

COLORADO DEPARTMENT OF LABOR AND EMPLOYMENT

L O N G R A N G E P L A N

January 10, 1977



JOHN I. LAY
Executive Director

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and
EXHIBITS

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DEPARTMENTAL
OVERVIEW

RICHARD D. LAMM
Governor
JOHN I. LAY
Executive Director



DEPARTMENT OF LABOR AND EMPLOYMENT

OFFICE OF THE EXECUTIVE DIRECTOR
251 East 12th Avenue
DENVER, COLORADO 80203

TO: Governor Richard D. Lamm

FROM: John I. Lay, Executive Director, Department of Labor and Employment

DATE: January 10, 1977 *John I. Lay*

SUBJECT: Executive Summary for the Department of Labor and Employment's Five-Year Plan

Transmitted herewith is a Five-Year Plan for the Department of Labor and Employment. The plan is intended to review specific objectives as well as budgetary and personnel needs for each of the cost centers of this Department through Fiscal Year 1980-81.

As I am sure you are aware, this Department has been and continues to be involved in many programs which directly impact almost all citizens of Colorado. Funding to operate programs of the Department comes from numerous disparate sources including large dollar sums from the U. S. Department of Labor. Consequently, extensive federal laws and regulations emanate from the Regional Office of the Department of Labor and must be intertwined with relevant state law and policy. The funding of the Department can be briefly summarized as follows:

1. The office of the Executive Director is funded on the basis of an algorithm drawing from each of the following four cost centers;
2. The Industrial Commission is virtually all general funded, though some cross charges are experienced from the three other internal divisions;
3. The Division of Employment and Training is virtually all federally funded;
4. The State Compensation Insurance Fund is cash funded;
5. The Division of Labor receives funding from the general fund, federal, cash and highway users sources.



Governor Richard D. Lamm

January 10, 1977

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Because of the direct impact that this Department has on the citizens of Colorado, and because of our complex partnership relationship with both federal and state government, this Department constantly receives a high degree of scrutiny from the public, state officials, pressure groups, as well as federal and local governments. To respond to this scrutiny, a well-planned course of action for the total Department is believed necessary if improved results are to be obtained from the myriad of programs which are mandated upon us.

This document is intended as an initial effort in this direction. Specific policy considerations and individual Divisional and Departmental objectives are discussed in some detail. Particular effort is made to provide a coordinated sense of direction as it relates to the long term plans of the entire Department of Labor and Employment. (See Exhibit A for organizational overview of Department)

The Departmental Five-Year Plan is intended to provide overall insight to the many programs carried on by this Department. It is also intended to serve as an internal management document. Consequently, due to the constantly changing federal and state guidelines impacting on this Department, regular updates of this document will become necessary. Below is a brief summary of the planned actions for each of the cost centers and the programs contained therein:

1. Office of the Executive Director

Primary efforts of the Executive Director of the Department will be directed at better coordinating the total delivery of services for the composite Department. Efforts of the individual Divisions within the Department will be closely coordinated and monitored in such a fashion as to implement the objectives as detailed in this plan. Particular emphasis will be placed on resolving the ongoing lawsuits emanating from the Veterans as well as the Migrant population. Further refinements of the SETSC 4% designation will also receive close scrutiny. An extensive Departmental Affirmative Action Plan will be disseminated on a statewide basis within the next six months. A continued commitment to the Human Services Policy Council concept will encourage continued cooperation with other Departments in dealing with problems of services for specialized groups. The orderly implementation of the Job-Matching methodology in the Division of Employment and Training will prove to be an issue of considerable public focus.

Strong support for COSH will be a priority in the next Legislative Session as will greater autonomy for the State Compensation Fund, The Industrial Commission is shown in this budget as an individual cost center -- a variation from previous years.

2. Industrial Commission

The Industrial Commission remains committed to faster and more equitable disposition of Worker's Compensation and Unemployment Insurance appeals. Efforts regarding both COSH and the Labor Peace Act will also receive considerable attention. Better work methods and increased staff are contemplated to better address the current case load as well as the expanding needs of self-insured companies. Continued close communication with the Office of the Treasurer may be anticipated regarding investment criterion.

3. Division of Employment and Training

The Division intends to emphasize productivity increases in placements, outreach, counseling, as well as service to special applicant groups and employers. Efforts will be made to locate offices in areas of highest economic need while still staffing all offices at levels that will maximize placement productivity and unemployment insurance processing. Expanded efforts in the area of Training Services, WIN, and Job Corps should result in more qualified applicants being placed on the currently expanding rosters of available jobs. Introduction of the Job-Match methodology will be a primary priority during early calendar 1977.

4. State Compensation Fund

Continued efforts will be made to provide consistent Worker's Compensation Insurance protection at the lowest possible price to Colorado employers. Both of these criterion will, of course, remain consistent with the continued priority of a solvent State Fund. The rights of the injured workers and their dependents will continue to be aggressively supported. Terminal installations and remote job entry capabilities will hopefully become a reality in the near future. Greater budgetary flexibility is becoming increasingly critical as daily and monthly volume expands.

5. Division of Labor

The primary focus of the Division of Labor will continue to include COSH, Worker's Compensation and the other assorted safety programs. COSH's orientation will expand in the direction of preventative training measures as opposed to poorly conceived enforcement restrictions. Worker's Compensation priorities will seek to expand the quality of adjudicated cases. Additionally, the various safety programs will be streamlined in such a fashion as to improve services where possible, while minimizing unnecessary cost to the taxpayer.

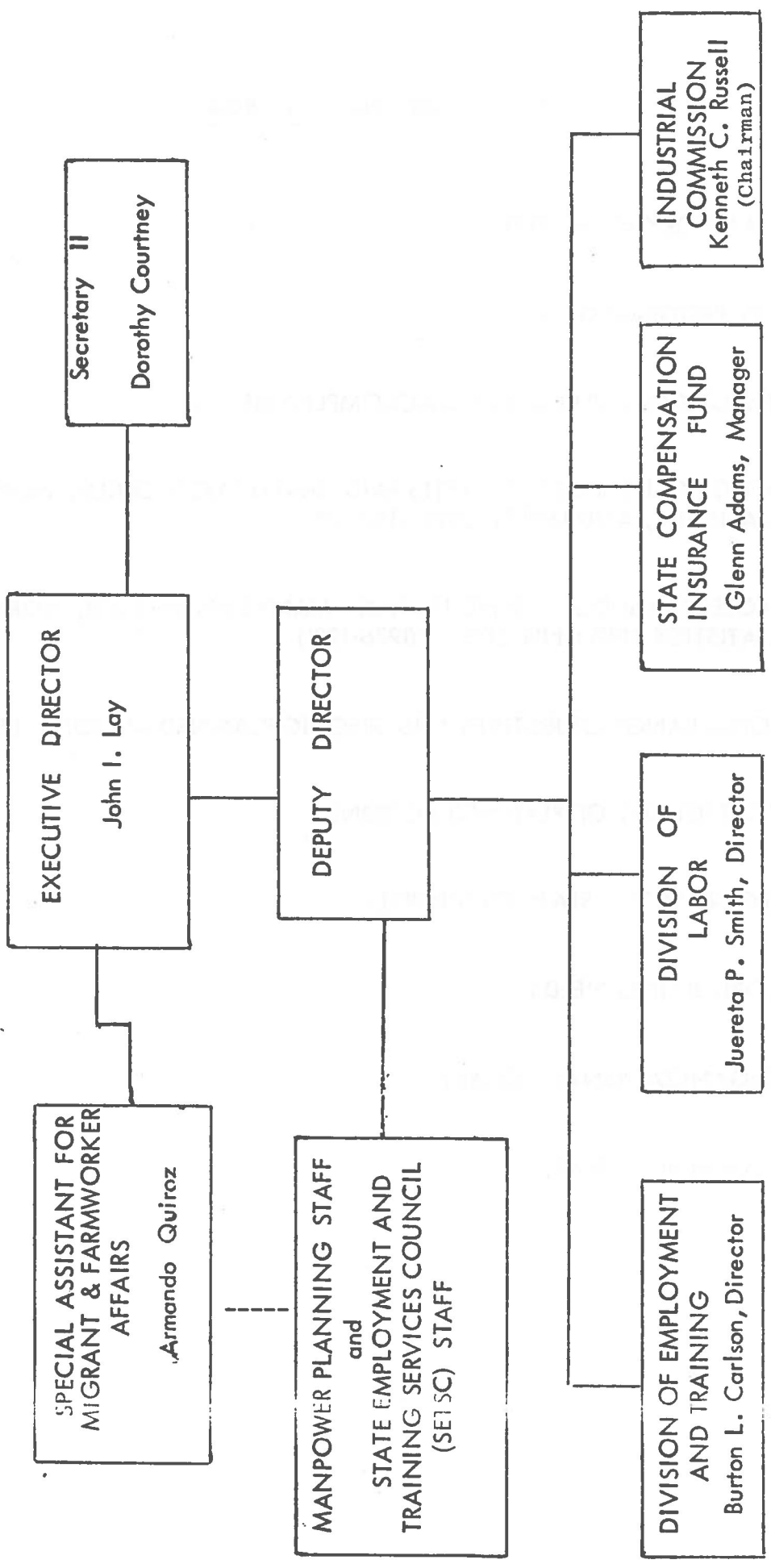
Governor Richard D. Lamm

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Considerable detail is included in each of the Divisional Plans so as to support the Executive Summary detailed above. Considerable effort has been made to follow the format (attached as Exhibit B) so as to insure consistent analysis among the numerous diverse programs. It is expected that the quality of planning within this Department will be typical of other evolutionary experiences -- consequently, the specifics of this Plan will be updated as appropriate.

DEPARTMENT OF LABOR AND EMPLOYMENT
OFFICE OF THE EXECUTIVE DIRECTOR

ORGANIZATION CHART



FIVE YEAR PLAN FORMAT

- I. STATUTORY AUTHORITY
- II. KEY PROGRAM GOAL (S)
- III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS
- IV. HISTORICAL BUDGET, BENEFITS PAID, MANYEARS WORKED, WORKLOAD STATISTICS, AND UNIT COSTS (1971-76)
- V. PROJECTED BUDGET, BENEFITS PAID, MANYEARS WORKED, WORKLOAD STATISTICS AND UNIT COST (1976-1981)
- VI. LONG RANGE OBJECTIVES AND SPECIFIC PLANNED ACTIONS (1976-1981)
- VII. COST BENEFIT OF PLANNED ACTIONS
- VIII. LEGISLATION (STATE OR FEDERAL)
- IX. CONSULTING NEEDS
- X. ORGANIZATIONAL CHART
- XI. MANNING CHART

DEPARTMENT OF THE ARMY
 OFFICE OF THE ASSISTANT SECRETARY
 FOR PLANNING AND MANAGEMENT
 EXHIBIT B

OFFICE OF THE
EXEC DIRECTOR

LONG RANGE PLAN

OFFICE OF THE EXECUTIVE DIRECTOR

January, 1977

I. STATUTORY AUTHORITY

The Department of Labor and Employment was established by the Administrative Organization Act of 1968. This Act provided that the Industrial Commission, the Division of Labor, the Division of Employment and the Division of the State Compensation Insurance Fund be combined into a Department of Labor and Employment by a Type I transfer. The Division of Manpower was added to the Department by Executive Order in 1973. Subsequently, the Divisions of Employment and Manpower were combined into one construct bearing the title, Division of Employment and Training. The Executive Director of the Department is appointed by the Governor and serves at his pleasure.

II. KEY GOALS OF THE EXECUTIVE DIRECTOR'S OFFICE

- Coordinate the efforts of the Divisions.
- Make the State Department of Labor and Employment a viable, effective force in alleviating unemployment in Colorado and easing the burden of those who become unemployed.
- Improve working conditions in the work place and help create an environment where management and labor can work together for a better Colorado.
- Heighten the respective Divisions' level of responsiveness to the stated needs of Veterans, Migrants, Urban Poor, Handicapped and other target groups as identified.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

The Executive Director's Office was created as a result of the Reorganization Act of 1968. Since that time and prior to the 1974 Gubernatorial election, Executive Directors of the Department have generally allowed the Divisions within the Department to function autonomously with little coordination between them. In 1975, a concerted effort was made to operate the Department in a unified and coordinated manner. The efforts at greater control were coupled with extensive reorganization. In late 1975, a lawsuit was filed by CAPE against the then Director of the Department. In 1976, the current Director reorganized the Department to more closely reflect the original legislative intent. This reorganization resulted in the CAPE lawsuit being dropped. Effective Departmental coordination has become possible through following the original Statutory intent and integrating the individual efforts of the current strong, competent Divisional Directors.

Office of the Executive DirectorB. Accomplishments

1. Permanent directors of the Division of Labor and the Division of Employment and Training were appointed during the summer of 1976. This has resulted in stabilization of the department at the divisional level.
2. New Unemployment Insurance legislation was drafted and passed during the 1976 session. These changes were possible through close cooperation with the Colorado Association of Commerce and Industry, the Colorado Labor Council, and the Unemployment Insurance Section.
3. Several Assistant Director positions were abolished in early 1976 and subsequently replaced by one Deputy Director at the Department level.
4. The first composite Long Range Plan for the Department has only recently been completed.
5. The first complete affirmative action plan for the Department is currently being prepared.
6. Coordination of Manpower programs, problems of the Veterans, as well as service delivery to the Handicapped, are now being addressed at the Department Director's level. The Executive Director has recently appointed a Special Assistant for Migrant and Farm Worker Affairs and has given him a broad charter to respond to these specialized needs.
7. Preparation of a consolidated budget is now being coordinated at the department level. For the first time, departmental budget hearings have also been held.
8. The Executive Director's Office has participated heavily in efforts to make the Area Advisory Councils a more viable force in policy making for the Division of Employment and Training. Particular efforts have also been made to improve the Division's responsiveness to the State Statutory Advisory body as well as the office of the Ombudsman.
9. A new Industrial Commissioner was appointed during 1976 (to replace Juereta Smith, who now heads the Division of Labor). Efforts are now underway to improve the legal input as well as response time within the Industrial Commission.
10. Efforts are currently underway to improve the budgetary flexibility and overall autonomy for the State Compensation Insurance Fund. Consultation with other State Funds has underscored the need for this effort. Legislation embracing this concept will soon be forthcoming.

Office of the Executive DirectorB. Accomplishments continued

11. The staff of the State Employment and Training Services Council was removed from the Division of Employment and Training and placed at the Department level. This is resulting in greater responsiveness of the staff to the appointed council as well as improved state-wide Manpower Program coordination.

IV. HISTORICAL BUDGET AND FTE

	<u>F.Y. 1972</u>	<u>F.Y. 1973</u>	<u>F.Y. 1974</u>	<u>F.Y. 1975</u>	<u>F.Y. 1976</u>
<u>Cost of Operations</u>					
General	\$37,845	\$38,799	\$43,348	\$53,216	\$142,453
Cash	17,066	17,649	13,452	22,778	38,500
Federal	0	0	0	4,000	117,986
Total	\$54,911	\$56,448	\$56,800	\$79,994	\$298,939 (1)
<u>% Change</u>					
General	N/A	+2.5%	+11.7%	+ 22.8%	+ 167.7%
Cash	N/A	+ 3.4	<31.2 >	+ 69.3	+ 69.0
Federal	N/A	0	0	N/A	+2849.6
Total	N/A	+ 2.8%	+0.6%	+ 40.8%	+ 273.7% (1)
<u>FTE</u>	-	3.0	3.0	4.0	13.0
<u>% Change</u>	-	N/A	∅	+ 33.3%	+ 225.0%

- (1) The large increase in budget during the 1975 and 1976 Fiscal Years is due to the reorganization carried out during that period. Several assistant director positions were established and a large segment of the funding for those positions was provided from individual Divisional budgets.

