



Louisiana
SCS
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DATE: September 12, 2016

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: House Concurrent Resolution Number 67 – Span of Control

In the 2016 Regular Session, House Concurrent Resolution 67 was passed to urge and request the Department of State Civil Service to review the span of control of supervisors in state government and to report its finding and recommendations to the House and Senate governmental affairs committees and the Joint Legislative Committee on the Budget no later than November 15, 2016.

In 2016, the legislative auditor reviewed this issue and indicated that sixteen percent of supervisors in state government supervised only one staff person. As part of the HCR No. 67, the legislature of Louisiana has requested that the Department of State Civil Service include specific explanations of each situation involving one supervisor to one staff.

The legislative auditor determined the one supervisor to one staff ratio by running the ZP117 Appraisal Report in LaGov HCM and counting the number of appraisers that rated only one staff member.

The State Civil Service Compensation Division will be forwarding an email to human resource directors of executive branch agencies detailing employees who were reported on the ZP117 Appraisal Report as an appraiser and rating only one staff member. **Please respond with an explanation of the one to one ratio for each person listed in the email no later than September 30, 2016.** The Department of State Civil Service understands that there are various reasons that this could exist and this is simply information gathering to comply with the request listed in House Concurrent Resolution 67 of the 2016 Regular Session.

Should you have any questions please contact, Brandy Malatesta, Compensation Division Administrator at 225.342.8083 or brandy.malatesta@la.gov.

Sincerely,

s/Byron P. Decoteau, Jr.
Director