

MAINE STATE LEGISLATURE

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STATE OF MAINE
HOUSE OF REPRESENTATIVES
115TH LEGISLATURE
SECOND REGULAR SESSION

HOUSE AMENDMENT "A" to H.P. 1539, L.D. 2172, Bill, "An Act to Reduce Administrative Costs of State Government and to Clarify Previous Legislative Reductions in State Government Administration"

Amend the bill by striking out all of section 25 and inserting in its place the following:

Sec. 25. Report to Joint Standing Committee on Appropriations and Financial Affairs. The following departments and agencies of State Government shall prepare and report the following:

1. Each department and agency in the executive branch, independent agency and institution of higher education shall prepare a plan that, at a minimum, reduces the cost of administrative personnel by 10% in fiscal year 1991-92 and fiscal year 1992-93. The plan must state the total current number of administrative and nonadministrative personnel and the total amount of administrative salaries for the agency. In addition, the plan must include a list of administrative positions and a list of nonadministrative positions. With respect to each list, the positions must be displayed by job classification showing the number of positions in each classification and the funding source for each classification and position. The plan must specifically detail each position to be abolished, reduced to a part-time position or combined with another position. The plan must describe how department or agency programs will be administered and how the organization will be managed as a result of the reduction in administrative personnel and salaries. The plan must specify the amount of savings to be achieved, by funding source, as a result of the reduction in administrative personnel.

For the purpose of this subsection, "administrative personnel" means employees whose primary functions involve: the management or administration of a department, department units or department

2 programs; supervision of employees; policy development; policy
3 implementation; and execution of nondirect service
4 responsibilities and clerical or secretarial duties. The term
5 "administrative personnel" does not apply to employees, such as
6 caseworkers, motor vehicle registration employees, mental health
7 workers and prison guards, whose duties or responsibilities
8 primarily involve providing direct services to members of the
9 public or clients of the State or similar types of
10 responsibilities.

11
12 2. The legislative and judicial departments shall examine
13 their own administrative structures and each department shall
14 prepare a plan that, at a minimum, reduces the cost of its
15 administration by 10% in fiscal year 1991-92 and fiscal year
16 1992-93. The plan must provide information describing the
17 administrative structure of the department.

18 Each organization subject to this section shall provide its
19 report no later than February 3, 1992 to the Joint Standing
20 Committee on Appropriations and Financial Affairs. The committee
21 shall review the agency reports and determine the amount of
22 savings that can be incurred.

23 Further amend the bill by inserting at the end before the
24 statement of fact the following:

25
26 **FISCAL NOTE**

27
28 Costs associated with identifying administrative and
29 nonadministrative personnel and salaries, preparing plans to
30 reduce administrative personnel by 10% and reporting to the Joint
31 Standing Committee on Appropriations and Financial Affairs can be
32 absorbed within the existing budgeted resources of each
33 department and agency.

34
35 Clarifying the Legislature's intent to abolish the position
36 of Director of the Bureau of Veterans' Services will allow the
37 realization of savings already included in the budget.

38
39 **STATEMENT OF FACT**

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41 This amendment clarifies that the legislative and judicial
42 departments must submit administrative cost-reduction plans for
43 their departments to the Joint Standing Committee on
44 Appropriations and Financial Affairs. The amendment also adds a
45 fiscal note.
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