Office of the Executive Director

V. PROJECTED BUDGET AND FTE

	<u>F.Y. 1977</u>	<u>F.Y. 1978</u>	<u>F.Y. 1979</u>	<u>F.Y. 1980</u>	<u>F.Y. 1981</u>
<u>Budget</u>					
General	\$ 67,025	\$147,536	\$157,863	\$ 168,913	\$ 180,737
Cash	15,526	18,193	19,467	20,829	22,287
Federal	248,392	258,008	262,068	266,413	271,062
Total	\$330,943 ⁽¹⁾	\$423,737 ⁽²⁾	\$439,398	\$ 456,155	\$474,086
<u>% Change</u>					
General	< 52.9% >	+120.1%	+ 7.0%	+7.0%	+ 7.0%
Cash	< 59.7 >	+ 17.2	+ 7.0	+7.0	+ 7.0
Federal	+110.5	+ 3.8	+ 1.6	+ 1.7	+ 1.7
Total	+ 10.7% ⁽¹⁾	+28.0% ⁽²⁾	+ 3.7%	+ 3.8%	+3.9%
<u>FTE</u>					
	11.0	12.0	12.0	12.0	12.0
<u>% Change</u>					
	< 15.3 >	9.0	0	0	0

- (1) The changes in the 1977 budget vs. the 1976 numbers result from abolishing several assistant director positions and later relocating the SETSC Staff in the Deputy Director's Office. The basic organizational structure which existed prior to 1975 was reestablished and a single Deputy Director was appointed (see attached Organizational Chart, Exhibit c).
- (2) The large increase in the 1978 budget over 1977 is due to the request for general fund monies of \$ 50,000 to develop a state-wide plan for Veteran and Migrant problems. Part of this \$ 50,000 will be used to finance one-half of the salary for the recently appointed Special Assistant for Migrant and Farmworker Affairs. Additionally, an Accountant IA position is being requested to coordinate the accounting, budgeting and SETSC functions of the Executive Director's Office.

The budgets from 1979 to 1981 show 7% increases due to inflation.

VI. LONG RANGE OBJECTIVES AND SPECIFIC PLANNED ACTIONS (1976-1981)

A. Long Range Objectives

- Coordinate the efforts of the divisions within the department and manage the department in accordance with annual Budgetary and Planning objectives.
- Prepare and implement an Affirmative Action plan for the department.

Office of the Executive DirectorA. Long Range Objectives continued

- Insure interdepartmental cooperation concerning special delivery problems such as service to migrants, handicapped persons and veterans.
- Encourage better manpower services planning and coordination throughout Colorado government.

B. Specific Planned Actions

1. By July, 1977, develop and put into action an extensive Affirmative Action plan for the Department.
2. Evaluate performance of each division against planned actions and require that each plan be updated on a quarterly basis.
3. Participate actively in the Human Services Planning Council. (see Exhibit D)
4. Participate actively with the State SETSC Council.

VII. COST BENEFIT OF PLANNED ACTIONS

By requiring each Division to plan and by periodically reviewing their performance against these plans, the Department should continue to become better managed and more responsive to stated needs.

VIII. LEGISLATION

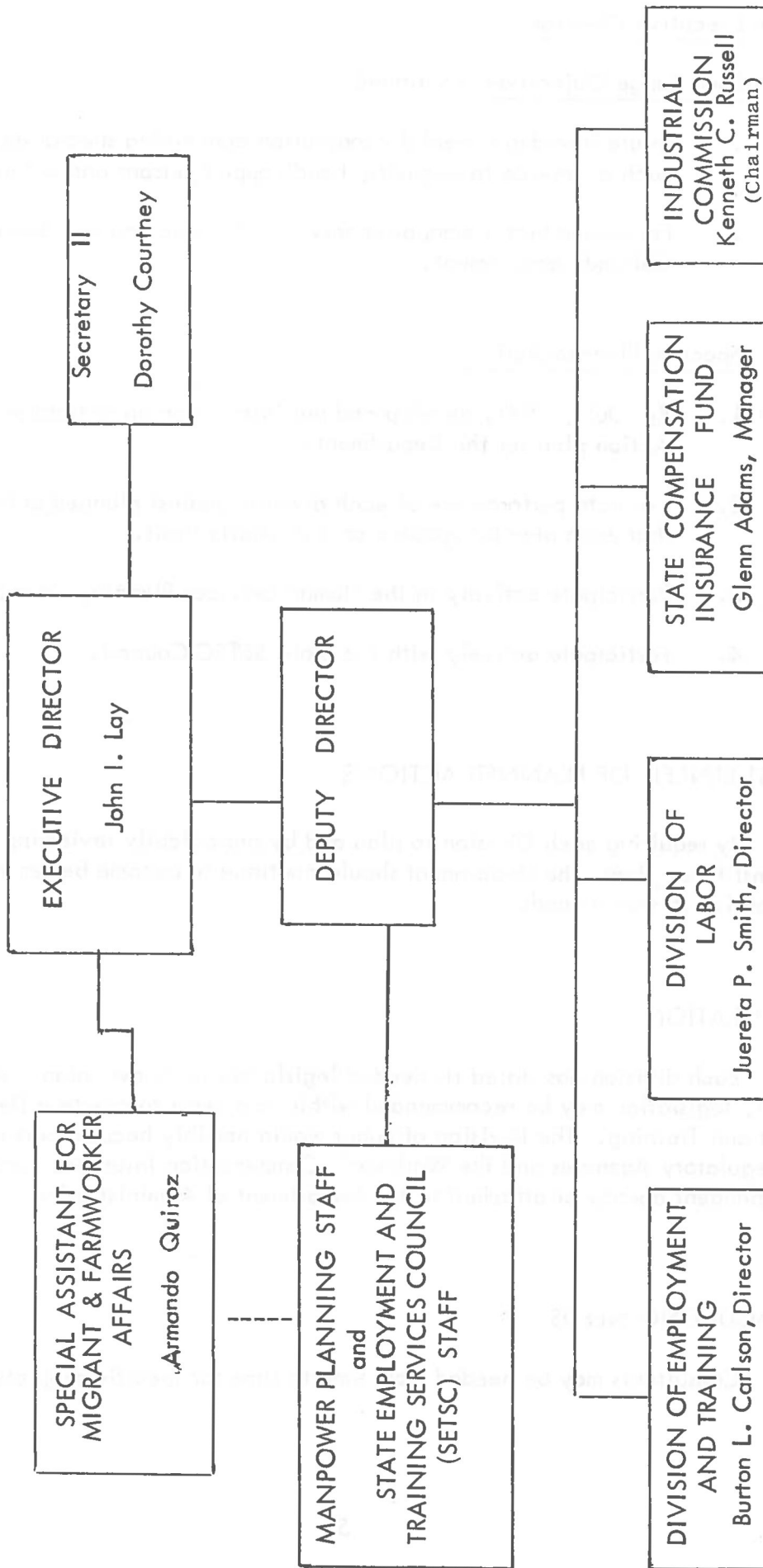
Each division has stated its needed legislation in its own plan. At the department level, legislation may be recommended within two years to create a Department of Employment and Training. The Division of Labor would possibly become part of the Department of Regulatory Agencies and the Workman's Compensation Insurance Fund would become an independent agency or attached to the Department of Administration.

IX. CONSULTING NEEDS

Consultants may be needed from time to time for specific projects.

DEPARTMENT OF LABOR AND EMPLOYMENT
OFFICE OF THE EXECUTIVE DIRECTOR

ORGANIZATION CHART



Office of the Executive Director

X. ORGANIZATION CHART AND POSITION ASSIGNED

A. Chart

(See attached Organization Chart of the Office of the Executive Director, Exhibit C)

B. FTE Assigned

<u>Grade & Step</u>	<u>Position Title</u>	<u>Name</u>
Exempt	Executive Director	John I. Lay
82-5	Deputy Director	(Vacant)
41-6	Secretary	Dorothy Courtney
IPA	Special Assistant for Migrant and Farm Worker Affairs	Armando Quiroz

RICHARD D. LAMM
Governor

JOHN I. LAY
Executive Director



DEPARTMENT OF LABOR AND EMPLOYMENT

OFFICE OF THE EXECUTIVE DIRECTOR

1210 Sherman Street, Room 304
DENVER, COLORADO 80203

DATE: August 12, 1976

TO: David Foote, Executive Director, Human Services Policy Council

FROM: John I. Lay, Executive Director

SUBJECT: Priority Issues to be addressed by the Department of Labor and Employment

This memo is intended to supersede an earlier memo directed to the Human Services Planning Committee by Paul Hoskins regarding the overall priorities of the Department of Labor and Employment. Briefly, this Department believes that the need for coordination in the Human Services area should embrace three specific areas, as detailed below:

1. Coordinated Delivery of Manpower/Training Services for the State of Colorado.

Through the coordinated effort of the SETSC Planning Council and the joint participation of the ten Prime Sponsors in the State of Colorado, we are currently proceeding to address the issue of coordinated training for under-employed Coloradans, as well as secondary placement of these same Coloradans. Monthly meetings are currently being held and the 30-member SETSC Council is currently being restructured to more appropriately reflect the true dimensions of the Manpower/Training Services effort throughout state and local governments as well as the receiving public. It should be noted that the proposed configuration for the SETSC Council calls for the active membership of the Executive Director of the Human Services Policy Council.

2. Placement of Specialized Groups in Employment and Training Opportunities.

The Department of Labor and Employment, and more specifically the Division of Employment and Training, will continue to focus its primary efforts in the areas of both employment and training around the specific needs of such groups as migrants, urban poor, AFDC, Veterans, and other specific groups as their needs become more readily defined. The effort in each of these areas will require concerted coordination between the Human Services Policy



Mr. David Foote

August 12, 1976

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Council and, occasionally, the assistance of the Department of Agriculture and the Department of Highways as it relates to the Migrant issue in particular. Substantial target dollars are being directed toward improving our placement capability through the utilization of the first computerized Job Matching effort in the State's history. Similarly, increased activity in both rural and urban outreach, counseling, and WIN will continue in the months ahead.

3. Residence and Employment Safety.

The overall safety of the working and home environments is a specific charge of this Department's Public Safety and COSH Sections. However, some efforts in the area of public safety as well as housing inspections transcend the overall capabilities of this individual department. Coordinated efforts as embodied in the recent Vail gondola incident, as well as in migrant and low income housing throughout the State, will need to receive significant involvement by the Human Services Policy Council

I will be personally representing the Department of Labor and Employment at future meetings of the Human Services Policy Council. I am personally quite invested in the need for coordinated planning as well as interdepartmental budgets from each of the agencies involved. I sincerely believe that future meetings should be at the Cabinet level and should involve the chairmanship of the Governor. Anything less than this effort will meet with undue territoriality as it relates to coordinated planning and budgeting, as well as support from the Governor's Staff Agencies.

I. PROGRAM IDENTIFICATION

EXHIBIT E

Title: Executive Director's Office
 Division: N/A
 Department: Department of Labor and Employment

Program Administrator: John I. Lay

Description:

Coordinate efforts of 4 diverse cost centers as well as activities of State Employment and Training Services Council (SETSC) - Division of Employment and Training; Division of Labor; Division of State Compensation Insurance Fund; and the Industrial Commission.

Relationships to Other Programs/Agencies/Departments:

SETSC (numerous vocational education and training related agencies); Migrant needs (local affairs and Agriculture); Veterans (numerous local Manpower operations)

II. <u>Expenditure Summary</u>	1975-76	1976-77	1977-78
General Fund	\$ 142,453	\$ 67,025	\$ 97,875 ⁽²⁾
Cash Funds	38,500	15,526	18,357
Federal Funds	117,986	49,489	58,530

Staffing

Executive Director	1.0	1.0	1.0
Deputy Director	0	1.0	1.0
Assistant Director & Support	11.0 ⁽¹⁾	0	0
Accounting Support	0	0	1.0
Clerical	1.0	1.0	1.0
TOTAL	13.0	3.0	4.0

Pertinent Comments

- (1) 11.0 FTE increase by agreement under Herrick S. Roth reorganization of Department of Labor and Employment by State Planning and Budget and Joint Budget Committee
- (2) Includes request for \$50,000 in general fund monies to develop state-wide plan for the placement of Veterans and Migrants.

III. Success Measures: The accomplishments of the Office of the Executive Director during the current calendar year include:

- (1) Hiring permanent Division Directors for the Division of Employment and Training and the Division of Labor
- (2) Returning the Department's organization to its original legislative intent (This resulted in the CAPE lawsuit being dropped);
- (3) Making significant improvements in performance by the Division of Employment and Training which resulted in the Plaintiffs' Advisory Committee of the Urban Coalition suit being dissolved;
- (4) Preparing the first Long Range Plan for the total Department and its member Divisions;
- (5) Working with the legislature, organized labor and industry on a new Unemployment Insurance Bill. The bill became law and is resulting in faster and more equitable payment of Unemployment Insurance claims;
- (6) Contracting for a new computer mainframe which will subsequently be used for the Job Match methodology.

IV. Tie to Overall Organization Chart1. PROGRAM DESCRIPTION

The Department of Labor and Employment was formed in 1963 under the State Reorganization Act of that year. At the time of the formation, it consisted of three Divisions, all Type I Transfers - Employment (100% Federal Funds); State Compensation Insurance Fund (100% Cash Funds); and Labor (mixed funding, including General Fund). In 1975, several assistant directors and a division of administration were created by executive order. In early 1976, as a result of change in top management, the structure originally set up was reestablished. The Department currently consists of three divisions plus the Industrial Commission, all of which report directly to the Executive Director of the Department.

2. NEED FOR THE PROGRAM

The Executive Director provides leadership to the three divisions and the Industrial Commission; coordinates their efforts; insures that inter-divisional matters are properly coordinated; speaks on behalf of the three divisions and the Industrial Commission; coordinates budget preparation for the department; coordinates and directs the planning efforts within the department; and directs preparation of the affirmative action plans of the department.

BUDGET FORMAT SUMMARYPROGRAM IDENTIFICATION

Title: EMCAP.

Division: N/A

Department: Department of Labor and Employment

PROGRAM ADMINISTRATOR: Richard TateDescription: Emphasis on job placement of 16-20 year old unemployed minorities in the Metro Denver area.

	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
II. <u>Expenditure Summary</u>	75,000	25,000	-----

This funding appears as part of the Executive Director's Budget request - special purpose.

Pertinent Comments

1975-76 Funding was for nine months performance budget from revenue sharing funds.

1976-77 Funding is from the general fund.

Additional services provided by EMCAP include job training, tutorial services and summer day care centers. Another phase of their operation covers family counseling service as needed.

BUDGET FORMAT SUMMARYI. PROGRAM IDENTIFICATION

Title: Freedom House

Division: N/A

Department: Department of Labor and Employment

PROGRAM ADMINISTRATOR: W. Gene Howell

Description: Freedom House Job Placement Center is now in its tenth year of operation as a Private, Non-Profit Corporation whose sole purpose is to serve as a center for the counseling, referral and placement of person who are unemployed or underemployed.

	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
I. <u>Expenditure Summary</u>	\$10,000	\$10,000	\$10,000

This funding appears as part of the Executive Director's Budget request - general fund operating portion.

Pertinent Comments

This contract covers assistance in staffing required to service disadvantaged and minority unemployed in the Denver area.

II. Success Measure:

Previous reports received by the Department of Labor and Employment indicate 15-20% placement rate of applicants.

INDUSTRIAL
COMMISSION

STATE INDUSTRIAL COMMISSION

LONG RANGE PLAN

January, 1977

I. STATUTORY AUTHORITY

Section 8-1-101 et. seq., C.R.S. 1973.

The Industrial Commission is an appellate body consisting of three appointive members plus a staff. It is the appellate body for decisions made by Referees in four kinds of cases: Worker's Compensation; Unemployment Insurance, Labor Relations under the Labor Peace Act, and COSH. A flow chart in Section XI shows the procedure by which such cases come to the Industrial Commission and go beyond the Industrial Commission to a higher level adjudication.

The statutes require that: 1) no more than one Industrial Commission member have a background of occupation and affiliation which can fairly classify him/her as a representative of labor; 2) no more than one member can have a background of occupation and affiliation which can fairly classify him/her as a representative of management, and 3) one member have a background of occupation and affiliation which can fairly classify him/her as a representative of neither. Two commissioners constitute a quorum, and a decision by two Commissioners is the decision of the Commission.

