



OLR RESEARCH REPORT

February 11, 2010

2010-R-0044

SMALL AGENCY RESOURCE TEAM

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You asked several questions about the Small Agency Resource Team (SmART), which we answer separately below.

What is SmART and when was it established?

SmART is a unit within the Department of Administrative Services (DAS) that provides uniform and consolidated business office functions and personnel, payroll, and affirmative action services (i.e., equal employment opportunity (EEO)) for certain executive branch state agencies. Business office functions may include budgeting, accounts payable, accounts receivable, purchasing, grant management, central accounting, delinquent accounts, or asset management. PA 05-251 established the unit, effective July 1, 2005.

Which agencies does SmART cover and what is their size?

According to DAS, the SmART Unit serves 23 agencies, providing the personnel, payroll, and EEO services to 22 and performing the business office functions for 19. Table 1 lists the agencies, indicates their size, and specifies the services or functions that SmART performs.

Table 1: SmART Agencies

Agency	Employees	HR, Payroll, EEO Services Covered	Business Office Functions Covered
Accountancy, Board of	5	X	X
Agriculture, Department of	65	X	X
Child Advocate, Office of the	10	X	X
Connecticut Siting Council	10	X	X
Consumer Counsel, Office of	14	X	X
Consumer Protection, Department of	159	X	X
Culture and Tourism, Commission on	48	X	X
Deaf and Hearing Impaired, Commission on the	51	X	X
Education and Services for the Blind, Board of	123	X	X
Emergency Management and Homeland Security, Department of	59	X	
Fire Prevention Control, Commission on	213	X	X
Firearms Permit Examiners, Board of	1	X	X
Governor's Office	35	X	X
Human Rights and Opportunities, Commission on	78	X	X
Judicial Selection Commission	1	X	X
Lieutenant Governor's Office	5	X	X
Police Officers Standards and Training Council	38	X	X
Protection and Advocacy, Office of	46	X	X
Public Utility Control, Department of	113	X	
Public Works, Department of	175	X	
State Contracting Standards Board	0	X*	X
Victim Advocate, Office of the	4	X	
Workforce Competitiveness, Office of	4	X	X

* The SmART Unit will perform these functions when the board has employees.

How do agencies become SmART client agencies?

Under PA 05-251, all executive branch agencies are eligible for SmART. The act requires the DAS commissioner, in consultation with the Office of Policy and Management secretary to determine SmART client agencies.

Which non-SmART agencies with 150 employees or less have an HR staff person? What is the person's title and salary?

There are 20 executive branch agencies currently with 150 employees or less that are not SmART client agencies. All but three have at least one HR, EEO, or payroll employee. For each agency, Table 2 lists these employees' titles and salaries, and also shows the agency size.

Table 2: Non-SmART Agencies with 150 Employees or Less and Related Employees

<i>Agency</i>	<i>Employees</i>	<i>HR, Payroll, and EEO Employees</i>	<i>Salary</i>
Agriculture Experiment Station	97	Chief of Fiscal Services Vice Director	\$130,900 147,156
Banking, Department of	118	Principal HR Specialist HR Assistant HR Associate Fiscal Administrative Assistant	91,951 50,947 58,254 49,453
Chief Medical Examiner, Office of the	68	HR Specialist	73,516
Connecticut State Library	104	Principal HR Specialist Fiscal Administrative Officer	97,032 73,656
Economic and Community Development, Department of	119	Principal HR Specialist Fiscal Administrative Officer	89,708 73,656
Freedom of Information Commission	22	Program Manager (Fiscal/Administrative) Associate Fiscal Administrative Officer Fiscal Administrative Assistant	104,954 84,522 61,094
Health Care Advocate, Office of	9	Administratively under the Department of Insurance	N/A
Insurance, Department of	141	Principal HR Specialist HR Assistant Office Assistant Payroll Clerk	84,736 59,015 44,304 41,217
Judicial Review Council	1	Administratively under the Office of the Comptroller	N/A
Military Department	108	HR Manager Payroll Officer 2	104,954 75,702
Pardons and Parole, Board of	78	Administratively under Department of Correction	N/A
Policy and Management, Office of	140	HR Manager HR Associate Fiscal Administrative Officer	104,954 73,803 73,803
Secretary of the State, Office of the	86	Fiscal Administrative Manager 1 Human Resources Specialist Administrative Assistant	107,007 72,429 62,313
Soldiers' Sailors' and Marines' Fund	10	Fiscal Administrative Officer	73,803
Special Revenue, Division of	118	Principal HR Specialist HR Specialist Administrative Assistant Payroll Officer 1	97,032 85,436 62,313 66,862

Table 2: -Continued-

<i>Agency</i>	<i>Employees</i>	<i>HR, Payroll, and EEO Employees</i>	<i>Salary</i>
State Elections Enforcement Commission	49	Fiscal Administrative Supervisor Note: HR and EEO to be handled by Fiscal Administrative Manager position currently in process of being filled	95,084
State Ethics, Office of	17	Fiscal Administrative Officer Fiscal Administrative Assistant Note: EEO performed by Staff Attorney 3	69,698 49,454
State Treasurer, Office of the	148	Principal HR Specialist Leadership Associate to HR Associate Fiscal Administrative Officer	97,032 59,384 73,656
Teacher's Retirement Board	24	Assistant Administrator Fiscal Administrative Assistant	109,159 52,745
Worker's Compensation	114	Principal HR Specialist Processing Technician Office Assistant Fiscal Administrative Officer Fiscal Administrative Assistant	97,032 54,546 44,304 73,656 49,453

DAS indicated that many of the above employees have responsibilities in addition to their HR, payroll, or EEO roles. For example, may perform agency fiscal functions. Also, some of the salaries listed above may be industry-funded, or paid for by monies outside of the General Fund.

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