

**SUBSTITUTE FOR
HOUSE BILL NO. 5190**

A bill to consolidate certain state human resource operations in the department of civil service; to create certain offices; and to impose certain duties and responsibilities on certain state officials and employees.

THE PEOPLE OF THE STATE OF MICHIGAN ENACT:

1 Sec. 1. This act shall be known and may be cited as the
2 "consolidated human resource operations act".

3 Sec. 2. As used in this act:

4 (a) "Department" means the department of civil service.

5 (b) "Executive branch" means the executive branch of state
6 government, excluding the department of attorney general and the
7 department of state.

8 (c) "Executive director" means the executive director of the
9 office of human resource operations.

10 (d) "Office" means the office of human resource operations

1 created in the department.

2 (e) "State personnel director" means the principal executive
3 officer of the civil service commission.

4 Sec. 3. (1) The office of human resource operations is
5 created within the department. The office shall be headed by the
6 human resource operations executive director, who shall service
7 under the state personnel director.

8 (2) The office shall lead state efforts to consolidate and
9 reorganize all human resource operations within the executive
10 branch into the office. Upon completion of the consolidation and
11 reorganization, all human resource operations authority, power,
12 duties, functions, responsibilities, personnel, equipment, and
13 budgeting resources in the executive branch, including payroll
14 and benefit administration shall be conducted in the office.

15 Sec. 4. Not later than 120 days after the effective date of
16 this act, the state personnel director shall hire an executive
17 director with expertise in human resource operations. The
18 executive director shall create, develop, and implement a
19 business plan and otherwise assist the office in consolidating
20 and reorganizing all human resource operations in the executive
21 branch into the office not later than September 30, 2004. The
22 business plan shall outline and describe the duties,
23 responsibilities, authority, powers, functions, personnel,
24 equipment, and budgetary resources involved in the human resource
25 operation of the executive branch as they are consolidated and
26 reorganized into the office and specifically describe how
27 redundancies shall be eliminated and how efficiencies shall be

1 increased. The business plan shall also include a timetable for
2 the consolidation and reorganization and an organizational chart
3 of human resource operations in the executive branch as they are
4 consolidated and reorganized into the office.

5 Sec. 5. Not later than September 30, 2004, the office shall
6 do all of the following:

7 (a) The office shall develop standard operating procedures
8 and policies that all executive branch human resource employees
9 shall follow as they conduct their human resource activities.

10 (b) The office shall develop service level agreements within
11 the executive branch to ensure quality human resource services.

12 (c) The office shall determine the true costs of providing
13 human resource services before the consolidation and
14 reorganization.

15 (d) The office shall develop and use specific measurements to
16 determine the true costs of human resource services after the
17 consolidation and reorganization.

18 Sec. 6. All executive branch departments and state agencies
19 shall cooperate with the office in completing its mission of
20 providing quality human resource services.

21 Sec. 7. (1) The executive director shall provide the house
22 employment relations, training and safety committee and the
23 senate government operations committee with a report as to
24 progress of consolidating and reorganizing human resource
25 operations in the office every 3 months beginning 3 months after
26 the effective date of this act until completion of the
27 consolidation and reorganization.

1 (2) Upon completion of the consolidation and reorganization,
2 the executive director shall provide the house employment
3 relations, training, and safety committee and the senate
4 government operations committee with a report on the total
5 savings achieved, the reduction in state employees, if any due to
6 the consolidation and reorganization, and the current status of
7 human resource services in the office every 6 months for 18
8 months following consolidation and reorganization.