Additionally, the Industrial Commission has the authority to promulgate rules and regulations for procedures in cases that arise in the above four areas. The Commission is charged with the authority and the duty to administer or manage the self-insured program under the Worker's Compensation laws.

Finally, the Industrial Commission is required to make sound investments of State Compensation Insurance Funds, "Subsequent Injury Fund" and "Major Medical Funds."

II. KEY PROGRAM GOALS

1. To fairly and expeditiously review decisions of Referees in the areas of Workmen's Compensation, Unemployment Insurance, Labor Relations under the Labor Peace Act, and COSH.
2. To assure that all decisions of the Industrial Commission are made on a sound legal basis with proper application of state laws, court decisions, as well as federal laws and regulations.
3. To propose and promulgate rules and regulations for the benefit of all the parties having an interest in the judicial deliberations and supervisory activities of the Industrial Commission.
4. To actively participate in committee and advisory work for needed legislation in the field of labor and in the areas in which the Industrial Commission is charged with supervisory authority (e.g., investment, self-insured, etc.)
5. To modernize the self-insurance program as described later in this document.
6. To develop continued sound investment policies.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

From 1971 to the present, the Industrial Commission has performed its statutory duties. The Commission has properly maintained a low public profile except, of course, with those individuals and companies that have been parties to appellate disputes.

As shown statistically in Section IV of this document, the workload of the Commission has increased tremendously with the worsening economic conditions of the nation in recent years. During this period there has been no increase in the number of Commissioners or staff.

The anticipated increase in future workload, future endeavors of the Commission, and needs to accomplish the same are discussed in Section VI.

IV. HISTORICAL BUDGET, BENEFITS PAID, WORKLOAD STATISTICS (1971-76)

Although the Industrial Commission is autonomous in its authority, it has been historically dependent upon the Division of Labor in the Department of Labor and Employment for its funding. Therefore, the Industrial Commission has not had its own autonomous budget to date. The budget for FY 1977-78 marks the first effort in this area.

Statistics on benefits paid in Worker's Compensation claims and Unemployment Insurance claims are kept by the Division of Labor and the Division of Employment and Training, respectively. The Industrial Commission, as an appellate body in controversies over benefit entitlement, does not generate such statistics apart from the larger statistics on claims generated and maintained by those divisions.

The Industrial Commission does, however, generate and maintain statistics on the bulk of the work that comes to it, that is, the appellate cases in Worker's Compensation and Unemployment Insurance.

The following two pages contain charts of the Industrial Commission's caseload from 1971 to date.

UNEMPLOYMENT APPEAL CASES AND
JURISDICTION RULINGS

<u>YEARS</u>	<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>
<u>MONTHS</u>								
January	60	66	64	94	67	105		
February	49	54	60	81	33	120		
March	61	61	79	78	70	164		
April	69	82	81	79	143	162		
May	73	90	85	81	195	212		
June	113	73	84	80	190	213		
July	113	73	84	84	276	282		
August	74	83	94	52	157	235		
September	70	68	67	55	177	201		
October	60	75	68	51	111			
November	72	78	95	90	114			
December	56	111	79	98	126			
TOTALS	860	934	940	923	1659			

WORKMENS' COMPENSATION CASES
 ACTED ON BY
 INDUSTRIAL COMMISSION OF COLORADO

<u>YEARS</u>	<u>1971</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>	<u>1977</u>	<u>1978</u>
<u>MONTHS</u>								
January	70	61	75	112	119	114		
February	83	88	93	117	97	108		
March	107	111	88	114	136	143		
April	71	79	102	113	154	134		
May	73	99	100	137	117	131		
June	80	103	92	93	119	104		
July	99	87	109	112	100	143		
August	111	98	97	106	119	152		
September	99	80	103	101	114	130		
October	54	96	115	108	140			
November	84	102	144	90	121			
December	89	85	95	98	108			
TOTALS	<u>1029</u>	<u>1089</u>	<u>1213</u>	<u>1295</u>	<u>1444</u>			

V. PROJECTED BUDGET, BENEFITS PAID, WORKLOAD
STATISTICS AND UNIT COST (1976-1981)

It is hoped that the lack of information provided in this section will not be misinterpreted as a lack of concern on the part of the Industrial Commission to supply it. Rather, it is felt that the Industrial Commission is able only to provide the description of perceivable growth contained in Section VI.

The Industrial Commission is unable to devise a method to quantify those expectations, and therefore is unable to supply even estimated figures on caseloads, benefits, etc.

VI. LONG RANGE OBJECTIVES AND SPECIFIC PLANNED ACTIONS TO BRING
ABOUT THE OBJECTIVES

The most important and immediate desire of the Industrial Commission is to effect a modern self-insurance program designed to meet the needs of concerned parties. Self-insurance for Worker's Compensation liabilities is growing nationwide. The number of self-insured employers, hence the number of injured employees with claims against such employers, and the amounts of money involved, require closer attention by the state agency charged with the responsibility of supervision. In Colorado, this is the Industrial Commission. Three specific areas of needed investigation of self-insureds are laid out in item IX of this report. The section also contains the Industrial Commission's proposals of action to accomplish the objectives. It is hoped that serious attention will be given to the problems and the solutions offered.

In addition to the necessary investigative work related above, the Industrial Commission feels that an up-to-date self-insurance program would provide the Industrial Commission the opportunity to be of more assistance to self-insured companies. Section 8-44-109, C.R.S. 1973 places the discretion with the Industrial Commission to grant a self-insurance permit and to prescribe the terms and conditions for its issuance. The section grants the Industrial Commission broad latitude in the exercise of such discretion; however, modern notions of fair play dictate that the Commission be guided by reasonableness in its dealings with companies. Unfortunately, the desire to be reasonable is often crippled for the very practical reason of the Industrial Commission's own lack of adequate personnel and resources. For example, different companies find it convenient to provide different forms of security deposits. Some prefer bonds, some prefer treasury notes, others prefer private stock. These forms of security carry with them termination dates or due dates, and therefore companies frequently request that existing bonds or trust deposits be released and substituted with new bonds or interest bearing notes. Yet, because of the lack of staff or resources, it has become necessary for

the Industrial Commission to seek simplicity in its administration of the self-insurance programs by accepting only letters of credit as the required security. The Commission would prefer the flexibility to work in closer cooperation with the individual situation of each company.

Earlier this year, the Industrial Commission made arrangements to employ a consultant firm to study and present a plan of solution for all of the above. That plan would have contained recommendations to solve all of the self-insurance problems outlined in this section and in section IX, including:

1. Upgrading the security requirements by use of an objective evaluation system.
2. Investigating suspected abuses by some companies which may be charging legitimate Worker's Compensation claims to the companies' health and accident policies.
3. Researching and surveying all of the self-insureds' compliance with reporting requirements.
4. Recommendations on a new position that would carry out those duties as well as provide the flexible service described above, including the qualifications needed by an individual to fill the position, the appropriate salary for the position, the amount of time expected to be devoted to self-insurance duties as opposed to other Industrial Commission tasks that could be assigned, and the likelihood of funding the position by a self-paying method of placing a levy on self-insured companies for the service.

Bids were obtained for the project and it appears the cost would be in the neighborhood of fifteen to twenty thousand dollars.

The desire to modernize the self-insured program is not a five-year program. The actions required to accomplish the objective could be taken rather quickly, and when done, the objective itself can be accomplished in less than six months. Since the Industrial Commission is fiscally dependent for its funding, however, it is speculative when it can be accomplished.

Looking into the five-year time period of 1976 to 1981, two areas of concern arise. First, there always exists the possibility of a sharp increase in unemployment claims. Since unemployment is largely a result of national business and employment conditions and national economic policies of the federal government, there is little Colorado government can do to control the number of claims.

From the point of view of handling a sharp increase in claims, however, it is clear than an increase of the magnitude that has occurred in the last two years would create a workload beyond the capacity of the Commission. There already exist critics of the Industrial Commission who question the Commission's policy of reviewing case files rather than holding hearings, and who criticize the form decisions issued whenever the Commission affirms a decision of a Referee (form decisions are not issued in all cases, e.g., reversals, modifications, and remand orders). The practical need of the Industrial Commission to use forms when it does, due to the workload, does little to enhance the Commission's image with the public.

Secondly, each year there exists the possibility that the Colorado legislature will pass a collective bargaining bill for public employees. Failing passage of a Colorado law, Congress annually considers a national bill for public employees which may defer cases from the N.L.R.B. to state labor relations tribunals where they exist.

The impact on the Industrial Commission as well as the Colorado Department of Labor, in the event either becomes law, is almost beyond comprehension. In the educational area alone there are about 181 school districts. Within the first two years it can be expected that most all of them will be involved in election contests, including hearings on proper unit determination, and eligibility to vote. The number of contests would be multiplied in larger school districts with large numbers of non-teaching personnel, giving rise to further controversies between bargaining agents such as jurisdictional disputes. In addition, a multiplicity of units of state employees would be certain to occur because of the distinct differences in interests on the part of state employees working in Denver for a large department, for example, as opposed to a small group of state employees in a rural area. City, county and other municipal and quasi-municipal workers would add to the number of cases and diversity of the questions will arise. Before all of these election contests are resolved, an unpredictable number of unfair charges will be filed by those units that were earlier disposed of. The issues in such cases are even more unique and complex than those that arise from election contests.

Further, no doubt many of the parties to collective bargaining contracts will include provisions to voluntarily submit grievance arbitration cases, and possibly interest arbitration disputes, to a Labor Referee.

In light of the predictability of all of the above, it is clear that the Division of Labor's present policy of assigning Worker's Compensation Referees to labor relations cases will not suffice. Either many more Referees will be needed to handle both types of cases, or a number of referees will have to be added and assigned exclusively to the new work.

Experience in other states can be depended upon in assuming the work will not subside in a few years after all of the above has occurred, but rather controversies will continue to arise; a great share of the cases will be appealed; and the Industrial Commission is ill equipped with time, personnel, or resources to respond.

A committee has recently been formed under the auspices of the Division of Labor to study and draft legislative proposals for a comprehensive labor relations bill, including public employees. Representatives on that committee are from labor, management, and government. Some have already expressed their unwillingness to accept the Industrial Commission, as it presently exists, as part of the dispute resolving process. Whether plans should be made now for a separate division of "labor relations referees" and an appellate labor relations tribunal, or whether some other plan should be developed, it must be realized that legislative reaction may well be based on attitudes and philosophies toward the necessary funding or the creations of new state agencies. From the point of view of the best system to handle the inevitable problems described, however, the Industrial Commission recommends that strong consideration be given to specialized referees and a separate appellate tribunal with jurisdiction exclusively in the field of labor relations. If this were done, the Industrial Commission would be left to its traditional and presently manageable work load in the areas of Worker's Compensation, Unemployment Insurance and COSH.

The Industrial Commission does suggest that its personnel be fully involved in legislation and organizational planning in the field of collective bargaining.

VII. COST BENEFIT OF PLANNED ACTIONS

As alluded to in Section VI, the addition of one qualified person to administer or manage the entire self-insurance program may not require full-time attention. Although it is difficult to predict at this time, it is expected that it would take one-half of a full time qualified specialist. Therefore, other Industrial Commission tasks could be assigned; and if the position could be funded by a levy on the self-insured companies, the State of Colorado would have the dual advantage of a modern program together with the free services of the position for other Industrial Commission duties.

VIII. LEGISLATION

Tentative legislative proposals for the future:

- Proper staffing of all areas of COSH inspection.
- Possible expansion of COSH areas of regulation, e.g., mines.
- Bring Worker's Compensation law in full compliance with Worker's Compensation Commission (OSHA) recommendations.
- Corrective legislation clarifying and expanding present Rehabilitation law.
- State Legislation establishing funding to compensate employees suffering compensable injuries while employed with non-insured employers.
- Corrective legislation in the Unemployment Insurance law dealing with employer contributions and clarifying the award sections.
- Corrective legislation dealing with Colorado Labor Peace Act.

The Industrial Commission and its staff possess expertise in several areas that could be utilized beyond traditional functions as an appellate tribunal and a supervisory body of investments and self-insured companies. Utilization of Industrial Commission talent and knowledge would require the acknowledgment and cooperation of the management personnel in the Divisions of Employment & Training and Labor. For example, Commissioners Russell and Kaurouma possess fine backgrounds of experience in the field of investments. Commissioner Baca possesses a strong background of experience with Worker's Compensation and COSH. Mr. McAuliffe, Executive Secretary, is an attorney with extensive experience in labor relations, including election contests, unfair charges, negotiations, grievances and arbitration. These personnel would like to become more actively involved as representatives of the State, and more specifically the Industrial Commission in any committee or advisory work that may be organized for the purposes of revising or proposing legislation. There would be no cost to the State of Colorado in implementation of this proposal.

IX. CONSULTING AND OTHER NEEDS

It must be stressed at the outset that the needs listed herein are important and dire ones. They are items that all three Commissioners feel are necessary and that are so obvious that even newly appointed

personnel become immediately aware of on their own. The lists herein are not merely a composite of several peoples' thinking, but are comprised of items which are identified as basic and necessary items by each and every person at this office now or in the near past. That includes Commissioners Russel, Baca and Kaurouma, former Commissioner Smith, both secretaries, the Executive Secretary, and Gordon Jorgensen who was Acting Executive Secretary for some time. Therefore, these requests are not a list of desirables but, rather, a list of necessities.

The needs of the Industrial Commission operation can be broken down into four categories:

1. Resources
2. Personnel
3. Equipment
4. Continuing Education

1. RESOURCES

The operation of the Industrial Commission is entirely governed by law. It is clear that the decisions made by the Industrial Commission in its judicial capacity are legal decisions; they are interpretations and applications of existing laws. They involve not only all of the applicable state laws and court decisions, but they also require knowledge of the very latest changes in federal law and case decisions. Therefore, law books containing all of the applicable law are an absolute and fundamental necessity to the Industrial Commission in its judicial capacity.

In addition, all of the administrative actions of the Industrial Commission are also tightly governed by law. Every rule or regulation, every hearing, every action, is one that must be thoroughly checked out in advance of the action.

In still another area, the Industrial Commission has a responsibility of making proper and sound investments for the Worker's Compensation Insurance Fund. Sources of information and expertise must be made available for the intelligent and informed performance of this important function. In addition, there exists a great amount of work to be done in revising upward the amount of reserves for self-insureds.

In light of the above, it is felt that the following law publications are required for the proper performance of

the Industrial Commission in both its judicial and its administrative functions:

- (1) Colorado Reports.
- (2) Federal Law and Regulations on Unemployment.
- (3) All State and Federal laws on Worker's Compensation.
- (4) A law treatise: "Larsen on Workmen's Compensation."
- (5) All State laws on COSH.
- (6) CCH Labor Services.
- (7) Subscription, Wall Street Journal
- (8) Access to, or funds to use for, expert consultants in three areas: actuarial, investments, medical.

2. PERSONNEL

The self-insurance program is one that cries out for full-time attention. The present and past staff of the Industrial Commission has been totally unable to give its time to several important areas of investigation.

- (1) There is a great need to investigate past self-insured worker's compensation cases to determine which companies are conscientiously observing all of the requirements of self-insureds. It is known by this office that many self-insureds are lax, sloppy, or negligent in these responsibilities and that some self-insureds deserve to have their self-insurance permits revoked by the Commission. It would take a separate staff person, however, to properly investigate past cases, visit the companies, view their files, and amass the kind of information that would assure the Industrial Commission it was acting on reliable information and not on speculation.
- (2) Also, the suspected practice of some self-insureds of sloughing a Worker's Compensation claim into its accident and health account or its pension account must be investigated.
- (3) Regarding the reserves for Worker's Compensation, it is extremely important that thorough investigation be made as a prelude to raising the self-insured reserves for Worker's Compensation claims to realistic 1976 amounts.

In addition, the most important duties of the Executive Secretary are in the area of legal expertise. The Commissioners are not required to be lawyers. The Executive Secretary's function is largely to provide the Industrial Commission with the legal advice and the ability to make proper decisions under the law, to write and issue those decisions under the law, and to write and issue those

decisions in conformity with the standards that are required by the Courts. In order that the Executive Secretary be free to perform these functions, another position is necessary to tend to the purely ministerial activities of the Industrial Commission.

