legislative committees.

The operations of the Montana Heritage Center require MTHS accounting staff to ensure proper accounting for new revenue streams, such as event space rental fees and café vendor payments. Expected growth in retail sales, membership, fees, and other revenue streams will increase the workload of accounting staff.

MTHS program managers interface with the accounting staff daily on accounts payable and receivable, budget reporting and analysis, grant and private fund management, and general compliance questions. MTHS calls on the State Financial Services Division as needed for questions about policy and procedure.

Legal Services

MTHS does not employ an attorney. Currently, legal services are met through three different resources depending upon the question and need. These resources include the Department of Administration legal staff, the Governor’s office, and Agency Legal Services.

Recent legal expenses to Agency Legal Services

FY2022:	\$0	FY2023:	\$750.20	FY2024 (to date):	\$0
---------	-----	---------	----------	-------------------	-----

From the list of human resources services provided by DOA, MTHS currently utilizes the following services at no cost: procurement, contracting, and labor relations.

IT Services

MTHS has 2 information technology staff, consisting of an IT Systems Administrator and an IT Systems Support person. An additional IT Systems Support FTE will be hired in FY2025. Total annual compensation in FY2025 for these employees is \$226,756.

The IT Systems Administrator and IT Systems Support staff diagnose, troubleshoot, and resolve hardware, software, and system issues; install and/or replace network or computer systems hardware and software; schedule and monitor systems maintenance activities; product support documentation; maintain backup, recovery, and security protocols; configure hardware and software; monitor and maintain system performance; update website and web functions.

With the opening of the Montana Heritage Center, information technology duties at MTHS will incorporate several new tasks. In addition to the tasks listed above, information technology staff will be tasked with installation and maintenance of nearly 40 technology-based features in exhibit galleries in the Montana Heritage Center; operation and maintenance of technology in our public spaces, including the events center and classrooms; and installation and operation of an agency-wide software package to create efficiencies across programs (membership, subscriptions, reservations, event attendees, etc.). IT staff will also update the MTHS website for consistency with the look and feel of the Heritage Center and incorporate the media elements from the galleries into the website as possible.

MTHS staff consult with existing IT staff daily with questions on desktop management; systems management; website functionality, changes, and upgrades; software and hardware needs and updates; and many other issues. The MTHS IT Systems Administrator works closely with SITSD to comply with and participate in enterprise services and MTHS utilizes SITSD for support as necessary.

Considerations and Recommendations

The five agencies currently administratively attached to DOA that use the services offered by DOA employ significantly fewer FTE than MTHS will in FY2025.

Additional information on the annual service fees for budget, accounting, legal, and information technology services is required to determine the total fiscal impact of contracting for these services compared to employing agency staff.

Due to the number of FTE, the uniqueness of the positions and work, and the operational needs of the Montana Heritage Center, MTHS recommends retaining Human Resources, Budgeting and Accounting, and Information Technology services within the agency.

Legal services provided by DOA at an annual service rate could be beneficial to the agency, dependent upon the annual service rate.