

**Commission On Enhancing Agency Outcomes  
Summary Sheet**

**Update on Proposal #2 to Move Additional State Agencies to DAS SmART Unit**

What is the DAS SmART Unit?

The “Small Agency Resource Team” or SmART, is a unit within the Department of Administrative Services that provides certain state agencies with consolidated business office functions and personnel, payroll, and affirmative action services (i.e., equal employment opportunity (EEO)).

The DAS SmART unit was established on July 1, 2005, under Section 60(c) of P.A. 05-251, which required the Commissioner of Administrative Services, in consultation with the Secretary of the Office of Policy and Management, to determine which state agencies would merge and consolidate their personnel, payroll, affirmative action and business office functions with the DAS Unit.

Who is Currently Served by the DAS SmART Unit?

As shown in the table below, there are currently 23 state agencies, commissions, and offices being served by the DAS SmART Unit, ranging in size from 1 to 213 staff.

<b>State Agencies/Commissions/Offices Served by DAS SmART Unit as of Feb. 2010<sup>a</sup></b>	
<sup>b</sup> State Contracting Standards Board (0)	Office of Protection and Advocacy for Persons with Disabilities (46)
Board of Firearms Permit Examiners (1)	Commission on Culture and Tourism (48)
Judicial Selection Commission (1)	Commission on the Deaf and Hearing Impaired (51)
<sup>c</sup> Office of the Victim Advocate (4)	<sup>c</sup> Department of Emergency Management and Homeland Security (59)
Office of Workforce Competitiveness (4)	Department of Agriculture (65)
Board of Accountancy (5)	Commission on Human Rights and Opportunities (78)
Lieutenant Governor’s Office (5)	<sup>c</sup> Department of Public Utility Control (113)
Office of Child Advocate (10)	Board of Education and Services for the Blind (123)
Connecticut Siting Council (10)	Department of Consumer Protection (159)
Office of Consumer Counsel (14)	<sup>c</sup> Department of Public Works (175)
Governor’s Office (35)	Commission on Fire Prevention and Control (213) <sup>d</sup>
Police Officers Standards and Training Council (38)	
<sup>a</sup> Number of employees in the state agency, commission or office shown in parentheses. <sup>b</sup> The SmART Unit will perform these functions when the board has employees. <sup>c</sup> Business office functions covered by home agency. <sup>d</sup> Includes approximately 170 part-time instructors at the Connecticut Fire Academy. Source: Office of Legislative Research (Report # 2010-R-0044)	

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### What Additional State Agencies Might be Served by the DAS SmART Unit?

There are currently 20 executive branch agencies with 150 employees or fewer that are not covered by the SmART unit. As seen in the examples below, there are as many as four staff handling human resources/payroll functions in some of the smaller state agencies.<sup>1</sup>

Although smaller agencies are currently being served by the DAS SmART Unit, any size agency within the executive branch is eligible for this service. The DAS is in the process of analyzing which additional agencies could receive services from SmART, taking into consideration factors beyond agency size alone.

<b>Examples of Agencies/Commissions/Offices Not Covered by SmART as of Feb. 2010<sup>a</sup></b>			
<b># of Employees</b>	<b>Agency</b>	<b>HR, Payroll, and EEO Employees:</b>	
		<b>Position(s)</b>	<b>Salaries<sup>a</sup></b>
22	Freedom of Information Commission	<ul style="list-style-type: none"> <li>• Program Manager (Fiscal/Administrative)</li> <li>• Associate Fiscal Administrative Officer</li> <li>• Fiscal Administrative Assistant</li> <li>• EEO performed by Staff Attorney 3</li> </ul>	\$250,570 (excluding Staff Attorney 3)
68	Office of the Chief Medical Examiner	<ul style="list-style-type: none"> <li>• HR Specialist</li> </ul>	\$73,516
104	Connecticut State Library	<ul style="list-style-type: none"> <li>• Principal HR Specialist</li> <li>• Fiscal Administrative Officer</li> </ul>	\$170,688
118	Department of Banking <sup>b</sup>	<ul style="list-style-type: none"> <li>• Principal HR Specialist</li> <li>• HR Assistant</li> <li>• HR Associate</li> <li>• Fiscal Administrative Assistant</li> </ul>	\$250,605
118	Division of Special Revenue	<ul style="list-style-type: none"> <li>• Principal HR Specialist</li> <li>• HR Specialist</li> <li>• Administrative Assistant</li> <li>• Payroll Officer 1</li> </ul>	\$311,643
119	Department of Economic and Community Development	<ul style="list-style-type: none"> <li>• Principal HR Specialist</li> <li>• Fiscal Administrative Officer</li> <li>• EEO already handled by SmART</li> </ul>	\$163,364
141	Department of Insurance <sup>b</sup>	<ul style="list-style-type: none"> <li>• Principal HR Specialist</li> <li>• HR Assistant</li> <li>• Office Assistant</li> <li>• Payroll Clerk</li> <li>• EEO handled by OSC</li> </ul>	\$229,272
<sup>a</sup> Not including fringe. <sup>b</sup> Salaries paid for by monies outside of the General Fund. Source: Office of Legislative Research (Report # 2010-R-0044)			

<sup>1</sup> The other state agencies, commissions and offices are: Agriculture Experiment Station, Office of the Health Care Advocate, Judicial Review Council, Military Department, Board of Pardons and Parole, Office of Policy and Management, Office of the Secretary of the State, Soldiers' Sailors' and Marines' Fund, State Elections Enforcement Commission, Office of State Ethics, Office of the State Treasurer, Teacher's Retirement Board, and Worker's Compensation.