If these personnel become available to the Industrial Commission, there will be a great increase in the secretarial workload. Historically, the Industrial Commission handles a case load of about three thousand per year, but recently there has been a great increase in the number of unemployment claims due to current economic conditions. This will cause another corresponding increase in the number of appeals and the workload of the Industrial Commission. Also, recent changes in the Worker's Compensation laws, especially on rehabilitation, will increase the workload and call for up-to-date knowledge of the practical application of these laws. To meet these needs the Industrial Commission would require:

1. Clerk Typist
2. Administrative Assistant
3. Self-insured Manager

3. EQUIPMENT

As a consequence of the increased staff necessary to accomplish its task, the Industrial Commission would require:

1. One secretarial desk and chair.
2. Two desks and chairs for administrative assistant and self-insured manager.
3. Two additional telephones
4. A photo-copy machine.

There is already a critical need for the Industrial Commission to have its own Xerox machine, or at least access to one. At present, the Industrial Commission uses the machine in the office of the Secretary of State, however, pending moving to the State Services Building raises apprehension as to continued access to Xeroxing. If the Commission will be required to send its documents out to be xeroxed, depending upon the time of day sent, it could take two or three days for their return. Many person hours would be lost in the mental adjustment necessary to be made in frequently going back to tasks that could have been completed when first attended to.

4. CONTINUING EDUCATION

It is vital that the Commissioners and the professional staff at the office of the Industrial Commission keep pace with the latest developments, trends, and insights in the field of labor. Oftentimes professional conferences on topics of concern to the Industrial Commission serve as a refresher or a sharpener of the skills requisite to the Industrial Commission operation. It is, therefore, requested that the following be allowed:

1. Twelve intra-state conferences per year.
2. Six out-of-state conferences per year.

These requests are submitted in a spirit of obligation. The Commissioners and the Executive Secretary feel an obligation to provide the best possible service in carrying out their public charge. In that light, it is earnestly requested that the items herein be viewed as fundamental needs to the mission of the Colorado Industrial Commission.

BUDGET FORMAT SUMMARY

33.

I. PROGRAM IDENTIFICATION

EXHIBIT F

Title: Industrial Commission of Colorado
Division: Division of Labor
Department: Department of Labor and Employment

Program Administrator: Three Industrial Commissioners

* Description: See back of sheet, please.

* Please see Flowchart in "Five Year Plan" page 23.

** Relationship to Other Programs/Agencies/Departments:

Autonomous authority, but fiscally dependent on Div. of Labor.
** Please see Organizational Chart in "Five Year Plan" page 22.
Budget Document References:

<u>II. Expenditure Summary</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
			181,530

NO PREVIOUS INDEPENDENT BUDGETS

Staffing

3 Industrial Commissioners
1 Executive Secretary (Legal Counsel)
2 Secretaries 1-B

Proposed Addition

1 Administrative Officer IV
1 Secretary 1-A

Pertinent Workload Please see fuller explanation and charts in "Five Yr. Plan."

1. Approaching 4,000 appellate cases per year.
2. Self-insured companies - 50 largest companies in Colorado.
3. Annual review of Rules and Regulations.
4. Approximately 500 actions per year on funds.

III. Success Measures:

Of cases decided by the Industrial Commission in past 13 months, only one case reversed by Courts.

Request:

181,530

Justification for Increase:

1. The I.C. has never had its own budget in the past. Therefore, many operating expenses which were formerly covered by the Div. of Labor must be included in a budget for the I.C. in 1977-78.
2. Personnel necessary to modernize self-insured program. Please see fuller explanation in "Budget Narrative" and pages 8,9,10 of "Five Year Plan."
3. Increase in volume of appellate cases. (Bottom page 10 "Five Year Plan.")
4. Necessity to improve quality to meet public needs. (Top page 11, "Five Year Plan.")

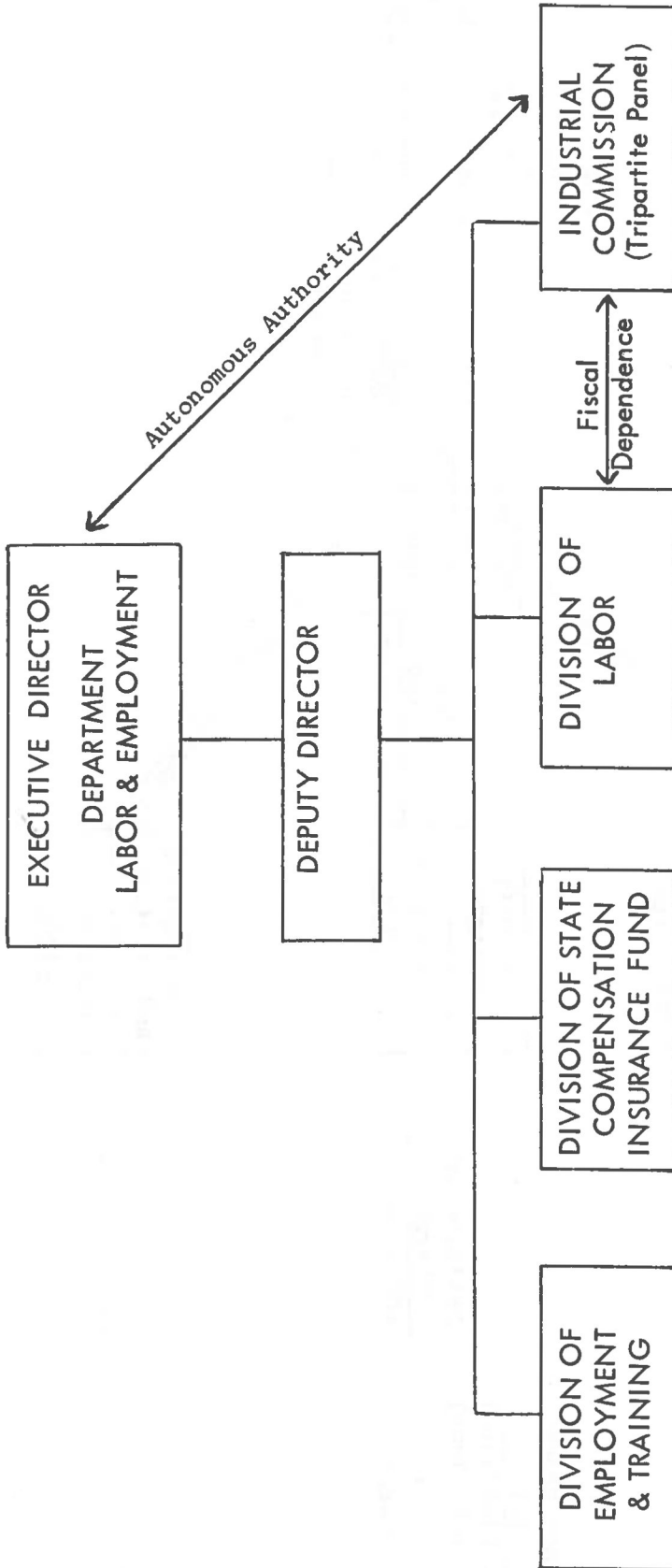
IV. Tie to Overall Organization Chart.

Please see chart, page 22, "Five Year Plan."

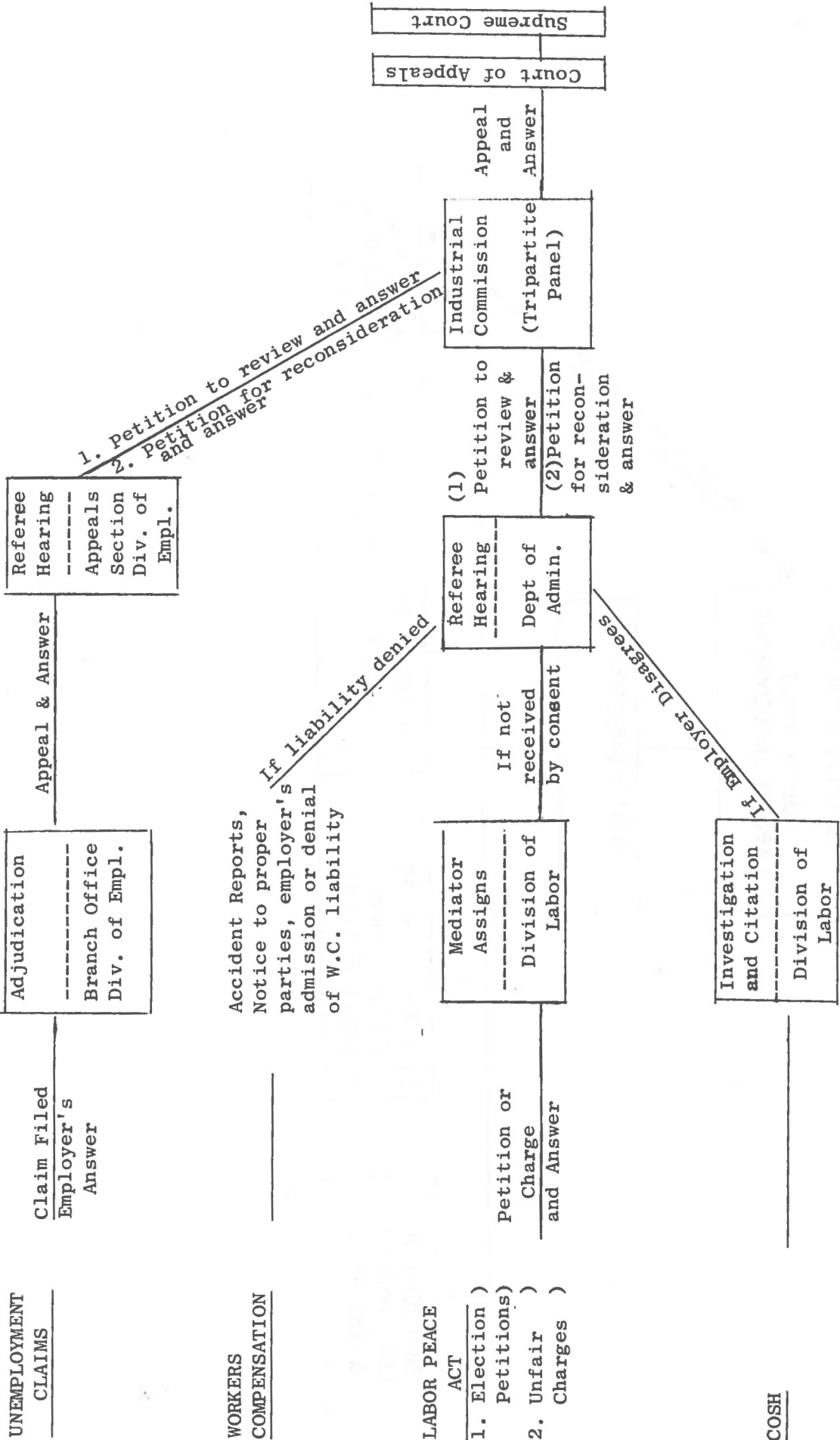
Description:

1. Appellate tribunal in four areas of labor: Workmen's Compensation, Unemployment Compensation, Occupational Safety (COSH), and labor relations under the Colorado Labor Peace Act.
2. Administer the self-insured program under the Workmen's Compensation Act.
3. Promulgation of Rules and Regulations in above four areas and also private employment agencies, and oil and gas inspection.
4. Makes sound investments of State Compensation Insurance Funds and Major Medical Funds.
5. Supervise dependents' accounts.

X ORGANIZATIONAL CHART



XI. FLOW CHART OF PROGRAM FROM PERSPECTIVE OF PARTIES*



*Time limits and details of procedure not shown. The above is simply a depiction of the manner in which cases come to the Industrial Commission and are appealed to a higher level.



DIVISION OF EMPLOYMENT AND TRAINING

Long Range Plan

January, 1977

I. STATUTORY AUTHORITY

Title 8, Articles 70 to 82, C.R.S. 1973 provides that the Division of Employment and Training shall perform the following functions:

- . Establish and maintain free public employment offices.
- . Take all appropriate steps to reduce and prevent unemployment; to encourage and assist in the adoption of practical methods of vocational training, retraining and vocational guidance; to promote the reemployment of unemployed workers throughout the state in every way that may be possible.
- . Cooperate with the United States Department of Labor in carrying out the provisions of the Social Security Act, the Federal Unemployment Tax Act, the Wagner-Peyser Act, and the Federal-State extended Unemployment Compensation Act of 1970.
- . Enter into reciprocal arrangements with appropriate agencies of other states or the Federal Government involving payment of benefits by another state or by the Federal Government which can be paid by this state.
- . Accept unemployment insurance claims, determine eligibility and duration, and pay unemployment insurance benefits.
- . Collect unemployment insurance contributions from employers.

Additionally, the Division, by Executive Order dated February 27, 1976, was renamed the Division of Employment and Training and was charged with administering the Governor's prime sponsorship for the CETA Program in Colorado. This Executive Order provided for the amalgamation of the two Divisions previously known as Manpower and Employment, respectively.

II. KEY DIVISIONAL GOALS

- . Place as many Coloradans as possible in quality jobs.
- . Train and counsel those who are not job ready.
- . Encourage more citizens, particularly economically disadvantaged persons, and minorities, to use the state employment service.

- . Encourage more employers to place job orders with the state employment service.
- . Provide accurate statistics relating to unemployment and labor market information to all interested parties.
- . Provide the above services in as economical a manner as possible.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

Before the Administrative Organization Act of 1968 (Senate Bill No. 1) was passed by the General Assembly of the State of Colorado and signed by the Governor (effective July 1, 1968), the Colorado Department of Employment--originally named the Colorado State Employment Service--existed as one of some 143 separate State agencies, and was created as a result of the signing of the Wagner-Peyser Act by the President of the United States on June 6, 1933. The federal Act provided for the establishment of a national employment system and for cooperation with the States in the promotion of such a system. To administer the Act, the U. S. Employment Service was created within the Department of Labor.

On August 17, 1933, the Governor of Colorado signed House Bill No. 2, which provided for the establishment and maintenance of employment offices in certain areas of the State, and to adopt provisions of the Wagner-Peyser Act. The Industrial Commission of Colorado was designated and constituted the agency of the State of Colorado to administer the Employment Security Program.

On March 1, 1934, the Colorado State Employment Service was extended as a statewide operation with offices in every county. Its primary purpose was to help find jobs for people and people for jobs.

The Governor of Colorado, on November 20, 1936, signed House Bill No. 1 which established an unemployment insurance program for eligible claimants, to be financed by a payroll tax on Colorado employers to become effective December 1, 1936, and benefits to become payable after January 1, 1939. The Colorado Industrial Commission was directed to appoint a director and staff for the State Employment Service, and on June 3, 1937, the Employment Service was designated as a Division of the Industrial Commission.

On May 10, 1939, the Colorado General Assembly created the Department of Unemployment Compensation and Employment Service to administer the Unemployment Compensation Act of Colorado as adopted in 1936 and amended in 1937. At the same time, the General Assembly withdrew the State Employment Service from the administration of the Industrial Commission and established an Employment Service Director, an Unemployment Insurance Director, and an Executive Director as head of the Department of Unemployment Compensation and Employment Service. The General Assembly also established an Unemployment Compensation Commission to function under the administration of the State Industrial Commission.

The Governor of Colorado, on April 17, 1941, signed a Bill which changed the name of the Unemployment Compensation Act of Colorado to the Colorado Employment Security Act, and changed the name of the Department of Unemployment Compensation and Employment Service to the Department of Employment Security.

A Bill passed by the Colorado General Assembly and signed by the Governor on April 4, 1955, authorized the Department of Unemployment Compensation and Employment Service to purchase land and "cause to be erected thereon a building or buildings suitable for offices, or for housing equipment or for both such purposes."

The name of the Department was changed again by the Colorado General Assembly to the Colorado Department of Employment beginning July 1, 1955.

Under the Administrative Organization Act of 1968, which became effective July 1, 1968, the Colorado Department of Employment was merged into a newly created Department of Labor and Employment (Senate Bill No. 1, Section 21), which was outlined as follows:

- (1) There is hereby created the department of labor and employment, the head of which shall be the executive director of the department of labor and employment, which office is hereby created. Subject to the provisions of section 13 of article XII of the state constitution, the governor shall appoint the said executive director.
- (2) (a) The department of labor and employment shall consist of the following divisions:
 - (b) The industrial commission of Colorado, created by article 1 of chapter 80, C.R.S. 1963, as amended, and its powers, duties, and functions, are transferred by a type 1 transfer to the department of labor and employment as a division thereof.
 - (c) Division of employment, the head of which shall be the commissioner of employment (changed from commissioner to director, by the 50th Colorado General Assembly, House Bill 1140, passed and signed by the Governor, May 10, 1976, Section 8-71-101, C.R.S. 1973, as amended), who shall be the director of employment. The department of employment, created by article 2 of chapter 82, C.R.S. 1963, as amended, and the powers, duties, and functions of said department and of the executive director of employment, are transferred by a type 1 transfer to the department of labor and employment as the division of employment.
- (3) (a) The industrial commission of Colorado shall include the following:

- (b) The apprenticeship council, created by article 1 of chapter 9, C.R.S. 1963, as amended; said council and its powers, duties, and functions, are transferred by a type 2 transfer to the department of labor and employment, and allocated to the industrial commission of Colorado as a section thereof.
- (c) The division of boiler inspection, created by article 3 of chapter 17, C.R.S. 1963, as amended; said division and its powers, duties, and functions, are transferred by a type 2 transfer to the department of labor and employment, and allocated to the industrial commission of Colorado as a section thereof.
- (d) The office of state inspector of oils, created by article 1 of chapter 100, C.R.S. 1963, as amended; said office and its powers, duties, and functions, are transferred by a type 1 transfer to the department of labor and employment, and allocated to the industrial commission of Colorado as a section thereof.
- (e) The state compensation insurance fund, created by article 15 of chapter 81, C.R.S. 1963, as amended; said fund, and the powers, duties, and functions of the industrial commission of Colorado with respect thereto, are transferred by a type 2 transfer to the department of labor and employment, and allocated to the industrial commission of Colorado as a section thereof.

Historical Overview

B. Accomplishments

1. During the late 1960's, the Division began to redirect its efforts from a labor exchange orientation to an orientation toward applicants and their needs, particularly those who are economically disadvantaged.
2. January 19, 1965 marked the beginning of the Division's association with the Job Corps program. Since that time, about 6,400 disadvantaged youth from Colorado have been enrolled in this vocational training program. Enrollments have generally increased each year; fiscal year 1976 evidenced over 800 enrollments in Job Corps by Division staff. In addition, youth returning from the program to Colorado receive the full range of employment services available to other applicants for as long as the need exists. Colorado continues to be among the highest ranked states in placement of returning Job Corps youth in jobs, further education and the armed services.
3. The Division of Employment and Training became the prime sponsor for the Work Incentive Program in FY 1969 with a project in Denver and Pueblo. During December of FY 1970, the Work Incentive Program was expanded statewide. From FY 1969 through FY1972, the program's emphasis was on job training, motivational counseling and basic education.

<u>Fiscal Year</u>	<u>Enrollees Served</u>	<u>Entered Employment</u>	<u>Percent Entered Employment of Enrollees Served</u>
1969	1,139	249	21%
1970	3,075	691	22%
1971	5,027	1,474	29%
1972	5,068	2,203	43%

Beginning in FY 1973, Congress passed legislation requiring state agencies to implement WIN II which de-emphasized the use of basic education and vocational training and emphasized on-the-job training, direct placement activities, and decreased the time involved between the WIN staff and the Enrollee.

1973	5,346	2,701	50%
1974	7,283	2,712	37%
1975	7,689	3,002	39%
1976	8,794	5,439	61%

Historical Overview

During FY 1975, the state WIN staff and functions were decentralized to four area office operations. Included in the decentralization of functions were WIN information system reporting responsibilities, WIN adjudication procedures, approval and accountability of equipment and supplies purchased for WIN participants, approval and accountability of WIN O.J.T., P.S.E., and vocational training subcontracts, and development of WIN operational plans and budgets.

4. An automated Job Bank System was created in 1969. This system gives each local office access to all job orders in the Division. This system was the forerunner to the Job Match system which is scheduled for implementation during the spring of 1977.
5. During 1973, Area offices were established which started the Division toward more decentralized management and greater orientation toward the communities served. Subsequently, advisory councils have been created in each of these areas to provide community input to management.
6. During the 1976 fiscal year, the Division made substantial progress toward a realistic applicant orientation. Efforts of the Division resulted in the Plaintiff's Advisory Committee of the Urban Coalition Suit discontinuing its monitoring activities. Also, the law suit filed by the Colorado Association of Public Employees was dropped as a result of the reorganization of the Division in early 1976.

IV. HISTORICAL BUDGET, BENEFITS PAID, MAN YEARS WORKED, WORKLOAD STATISTICS AND UNIT COSTS

A. Cost of Operations

<u>Program</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% Change</u>
E. S.	1972	\$ 4,765,223	N/A
	1973	4,912,799	3.1
	1974	4,919,608	0.1
	1975	4,919,031	0
	1976	6,707,735	36.4
UI	1972	3,081,947	N/A
	1973	3,044,428	< 1.0 >
	1974	3,034,237	< .3 >
	1975	3,031,472	< .1 >
	1976	6,807,067	124.5
WIN	1972	3,560,230	N/A
	1973	1,765,816	< 50.4 >
	1974	5,163,247	192.4
	1975	1,349,860	< 73.9 >
	1976	4,400,619	226.0

Cost of Operations

<u>Program</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% Change</u>
Job Corps	1972	\$ 150,743	N/A
	1973	157,942	4.8
	1974	270,255	71.1
	1975	202,920	< 24.9 >
	1976	218,959	7.9
Food Stamps	1972	116,366	N/A
	1973	224,337	92.8
	1974	256,236	14.2
	1975	279,491	9.1
	1976	314,837	12.6
Denver Manpower	1972	268,832	N/A
	1973	276,789	3.0
	1974	237,513	< 14.2 >
	1975	Ø	N/A
	1976	Ø	N/A
CETA Title III LMI	1972	300	N/A
	1973	145,966	N/A
	1974	140,290	< 4.07 >
	1975	94,303	< 32.8 >
	1976	171,801	82.2

Cost to Operations

<u>Program</u>	<u>Fiscal Year</u>	<u>Amount</u>	<u>% Change</u>
CETA NABS	1972	\$ 0	N/A
	1973	171,720	N/A
	1974	874,066	409.0
	1975	24,980	< 97.1 >
	1976	86,311	245.5
ALL PROGRAMS COMBINED	1972	11,943,641	N/A
	1973	10,699,797	< 10.4 >
	1974	14,895,452	39.2
	1975	9,902,057	< 33.5 >
	1976	18,707,329	88.9

B. Benefits Paid

<u>Year</u>	<u>Amount</u>	<u>% Increase</u>
1972	14,720,802	N/A
1973	14,964,116	1.6
1974	22,491,758	50.3
1975	63,949,580	184.3
1976	96,302,550	50.6

Historical Budget, Benefits Paid, Man Years Worked, Workload Statistics and Unit Costs

C. Man Years Worked

<u>Program</u>	<u>Year</u>	<u>Man-Years</u>	<u>% Increase</u>
E. S.	1972	358.7	N/A
	1973	380.0	5.9
	1974	364.0	< 4.2 >
	1975	369.0	1.4
	1976	350.2	< 5.1 >
UI	1972	201.0	N/A
	1973	247.1	22.9
	1974	239.0	< 3.3 >
	1975	246.0	2.3
	1976	559.6	127.5
WIN	1972	129.0	N/A
	1973	174.0	34.9
	1974	178.0	2.3
	1975	139.4	< 21.7 >
	1976	150.3	7.8
Job Corps	1972	14.8	N/A
	1973	13.7	< 7.4 >
	1974	11.4	< 16.8 >
	1975	8.1	< 28.9 >
	1976	12.1	49.4

Historical Budget, Benefits Paid, Man Years Worked, Workload Statistics and Unit Costs

C. Man Years Worked continued

<u>Program</u>	<u>Year</u>	<u>Man-Years</u>	<u>% Increase</u>
Food Stamps	1972	14.7	N/A
	1973	12.9	<12.2>
	1974	8.3	<35.7>
	1975	19.8	138.6
	1976	21.0	6.1
Denver Manpower	1972	31.0	N/A
	1973	24.9	<19.7>
	1974	21.0	<15.7>
	1975	26.8	27.6
	1976	22.2	<17.2>
CETA Title II LMI	1972	8.9	N/A
	1973	6.4	<28.1>
	1974	5.9	<7.8>
	1975	7.8	32.2
	1976	9.6	23.1
CETA NABS	1972	12.0	N/A
	1973	12.5	4.2
	1974	10.5	<16.0>
	1975	5.4	<48.6>
	1976	6.8	25.9

Historical Budget, Benefits Paid, Man Years Worked, Workload Statistics and Unit Costs

C. Man Years Worked continued

<u>Program</u>	<u>Year</u>	<u>Man-Years</u>	<u>% Increase</u>
All Programs Combined	1972	770.1	N/A
	1973	871.5	13.2
	1974	838.1	< 3.8 >
	1975	822.5	< 1.9 >
	1976	1131.8	37.6

D. Workload Indicators and Unit Costs

EMPLOYMENT SERVICE

<u>Indicator</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Individuals Placed	36,006	34,354	40,273	29,179	34,756
Placement Transactions	66,866	58,356	70,920	47,680	56,207
Individuals Counseled	15,007	11,588	13,750	6,370	6,686
<u>% Change</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Individuals Placed	N/A	< 4.6 >	17.2	< 27.5 >	19.1
Placement Transactions	N/A	< 12.7 >	21.5	< 32.8 >	17.9
Individuals Counseled	N/A	< 22.8 >	18.7	< 53.7 >	5.0
<u>Unit Costs</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Individuals Placed					
Placement Transactions					
Individuals Counseled					

Historical Budget, Benefits Paid, Man Years Worked, Workload Statistics and Unit Costs

D. Workload Indicators and Unit Costs

UNEMPLOYMENT INSURANCE

<u>Indicator</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Initial Claims	82,893	76,728	93,883	178,610	228,530
Continued Weeks Claims	457,756	423,726	560,571	1,215,343	1,779,973
<u>% Change</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Initial Claims	N/A	< 7.4 >	22.4	90.2	27.9
Continued Weeks Claims	N/A	< 7.4 >	32.3	116.8	46.5
<u>Unit Costs</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Initial Claims					
Continued Weeks Claims					
<u>WIN</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Job Entry Completions	2,203	2,701	2,712	3,002	5,439
% Change	N/A	22.6	∅	10.7	81.2
Unit Cost	1,616	654	1,903	450	809
<u>JOB CORPS</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Enrollments	479	519	448	772	814
% Change	N/A	8.4	< 13.7 >	72.3	5.4
Unit Cost	315	304	603	263	269

Historical Budget, Benefits Paid, Man Years Worked, Workload Statistics and Unit Costs

D. Workload Indicators and Unit Costs. continued

UNEMPLOYMENT INSURANCE continued

<u>FOOD STAMPS</u>	<u>1972</u>	<u>1973</u>	<u>1974</u>	<u>1975</u>	<u>1976</u>
Applicants Available	-	-	40,758	42,580	52,133
% Change			N/A	4.5	22.4

V. PROJECTED BUDGET, F T E, AND WORKLOAD

A. Projected Cost of Operations - E S Grants

Projecting costs of operations for our ES grants area is difficult because many factors over which we have no control are involved. These include population growth, federal budget, supplemental budget request items, economic conditions, and additional pockets of federal monies which become available at any given time. The one factor which we do have some control over is increased productivity. Through better management and stronger economic conditions, the Division increased by 19% the placement of individuals for 1976 over 1975. We hope to increase placements in 1977 over 1976 by 30% to 45,183 individuals placed.

Assuming a population growth rate to 2.8 million citizens by 1981, we can also assume continued growth in the Division if our productivity keeps up with the growth rate. Our budget in 1976 was approximately \$6,708,000 with a population of 2.534 million. If our productivity increases by 50% over the next five years and population increases by 10.4% to 2.800 million citizens, our budget in 1981 should be approximately \$8,747,000 ($6,708,000 + 6,708,000 \times 10.4\% + 6,708,000 \times 20\%*$). This budget should be adjusted for inflation by approximately 8% per year. This increase can be projected over the next five years as follows:

<u>% increase based on Population & Productivity</u>	<u>Year</u>	<u>Budget</u>	<u>Inflation Adjustment</u>	<u>Adjusted Budget</u>	<u>% Increase</u>
	1977	7,219,357	-	7,219,357	7.6
7.6	1978	7,724,711	8%	8,342,688	15.5
7.6	1979	8,976,673	8%	9,694,807	16.2
7.6	1980	10,431,612	8%	11,266,140	16.2
7.6	1981	12,122,366	8%	13,092,155	16.2

These increases are based on assumptions as stated above and may not actually occur. They will be highly affected by the economy, the Federal budget and our ability to increase productivity, which depends heavily on an aggressive placement program and better relations and more job orders from the employer community.

* A 50% increase in productivity translates roughly into a 20% increase in budget.

(See Exhibit A which follows for significant budgetary detail for FY 1977-78)



RICHARD D. LAMM
Governor



Burton L. Carlson
Director

COLORADO DIVISION OF EMPLOYMENT

1210 SHERMAN STREET | DENVER, COLORADO 80203
AREA CODE 303, TELEPHONE 893-2400

October 8, 1976

Mr. Robert J. Thomas, Budget Analyst
Colorado General Assembly
Joint Budget Committee
341 State Capitol Building
Denver, Colorado 80203

Dear Mr. Thomas:

Pursuant to an August 23, 1976 memorandum from Mr. Morgan Smith to the Governor and all Department heads, subject: 1977-78 Budget Requests and Hearing Process, and based on your recent discussions with Messrs. Paul B. Hoskins and Richard L. Reed of this agency, attached you will find a completed Budget Format Summary as specified for each of the programs administered by the Colorado Division of Employment and Training.

Should you desire further information, clarification, or amendments to the attached material, please consult with Mr. Reed. Thank you.

Very truly yours,

Burton L. Carlson
Director
Division of Employment
and Training

Attachments



BUDGET FORMAT SUMMARY**I. PROGRAM IDENTIFICATION**

Title: Employment Service (ES)

Division: Employment and Training

Department: Labor and Employment

Program Administrator: Burton L. Carlson, Director, Division of Employment and TrainingDescription: Delivery of manpower services, including selection and referral to job openings, placement in jobs, referral to training and supportive services, vocational counseling, and aptitude and proficiency testing. (Wagner-Peyser Act of 1933, Public Law 73-30, as amended)Relationship to Other Programs/Agencies/Departments:

Colorado Department of Social Services, Division of Vocational Rehabilitation; various Prime Sponsors under the Comprehensive Employment and Training Act (CETA)

Budget Document References: Program and Budget Plans, FY 1977, Colo. Div. of Employment and Training; 1977-78 State Budget, Colo. Div. of Employment and Training.

	<u>1974-75</u> ^{1/}		<u>1975-76</u> ^{1/}		<u>1976-77</u> ^{2/}
II. Expenditure Summary					
Administration	4,737,019	(288 FTE)	5,891,376	(321 FTE)	6,174,768 (340 FTE)
Purchased Services	-0-		-0-		-0-
Total	<u>4,737,019</u>		<u>5,891,376</u>		<u>6,174,768</u>
General Fund	-0-		-0-		-0-
Federal Funds	4,737,019		5,891,376		6,174,768
Staffing					
Director	1.0		1.0		1.0
Administrative Staff	93.0		74.0		79.0
Operational Staff	<u>194.0</u>		<u>246.0</u>		<u>260.0</u>
	288.0		321.0		340.0

^{1/} Actual Expenditure and FTE shown for 1974-75 and 1975-76.^{2/} Projected Expenditure and FTE shown for 1976-77. Projection for 1977-78 not applicable for reason stated in III. Request, below.Pertinent Workload:

New Applications and Renewals - Planned	193,911	200,000	201,573
- Actual	176,305	176,470	-
Placement of Individuals - Planned	32,970	45,600	45,000
- Actual	29,179	34,756	-
Placement Transactions - Planned	52,240	76,500	69,000
- Actual	50,777	60,643	-
Individuals Counseled - Planned	6,569	9,200	9,321
- Actual	6,370	6,698	-

III. Success Measures: The number of individual placements increased from 29,179 in 1974-75 to 34,756 in 1975-76 (19%). The number of placement transactions increased from 50,777 in 1974-75 to 60,643 in 1975-76 (19%). In 1974-75, 29,179 of 176,305 New Applications and Renewals (17%) were individually placed in jobs. In 1975-76, 34,756 of 196,470 New Applications and Renewals (20%) were individually placed in jobs.

Request: Not applicable. Annual Employment Service Grants funding from Employment and Training Administration, U.S. Department of Labor, is based on application of a Resource Allocation Formula by which Colorado's ES production performance is compared with a National average of all State Employment Security Agencies. ES funds are not requested from the State. This process inhibits effective medium-range and long-range planning.

Justification for Increase: Not applicable.

IV. Tie to Overall Organization Chart.

See attached organization chart - Colorado Division of Employment and Training.

I. PROGRAM IDENTIFICATION

Title: Unemployment Insurance (UI)

Division: Employment and Training

Department: Labor and Employment

Program Administrator: James A. Whitbeck, Chief, Unemployment Insurance Section

Description: Short-term income support for covered workers who have suffered an involuntary loss of employment and are available for work.
(Social Security Act of 1935, Public Law 74-271, as amended; Colorado Employment Security Act, as amended 1973).

Relationship to Other Programs/Agencies/Departments:
Employment Service (ES), Work Incentive Program (WIN).

Budget Document References: Program and Budget Plans, FY 1977, Colorado Division of Employment and Training; 1977-78 State Budget, Colo. Div. of Employment and Training.

	1974-75 ^{1/}	1975-76 ^{1/}	1976-77 ^{2/}
II. Expenditure Summary			
Administration	5,211,069 (394 FTE)	7,452,104 (559 FTE)	7,836,036(555 FTE)
Purchased Services	-0-	-0-	-0-
Total	<u>5,211,069</u>	<u>7,452,104</u>	<u>7,836,036</u>
General Fund	-0-	-0-	-0-
Federal Funds	5,211,069*	7,452,104*	7,836,036*
Staffing			
Section Chief	1.0	1.0	1.0
Administrative Staff	45.0	61.0	62.0
Clerical Support	<u>348.0</u>	<u>497.0</u>	<u>492.0</u>
	394.0	559.0	555.0

^{1/} Actual Expenditure and FTE shown for 1974-75 and 1975-76.

^{2/} Projected Expenditure and FTE shown for 1976-77. Projection for 1977-78 not applicable.

Pertinent Workload:

Initial Claims	- Planned	64,234	175,000	208,398
	- Actual	178,610	228,530	-
Continued Claims	- Planned	300,755	1,200,000	1,231,606
	- Actual	1,215,343	1,779,973	-

* UI administration only. Does not include claimant benefit payments from UI Tax Fund

III. Success Measures:

Percent of eligible UI claimants receiving first benefit payment within 14 days of end of first compensable week:

Claimant Category	July-September 1975	August 1976
Intrastate (Colorado)	37.0%	65.0%
Interstate	.4%	35.0%
UC-Federal Employees	8.0%	77.0%
UC-Ex-Servicemen	60.0%	85.0%

Request: Not applicable. Federally-funded program.

Justification for Increase: Not applicable.

IV. Tie to Overall Organization Chart.

See organization chart - Colorado Division of Employment and Training - attached to Budget Format Summary, Employment Service (ES) Program.

BUDGET FORMAT SUMMARY

I. PROGRAM IDENTIFICATION

Title: Work Incentive Program (WIN)
 Division: Employment and Training
 Department: Labor and Employment

Program Administrator: Robert C. Mount, State WIN Coordinator

Description: Assistance for recipients of Aid to Families with Dependent Children (AFDC) to obtain employment and to increase their level of self-sufficiency.
 (Social Security Act of 1967, Public Law 90-248, as amended; Revenue Act of 1971, Public Law 92-178, as amended).

Relationship to Other Programs/Agencies/Departments:

Colorado Department of Social Services, Division of Public Welfare; various CETA Prime Sponsors; Employment Service (ES)

Budget Document References:

State WIN Plan for FY 77, Colorado Division of Employment and Training

	<u>1974-75</u> ^{1/}	<u>1975-76</u> ^{1/}	<u>1976-77</u> ^{2/}
II. Expenditure Summary			
Administration	2,244,847 (145FTE)	1,970,412 (155FTE)	2,704,648 (177FTE)
Purchased Services	<u>1,417,130</u>	<u>1,538,445</u>	<u>1,415,783</u>
Total	3,661,977	3,508,857	4,120,431
General Fund	163,275	139,798	139,798*
Federal Funds	3,498,702	3,369,059	3,980,633
<u>Staffing</u>			
State WIN Coordinator	1.00	1.00	1.00
Administrative Staff	120.00	130.00	144.00
Clerical Support	<u>24.00</u>	<u>24.00</u>	<u>32.00</u>
	145.00	155.00	177.00

^{1/} Actual Expenditure and FTE shown for 1974-75 and 1975-76.

^{2/} Projected Expenditure and FTE shown for 1976-77. Projection for 1977-78 not applicable.

Pertinent Workload

Full-Time, Unsubsidized

Job Entries:	- Planned	3,102	3,239	N/A
" "	- Actual	3,002	4,725	N/A

<u>Total Individuals Entering</u>				
Full-Time Employment of 30 Days or More.	- Planned	N/A	N/A	4,782
	- Actual	N/A	N/A	-

III. Success Measures: Adjusted, annualized welfare grant reductions:

- Planned	N/A	N/A	\$5,038,000+
- Actual	\$3,109,900+	\$7,503,468+	-

Request: * Federally-required Fiscal Year 1977 (1976-77) WIN Program State matching cash and in-kind contributions will be addressed in the Budget Format Summary provided by the Colorado Department of Social Services. State matching funds are requested and received by the Department of Social Services and transferred to the Division of Employment and Training.

Justification for Increase: Not applicable.

IV. Tie to Overall Organization Chart.

See organization chart - Colorado Division of Employment and Training - attached to Budget Format Summary for Employment Service (ES) Program.

I. PROGRAM IDENTIFICATION

Title: Food Stamp
Division: Employment and Training
Department: Labor and Employment

Program Administrator: Richard Hoff, State Food Stamp Coordinator

Description: Mandatory work registration of Food Stamp recipients who are provided manpower services to obtain suitable employment, ultimately eliminating or reducing their need for Food Stamp assistance.
(Food Stamp Act of 1964, Public Law 91-671, as amended)

Relationship to Other Programs/Agencies/Departments:
Colorado Department of Social Services.

Budget Document References:
Program and Budget Plans, FY 1977, Colorado Division of Employment and Training.

	1974-75 ^{1/}	1975-76 ^{1/}	1976-77 ^{2/}
II. Expenditure Summary			
Administration	279,491 (20 FTE)	314,837 (21 FTE)	534,600 (27.60 FTE)
Purchased Services	-0-	-0-	-0-
Total	279,491	314,837	534,600
General Funds	-0-	-0-	-0-
Federal Funds	279,491	314,837	534,600
<u>Staffing</u>			
State Food Stamp Coordinator	.50	.50	.50
Administrative Staff	19.00	19.50	26.10
Clerical Support	.50	1.00	1.00
	20.00	21.00	27.60

^{1/} Actual Expenditure and FTE shown for 1974-75 and 1975-76.
^{2/} Projected Expenditure and FTE shown for 1976-77. Projection for 1977-78 not applicable.

<u>Pertinent Workload (Registered Food Stamp recipients)</u>			
New Applications and Renewals	33,812	26,102	N/A ^{3/}
Placement of Individuals	4,062	5,336	N/A ^{3/}
Placement Transactions	7,654	10,746	N/A ^{3/}

^{3/} Food Stamp traffic cannot be controlled. No goals or projections can be made.

III. Success Measures: During 1974-75, individual placements, as a percentage of new applicants and renewals, was 12%; placement transactions were 22.6% of new applicants and renewals. For 1975-76, individual placements increased to 20.4%, while placement transactions amounted to 41%.

Request: Not applicable.

Justification for Increase: Not applicable.

IV. Tie to Overall Organization Chart.

See organization chart - Colorado Division of Employment and Training - attached to Budget Format Summary for Employment Service (ES) Program.

I. PROGRAM IDENTIFICATION

EX. G

58.

Title: Job Corps
 Division: Employment and Training
 Department: Labor and Employment

Program Administrator: Richard Hoff, State Job Corps Coordinator

Description: Assistance for disadvantaged youth between the ages of 16 and 21 to gain the education and skills necessary for employment, while assigned to residential centers.
 (Part IV, Comprehensive Employment and Training Act (CETA) of 1973)

Relationship to Other Programs/Agencies/Departments:

Employment Service (ES), Department of Institutions, Department of Education.

Budget Document References: Program and Budget Plans, FY 1977, Colorado Division of Employment and Training.

	1974-75 ^{1/}	1975-76 ^{1/}	1976-77 ^{2/}
II. Expenditure Summary			
Administration	202,920 (12.54 FTE)	218,959 (12.15 FTE)	203,745 (9.15) ^{FTE}
Purchased Services	-0-	-0-	-0-
Total	202,920	218,959	203,745
General Funds	-0-	-0-	-0-
Federal Funds	202,920	218,959	203,745
Staffing			
State Job Corps Coordinator	.60	.40	.40
Administrative Staff	11.19	11.10	8.00
Clerical Support	.75	.65	.75
	<u>12.54</u>	<u>12.15</u>	<u>9.15</u>

^{1/} Actual Expenditure and FTE shown for 1974-75 and 1975-76.

^{2/} Projected Expenditure and FTE shown for 1976-77. Projection for 1977-78 not applicable.

Pertinent Workload

Enrollments-Departures - Planned	725	780	799
- Actual	772	814	-

III. Success Measures: Job Corps enrollments during 1974-75 were 106.5% of planned enrollments. During 1975-76, enrollments amounted to 104.4% of plan.

Request: Not applicable.

Justification for Increase: Not applicable.

IV. Tie to Overall Organization Chart.

See organization chart - Colorado Division of Employment and Training - attached to Budget Format Summary for Employment Service (ES) Program.

BUDGET FORMAT SUMMARYI. PROGRAM IDENTIFICATION

Title: Comprehensive Employment and Training Act (CETA)

Division: Employment and Training

Department: Labor and Employment

Program Administrator: Sam Sandos, Chief, Training Services Section

Description: Job training and employment opportunities for economically disadvantaged, unemployed, and under employed persons to enable them to secure self-sustaining, unsubsidized employment.
(Comprehensive Employment and Training Act (CETA) of 1973)

Relationship to Other Programs/Agencies/Departments:

Employment Service (ES), State Board for Community Colleges and Occupational Education for various community-based organizations.

Budget Document References:

Federal grant applications for CETA Titles I, II, III, VI, and Governor's Special Grants.

	<u>1974-75</u> ^{1/}	<u>1975-76</u> ^{1/}	<u>1976-77</u> ^{2/}
<u>II. Expenditure Summary</u>			
Administration	427,392 (20FTE)	571,253(23FTE)	530,000 (20FTE)
Purchased Services	<u>7,495,929</u>	<u>8,093,531</u>	<u>8,476,154</u>
Total	7,923,321	8,664,784	9,006,154
General Fund	-0-	-0-	-0-
Federal Funds	7,923,321	8,664,784	9,006,154
<u>Staffing</u>			
Chief, Training Services Section	1.0	1.0	1.0
Administrative Staff	12.0	14.0	13.0
Clerical Support	<u>7.0</u>	<u>8.0</u>	<u>6.0</u>
	20.0	23.0	20.0

^{1/} Actual Expenditure and FTE shown for 1974-75 and 1975-76

^{2/} Projected Expenditure and FTE shown for 1976-77. Projection for 1977-78 not applicable.

Pertinent Workload

	1974-75	1975-76	1976-77
Positive Terminations*	5,172	5,063	4,850

*Entries into unsubsidized employment, returns to school, entries into armed services, and transfers to other CETA-funded programs, following CETA program services.

III. Success Measures:

During 1976-77 concentrated efforts will be continued to reduce or eliminate duplication and overlapping of services delivery in the Balance-of-State. Subcontractors will be continuously monitored and evaluated on their achievements toward meeting specified goals and compliance with CETA regulations. Fiscal and programmatic integrity and accountability will be maintained at all times.

Request: Not applicable.

Justification for Increase: Not applicable.

IV. Tie to Overall Organization Chart.

See organization chart - Colorado Division of Employment and Training - attached to Budget Format Summary for Employment Service (ES) Program.

JOB CORPS

I. STATUTORY AUTHORITY

Job Corps was authorized by Title 1, Part A, of the Economic Opportunity Act on August 20, 1964; the program became operational in January of 1965. The stated purpose of the Act was to prepare young men and women, ages 16 through 21, for the responsibilities of citizenship and to increase their employability. This objective was to be accomplished by providing these youth in rural and urban residential centers, with education, vocational training and useful work experience.

The Labor Department's Employment and Training Administration (ETA) assumed administrative responsibility for the program in mid-1969 when Job Corps was delegated to it from the Office of Economic Opportunity.

With the passage of the Comprehensive Employment and Training Act (CETA) on December 28, 1973, the authorization for Job Corps was transferred from the Economic Opportunity Act to Title IV of CETA. This Act continued the basic premises of providing intensive residential training and supportive services for youth from disadvantaged backgrounds.

II. MAJOR PROGRAM GOALS

Of all the federally funded manpower programs, Job Corps is designed for perhaps the most severely disadvantaged young people. Its enrollees are low-income young men and women who will benefit from an intensive

(2)

program of education, training, work experience, counseling, and other services offered in a group setting. Goals are to enable the enrollees to find jobs, qualify for other training programs, enter the Armed Forces or complete school, and generally become better citizens.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Nationwide, Job Corps reached its peak in mid-1967 with 123 centers and a total enrollment of 42,000. The following year the program experienced the first of a series of budget cutbacks and center closings, resulting from the Administration's dissatisfaction with overall program performance and the high per-trainee cost (\$8,000.00 annually at that time) for the intensive services Job Corps provides. By fiscal year 1975, the program had been cut back to 59 centers and 20,500 trainees.

Although Job Corps is the most expensive manpower program in terms of per-enrollee costs, it also exhibits a high percentage of favorable placement results for its returnees.

Of those completing the program and available for placement in 1974, 93 percent were placed in jobs, schools, or other training or in the Armed Forces. Wages averaged about \$2.26 per hour.

B. January 19, 1965 marked the beginning of the Division's association with the Job Corps Program. Since that time, about 6,400 disadvantaged youth from Colorado have been enrolled in this vocational training program. Enrollments have generally increased each year; fiscal year 1976 evidenced 814 enrollments in Job Corps by Division staff. In addition, youth returning from the program to Colorado receive the full

range of employment services available to other applicants for as long as need exists. Colorado continues to be among the highest ranked states in placement of returning Job Corps youth in jobs, further education and the Armed Services.

IV. HISTORICAL BUDGET AND WORKLOAD

Job Corps funds are allocated to States in the Region on a unit cost basis (cost per enrollment). The funding level is determined by multiplying the unit cost times each States enrollment goal. The Regional Office distributes goals on the basis of historical performance and by negotiation with the State.

The following budget and staff level figures were supplied by the Fiscal Office of the Colorado Division of Employment and Training:

<u>Fiscal Year</u>	<u>72</u>	<u>73</u>	<u>74</u>	<u>75</u>	<u>76</u>
MANYEARS PAID	14.8	13.7	11.4	8.1	12.15
EXPENDITURES	150,743	157,942	270,255	202,920	218,959

Enrollment Goals and Achievements:

ENROLLMENT GOAL	573	529	830	725	780
ACTUAL ENROLLMENTS	519	448	734	772	814
PERCENT OF ACCOMPLISHMENTS	91%	85%	88%	107%	104%

Historical unit costs (expenditures divided by the actual enrollments) are as follows:

	\$290	\$353	\$368	\$262	\$269
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V. BUDGET AND WORKLOAD PROJECTIONS FOR FY 77 THROUGH FY 81

Recent trends in funding Job Corps screening activities point to a continued effort to maintain a low unit cost. Other Federal Regions have been successful in contracting screening activities to private groups, who in many areas can achieve results at lower unit costs. This tends to put state employment service agencies in direct competition with private groups for delivering services at the lowest cost. However, while screening costs may be lower when performed by a private contractor, the Division can provide a better long-term contribution to the Job Corps Program. Division employees, operating as State employees, can afford to exercise integrity in selection and referral, as well as provide counseling, testing and referral to other agencies.

Projections are based upon the assumptions that goals will increase at a gradual rate and the unit cost will decrease, even though operating expenses will continue to rise. Projections are as follows:

<u>Fiscal Year</u>	<u>77 *</u>	<u>78</u>	<u>79</u>	<u>80</u>	<u>81</u>
Enrollment Goal	799	825	845	870	900
Manyears Paid	10.5	9.7	9.4	8.8	8.3
Unit Cost	255	250	245	240	235
Budget	203,745	206,250	207,025	208,800	211,500

* - Actual Figures

VI. LONG RANGE OBJECTIVES

A. Reduced screening costs, as an objective, are consistent with the assumption that our funding level will remain essentially the same

during forthcoming years. At the same time, our productivity requirements will increase. FY 77 funding was decreased from FY 76's unit cost of \$290.00 for each of 780 enrollees to \$255.00 per each of 799 enrollments. As well, funds for a Denver Area GATEHouse contract, providing for intensive placement services, are now included in FY 77's \$255.00 unit cost. These funds reduced screening costs by allowing Job Corps staff to devote full time to screening since placement services were funded by GATEHouse.

1. During FY 77, we plan to meet our enrollment goal, even though operating on reduced funds, by better management of our resources and by prohibiting non-essential spending. FY 77 will be the first year that Administrative Area's will receive an operating budget for Job Corps. Area budgets should provide for more direct control over expenditures and allow for an Area's discretion in spending funds in the most productive manner and geographical locations.

2. Budget management will become progressively more reliable and sophisticated in FY 77 and future years. We plan to pursue the development of better cost accounting reports that display detailed expenditures against obligations. This type of report is only available at the State level at this time.

B. In the forthcoming five fiscal years, increased emphasis will be placed on achieving performance with less unproductive time being spent by screening staff. Job Corps recruitment will be enhanced by the following:

1. Greater use of the media through paid and free advertising both locally and statewide. The cost of media advertising should be

justified by reduced staff in locating youth and contacting agencies who act as a referral source.

2. We plan to continue striving toward greater cooperation from Job Service Center staff with the aim of receiving more referrals of eligible youth and obtaining placement assistance for returning youth.

3. Locate more eligible youth through possible use of Job Match as an identifier of registered youth who may be in need of education and training.

4. Establish program links with CETA prime sponsors and balance of State. This may be a source of referrals for youth who either cannot qualify for CETA or are not able to directly enter into a CETA program that has exceeded capacity.

C. We will attempt to encourage national policy or legislative change to allow state agencies some discretion funds for establishing local institutional, vocational training programs for disadvantaged youth as an alternative to dedicating all Job Corps funds to Job Corps Centers.

VII. COST/BENEFIT OF PLANNED ACTION

Planned actions indicated in item VI are concerned with a reduction in unit cost while still maintaining an acceptable performance level. Estimates of cost savings are not possible without the ability to isolate other variables that significantly effect recruiting.

VIII. NECESSARY LEGISLATION OR POLICY CHANGES

While Job Corps provides a necessary function due to it's residential

nature - that it, a total new environment - there exists a substantial portion of disadvantaged youth who do not need or want this full range of services. Many youth would benefit from institutional classroom training and still remain at home. Others may be able to work part-time, and still attend vocational classes related to their employment. Still other youth have family or child care responsibilities that prevent them from accepting residential training. The Division cannot now provide these youth with training assistance except through training made available under Title I of CETA. (In many cases, prime sponsors do not identify youth as a major recipient of training, thus, this resource is usually very limited.)

Either a portion of Job Corps funds or other CETA Title funding should be sought to fill this need. Job Corps, as it is now, would still be available to provide intensive services for these youth who truly need a residential setting.

IX. NEED FOR CONSULTANTS

As a specific program, Job Corps screening and placement services of the Division would not benefit substantially from the assistance of a consultant. However, the Division as a whole, may benefit in such areas as budget control and accounting and improvement of the automated system.

X. RELATIONSHIP OF JOB CORPS TO THE ORGANIZATION

Job Corps functions are primarily performed by designated individuals operating out of one or more assigned Job Service Centers. Job Corps screeners are under the direct supervision of the Area Managers, or Job Service Center Managers; the Job Corps Coordinator has functional

(8)

supervision over the screeners.

Job Corps applications, enrollment reports and placement records flow between the Regional Office and Job Service Center staff through the Coordinator. The Regional Office is responsible for approving applications, scheduling assignments, and issuing travel itinerary's and tickets.

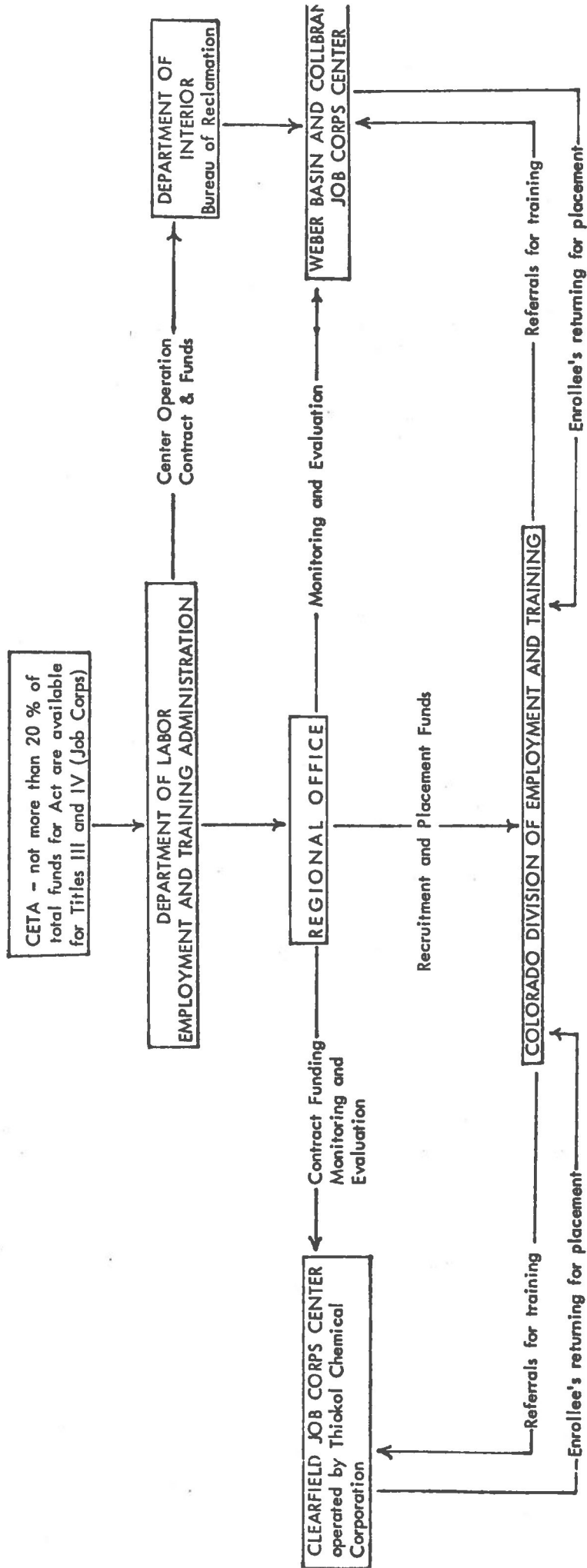
IX. NEED FOR AGENCY DUES

As a specific example, the Corps is reviewing the 1980-81 agreement with the National World and Health Foundation. From the beginning of a contract, however, the Division is aware of any potential for cost overruns, budget control, and execution and approval of the work under system.

X. RELATIONSHIP OF THE DUES TO THE ORGANIZATION

Job Corps facilities are directly related to the organizational structure and the need for additional job service centers. The screeners are under the direct supervision of the job service center manager. The job service center manager is the one who

XI. JCB CORPS FLOW CHART



FOOD STAMPS

I. STATUTORY AUTHORITY

The Food Stamp Program was authorized by the Food Stamp Act of 1964. The Department of Labor, and State Employment Agencies, became involved on January 11, 1971, when the President approved Public Law 91-671, 84 Statute 2408. The new statute included an amended section establishing a new legal requirement of work registration for able-bodied participants in the Food Stamp Program. The registration requirements were implemented by State Employment Agencies in the fall of 1971.

Briefly, the Act, amended by Public Law 91-671, prescribes that able-bodied adults of households receiving food assistance must register for work at a State Employment Office and accept employment if offered. Failures to register, accept a job referral, and accept employment are reported to local Welfare Offices for their disposition regarding the applicant's eligibility. Recipients are exempted from work registration if they are: (1) younger than 18 or older than 65, (2) not able-bodied, (3) a parent or other person responsible for caring for dependent children, or (4) a student enrolled at least half-time in a school or training program.

II. MAJOR PROGRAM GOALS

The purpose of the Food Stamp Program as expressed by the United States Congress is as follows:

"It is hereby declared to be the policy of Congress, in order to promote the general welfare, that the Nation's abundance of food should be utilized cooperatively by the States, the Federal Government, local governmental units, and other agencies to safeguard the health and well-being of the Nation's population and raise levels of

Food Stamps - Page #2

nutrition among low-income households. The Congress hereby finds that the limited food purchasing power of low-income households contributes to hunger and malnutrition among members of such households. The Congress further finds that increased utilization of food in establishing and maintaining adequate national levels of nutrition will promote the distribution in a beneficial manner of our agricultural abundances and will strengthen our agricultural economy, as well as result in more orderly marketing and distribution of food. To alleviate such hunger and malnutrition, a food stamp program is herein authorized which will permit low-income households to purchase a nutritionally adequate diet through normal channels of trade." (7 CFR; 270.1-(a)).

The goal of the Division is to provide eligible Food Stamp recipients, who are not exempted from work registration, with regular services to applicants so they may obtain suitable employment; thus eliminating or reducing their need for food assistance and dependence on government funds.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

The most meaningful measure of the work registration provision would be a comparison of funds used to administer the requirement compared to funds saved due to individuals being removed from food assistance by obtaining employment, or refusing employment and judged to be ineligible. Another necessary consideration would be the amount of tax revenue generated by former recipients once they become employable. However, this information is forwarded to the Regional Office of the Department of Agriculture by the Colorado Department of Social Services without being tallied on a yearly basis.

FOOD STAMPS - Page #3IV. HISTORICAL BUDGET AND WORKLOAD

- A. Previous budget and manyear levels, provided by CDET's Fiscal Office, are as follows:

	FY 72	FY 73	FY 74	FY 75	FY 76
<u>Appropriation</u>					
Funds	\$113,951	\$226,795	\$278,925	\$297,200	\$314,846
Manyears Paid	15.0	11.0	8.2	17.2	23.2
<u>Expenditures</u>					
Funds	\$116,336	\$224,337	\$256,235	\$279,491	\$314,846
Manyears Paid	14.7	12.9	10.2	19.8	21.0

- B. The Division's Food Stamp workload, referred registrants, is not controllable and dependent on economic factors and the unemployment rate, as well as changes in monetary eligibility criteria. However, total registrant figures from the three previous fiscal years indicate increases aside from these variables. The Food Stamp Program has obtained increased publicity; Welfare Departments have also been responsible for increased outreach efforts to extend food assistance to eligible low-income people not previously covered. Available figures for total Food Stamps work registrants are as follows:

FY 74	40,758
FY 75	42,580
FY 76	52,133

FOOD STAMPS - Page #4V. BUDGET AND WORKLOAD PROJECTIONS FOR FY 77 THROUGH 81

FY 77 Obligational Authority for the Food Stamp Program has been tentatively set at \$534,600; as indicated in Item IV, FY 76 expenditures were \$314,846. The reason for this significant increase is not known at this time. Funds for administering work registration are provided to the Department of Labor by the Department of Agriculture. The level of funding is based on the number of registered recipients; however, a direct relationship between funds and registrants has not always been apparent.

As indicated in Item VIII, legislative changes, both in progress and expected, are of a nature that future projections are not possible.

VI. LONG RANGE OBJECTIVESVII. COST BENEFIT OF PLANNED ACTIONS

The items cannot be addressed until current changes to the Food Stamp Act are finalized.

VIII. NECESSARY LEGISLATION ON POLICY CHANGES

- A. The work registration provisions of the Food Stamp Act pose two major problems for the Division:
1. Mandatory registration can translate into a punitive measure and sometimes places our staff in the position of seeking employment for registrants who do not wish to work and who resent the implication that they choose not to work unless required. A recipient who resents the registration process is an unlikely candidate for a job referral and a positive employer interview.

FOOD STAMPS - Page #5

The Division, both in its own interest and the applicants, must strive to maintain a role of assistance and concern for the applicant and employer--rather than a role of a punitive agency that seeks to police rather than assist an applicant.

2. The adequacy of the program depends significantly on the relationship between the Division and the Department of Social Services. While both agencies attempt all possible cooperation, each operates with different priorities and under different constraints. Social Services is administered and budgeted along county lines. Any changes in the registration process require substantial time since only a State Board can approve the changes.

The program also depends on the timely flow of accurate information between the Job Service Centers and local County Food Stamp Offices. With the already significant paperwork requirements in each agency, this additional paperwork is an added burden.

B. Legislative or administrative changes to the Food Stamp Program, either in progress or proposed, are as follows:

1. The registration and referral form now used (FNS-284) by Food Stamp Offices is not compatible with employment service automated systems. A modified ES-511 form has been proposed at the National level.

Revision of the Food Stamp registration form is the first step in the possible assumption by the ES of the entire Food Stamp work registration process. Should this occur, the Welfare

Agency would refer all persons not exempt from the registration requirement to the ES where they would complete an ES-511 as a first step in applying for food stamps. The ES would then certify to the Welfare Agency that the individual had complied with the work requirement. This procedure would reduce errors and delay, as one agency would be solely responsible for the entire process. And it would further emphasize the importance of work registration by making it a prerequisite for applying for food stamps.

2. Categorization of applicants--Sorting food stamp applicants into groups according to their availability for work would free staff from providing services to persons who are not really able to take a job. Under such an arrangement, for instance, the Job Service would provide only minimum help to persons classified as "job-attached," i.e., on strike or temporarily laid-off, and more help to applicants who have limited job experience, but who wish to work, like some older persons. In the meantime, the full range of employment services would be provided the usual, employable food stamp applicants.

3. Joint Registration unit

The Work Incentive (WIN) and Food Stamp Programs have similar registration procedures and work requirement provisions, comparable tests and sanctions for refusal to accept suitable employment, and parallel Job Service/Welfare inter-agency relationships at the local

and State levels. Consolidating the work registration aspects of both programs would be a more efficient management approach.

4. Changes to the monetary determination policy, significantly affecting the number of registrants we would receive, were published in the Federal Register and scheduled to be implemented June 1, 1976. However, these changes were stopped prior to implementation by a court injunction.

At the same time, Congress is working on a Food Stamp Reform Act which, if passed, would increase Employment Security Agencies' role in the program.

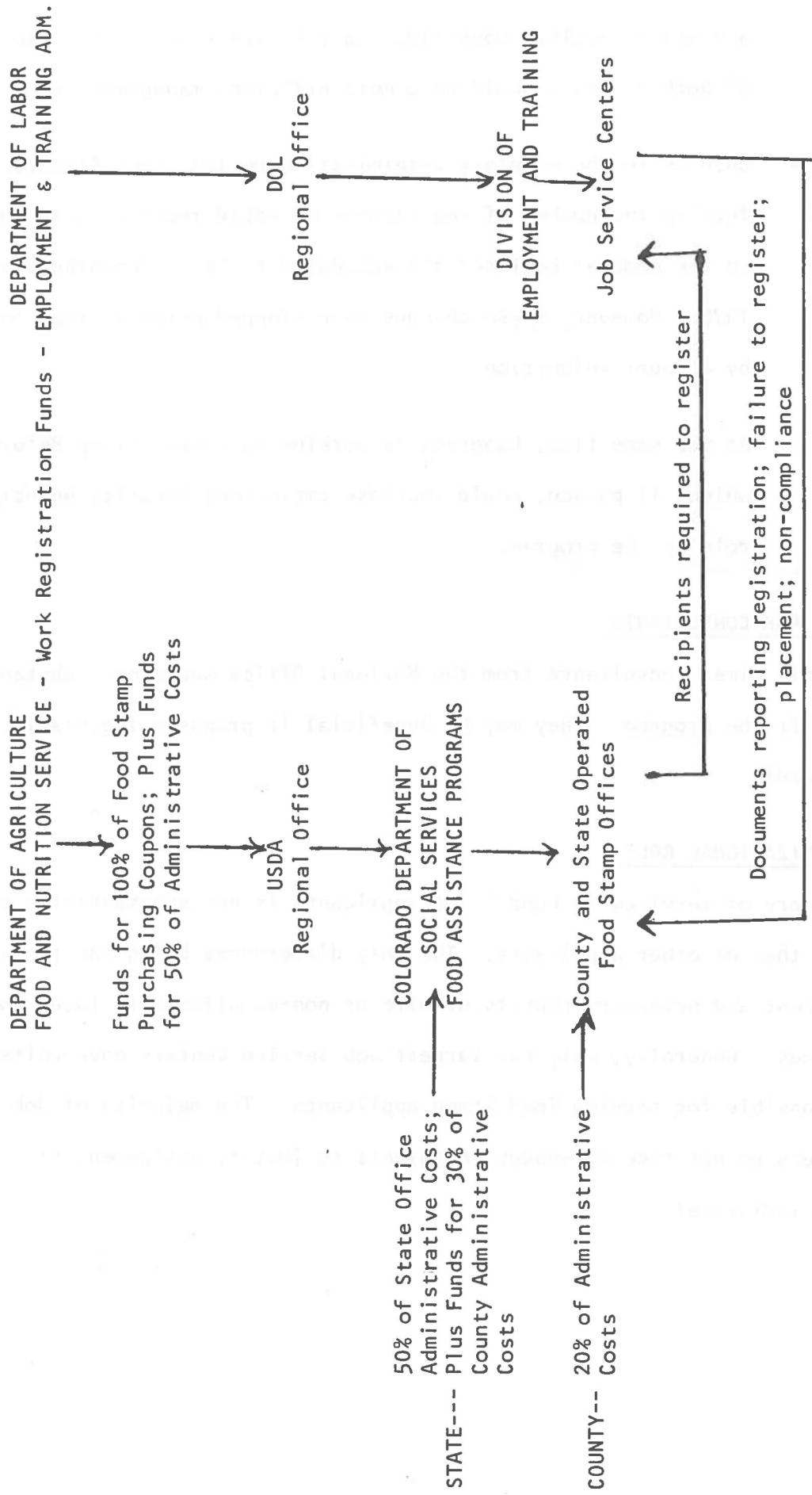
IX. NEED FOR CONSULTANTS

At this time, consultants from the National Office would not substantially benefit the program. They may be beneficial if proposed legislative changes are made.

X. ORGANIZATIONAL ROLE

Delivery of services to Food Stamp applicants is not substantially different than that of other applicants. The only differences being the registration document and necessary reports of hire or non-compliance to local Food Stamp Offices. Generally, only the largest Job Service Centers have units that are responsible for serving Food Stamp applicants. The majority of Job Service Centers do not receive enough recipients to justify assignment of a full-time individual.

XI. FOOD STAMPS FLOW CHART



T A B L E O F
C O N T E N T S

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I. STATUTORY AUTHORITY

1. The National Alliance of Businessmen received its' mandate from President Johnson's State of the Union Message on January 23, 1968. In his message, the President called on American business to apply its' talents to a critical national problem: finding job opportunities and training for the disadvantaged unemployed.

2. The Job Opportunities in the Business Sector (JOBS) was authorized under Title I, Part B, Section 123 (a) (8) of the Economic Opportunity Act (EOA) of 1964, as amended, and the Manpower Development and Training Act (MDTA) of 1962, as amended. Authority for the MDTA resided with the Secretary of Labor. The Office of Economic Opportunity (OEO) delegated authority to the Department of Labor to administer that portion of the JOBS program which is authorized under the EOA.

II. KEY PROGRAM GOALS

The key program goals of the Alliance is to expand job opportunities and job training for the economically disadvantaged, Vietnam-era veterans, Ex-Offenders, and needy youth.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

80.

A. 1969

NAB Programs

In January, 1968 the President of the United States, in his message to Congress, proposed a major industry-government cooperative program to find jobs in the private sector for the nation's hard-core unemployed. The basic approach was for government to identify these hard-core unemployed persons and for business to provide them with job opportunities. The President observed that this segment of the unemployed population would present additional problems to potential employers since they would not be as "work ready" as those normally considered for employment. In most cases additional training and other supportive services would be necessary to assimilate these people into the work force. Where industry was willing to assume this extra burden the President felt that it was appropriate for the government to assume the extra cost as part of its national manpower program.

This recommendation from the Chief Executive resulted in the establishment of the National Alliance of Businessmen and its program known as JOBS, (Job Opportunities in the Business Sector) as a joint venture between government, industry, and labor. The Alliance was charged with a three year mission to find job opportunities for 500,000 disadvantaged men and women by June, 1971. The goal for the first year ending June 30, 1969 was 100,000 and the second year interim goal was 338,000. The cumulative target for FY 1971 was, however, increased to 614,000 when NAB expanded its program operations.

The JOBS program -- at least in part -- had evolved from the DOL TEST program instituted in October 1967 to assist industry in establishing plants in the ghetto area of five major cities and encouraging them to hire disadvantaged people. This program was expanded, within these five cities, in January, 1968 and fixed unit cost training projects were financed under DOL MA-2 type contracts. The JOBS program generated a new type of DOL contract known as the MA-3. The MA-3 contracts were awarded between May and November of 1968. The MA-4 contract was initiated in September, 1968 and ran through July, 1969. The principal change from the earlier program was the addition of a new short-form-type contract and the allowance, under certain contracts, of a fixed amount for supportive services.

NAB Character

Initial top management of NAB was under the direction of the Ford Motor Company. Henry II, chairman of the board at Ford, became chairman of NAB and Leo Beebe, vice-president and general manager of the Philco-Ford Corp., assumed full time duties as president of NAB for one year.

The Alliance expanded its number of metropolitan (metro) offices from the original 52 in the 50 largest cities in 131 metros in FY 1969. A development of major significance in June, 1969 was the decision to merge the Alliance and Plans for Progress. The purpose was to improve the efficiency of both operations without diluting their main objectives. PFP's major emphasis had been on affirmative action, voluntary compliance and preventive programs for youth. Many of the Alliance's current preventive youth efforts resulted from the merger with PFP.

NAB Results

Within one year of the inception of the Alliance, the number of disadvantaged persons hired had reached 125,000. The target for the first fiscal year ending June 30, 1969 was 100,000 and NAB posted 213,321 individuals provided with private sector job opportunities. Of this total, 20% were hired under DOL contracts and the remaining 80% were hired voluntarily by employers who bore the extraordinary costs themselves. The summer youth program in 1968 succeeded in placing 120,000 youths between the ages of 16 and 21 in private sector jobs. In the Denver metro, 1,103 hires were reported for FY 1969.

B. 1970

NAB Programs

The major NAB programs in FY 1970 were the disadvantaged and youth programs. In the last month of the fiscal year, June 1971, a third mission was assigned to NAB by the President. The Alliance was asked to help find jobs for Vietnam-era veterans. During the first part of the fiscal year, NAB operated with the MA-5 DOL contract. In late 1970, the MA-6 contract, sometimes referred to as JOBS 70, was introduced.

NAB Character

The top managers at NAB in FY 1970 were Donald M. Kendall, chairman, and Paul W. Kayser, president, who were chairman of the board and vice president, respectively, of Pepsi Co. As of June, 1970, the number of metros had increased from 131 to 140, with an additional 60 cities selected for the establishment of metro offices later in the year. If these plans for expansion had been completed, the Alliance would have been nationwide, with 200 metro offices in 10 regions serving 50 states, Puerto Rico, the Virgin Islands, and Guam. On the basis of the nationwide expansion, the cumulative target for the three years ending June, 1971 was increased to 700,000.

NAB Results

In the two fiscal years ending June 30, 1970, the NAB has reported hires of 494,710 against a two year objective of 338,000 hires or 146% of target. On a cumulative basis, the contract percentage was 26%, with 30% contract for the last twelve-month period.

The youth summer program had 179,942 hires against a national goal of 175,000. The Denver metro reported 1,089 total hires for FY 1970.

C. 1971

NAB Programs

Three major NAB programs were operating in FY 71, i.e. disadvantaged, youth, and veterans. The MA-6 contract (JOBS 70) was the major contract during the year.

NAB Character

Lynn A. Townsend, chairman of the board and Byron J. Nichols, vice president, both of Chrysler Corp., served as chairman and president of NAB respectively in FY 1971.

The total number of metros nationwide reached 156.

NAB Results

The Alliance in FY 1971 exceeded its original objective of 500,000 plus 200,000 with the nationwide expansion. The total reached 720,184 or 103% of the 700,000 target for disadvantaged hires. The cumulative percentage contract was 30.4% and the annual percentage was an all time high of 41%.

The summer youth program placed 105,409 youths in summer jobs during the summer of 1970 (FY 1971).

The Veterans program had just been launched and no figures were published in FY 1971.

The Denver metro reported 1,418 total hires for FY 1971.

D. 1972

NAB Programs

During the fiscal year, NAB had three major programs in operation: disadvantaged, youths, and veterans.

The MA-6 type DOL contract was being used during this period along with the JOP and WIN Tax Credit programs.

NAB Character

John D. Harper, chairman of the board, and William C. Woodward, vice president of Aluminum Company of America, were chairman and president of NAB in FY 1972.

Some 162 metro offices were operating during this period.

NAB Results

During FY 1972 a total of 246,018 disadvantaged people were placed in jobs representing 109% of the established national target for the year. The ratio between contract and non-contract hires was 34% to 66%.

The youth program in the summer of 1971 (FY 1972) had 127,377 hires against a target of 107,910 representing 118% of the set goal.

The veterans program had a national target of 100,000 and placed 136,464 veterans in jobs.

The Denver metro reported a total of 1300 hires during FY 1972.

E. 1973

NAB Programs

During FY 1973 NAB had three major programs operating on a continuing basis: disadvantaged, youth, and veterans. In the second half of the year, NAB was given a new mandate by President Nixon, that of helping find jobs for ex-offenders, thereby helping to reduce the rate of return to crime (recidivism) for several million ex-offenders and providing a large tax savings for American taxpayers. Planning and field liaison work were pursued during this period to start instituting the program nationwide.

In FY 1973, the MA-7 and MA-7X contracts were introduced, the MA-7X in Region VIII and the MA-7 in the other nine regions.

NAB Character

The chairman and president of NAB, respectively were Gordon M. Metcalf, chairman of the board and chief executive officer, Sears, Roebuck & Company, and Lawrence L. O'Connor, vice president and general counsel of Sears.

During this period, some 167 metros were operating nationwide.

NAB Results

The National target for disadvantaged hires during FY 73 was 235,000 and 343,905 were actually hired, representing 146% of the target. Of this number 15% were contract hires and 85% voluntary hires. The Youth Program for the summer of 1972 (FY 73) had 177,129 hires which represented 109% of their established goal of 162,925. In FY 73, NAB helped to find jobs for 232,020 Vietnam veterans. This represented about 155% of their 150,000 target.

During the second half of FY 73, the Ex-Offender Program was instituted. For the most part it involved planning and liaison work to launch it nationwide.

The Denver metro showed a total of 1639 hires during this period.

F. 1974

NAB Programs

The major NAB programs in FY 74 were the disadvantaged, youth, veterans, and ex-offenders. Special emphasis was given this year to disabled veterans. The DOL contract instruments in use were the MA-7 in nine of the regions and the MA-7X in Region VIII.

NAB Character

The chairman and president of NAB in FY 1974 were, respectively, Richard C. Gerstenberg, chairman of the board, and John Z. DeLorean, former vice president, General Motors.

During the year, there were 107 DOL-funded metros and 31 self-supporting throughout the U.S.

NAB Results

The published figures for the first half of the fiscal year show 192,257 disadvantaged hires with only 8% of these under DOL contracts. About 75% of the 255,000 national target was achieved during the first half of the fiscal year. The summer youth hires was 250,223, representing 143% of the established national goal of 162,925. Veteran hires for the first half of the fiscal year amounted to 102,347, or already 102% of the annual goal of 100,000. The number of ex-offenders placed in jobs nationally during the first half of FY 74 was 3,020.

Total hires for the entire FY 74 reported by the Denver metro was 1939.

IV. HISTORICAL BUDGETMan-Years Worked

Fiscal Year 1972..... 7
 Fiscal Year 1973.....10
 Fiscal Year 1974.....10
 Fiscal Year 1975..... 6
 Fiscal Year 1976..... 6

<u>Fiscal Year</u>	<u>NAB Hires Reported by Employers</u>	<u>Administrative Budget</u>	<u>Cost Per Hire</u>
* 1972	1300	\$	\$
1973	1639	178,464	137.28
1974	1939	56,096	28.93
1975	1719	80,987	47.11
1976	3326	115,679	34.78

* Administrative costs are not available because these costs were combined with MDTA funds.

V. PROJECTIONS FOR 1977-1981

Administrative Budget

Fiscal Year 1977	\$ 90,352
Fiscal Year 1978	99,387
Fiscal Year 1979	109,325
Fiscal Year 1980	120,257
Fiscal Year 1981	132,284

MAN-YEARS

Fiscal Year 1977-Fiscal Year 1981....4.0 man-years

A. Priorities

1. Appointment of a new Metro Chairman, Metro Director, and Jobs Man.
2. Appointment of a strong advisory board.
3. NAB be represented on Manpower Planning Councils (MPC's) of the Denver-Boulder Labor Market Area (LMA) which includes the following specific MPC's: State Manpower Services Planning Council, Denver MPC, Boulder MPC, Adams MPC, Arapahoe MPC, Aurora MPC, Jefferson MPC.
4. Institute a pledge campaign.
5. Institute awareness training.
6. Continue expanding NAB programs on economically disadvantaged, veterans, ex-offenders, and needy youth.
7. Expand activities to market OJT for Prime Sponsors.
8. First objective after a Metro Chairman/Director have been appointed is to build as strong an NAB organization as possible, and to increase the credibility of NAB in the community.

B. Communications

1. Work with media to sell NAB.

a. Newspapers/Magazines:

Meet business editors, editorial editors and various writers with major newspapers in the area as well as their key staff in Sunday supplements and promote NAB coverage.

Meet editors of major minority newspapers and encourage them to cover NAB.

Discuss NAB activities with writers and editors for Denver and any other regional magazines and encourage them to run NAB ads.

b. Radio/Television:

Meet public affairs directors at each radio and television station and after identifying appropriate shows, discuss NAB programs potential with them.

Develop and market new commercials (10, 20, & 30 second slots) for radio and television.

c. Meetings:

Speak before community groups each month including Chamber of Commerce, and attend all manpower committee meetings.

3. Other:

- a. Determine trade associations based in Denver. Ask them to publicize NAB programs and activities.
- b. Meet executives of other community organizations. Encourage them to participate in NAB programs and activities.
- c. Visit major companies in the area to encourage participation in NAB.
- d. Establish public relations committee.

C. NAB Objectives for Reimbursable (funded) OJT

1. Review all Prime Sponsor budgets.
2. Obtain DOL data on CETA and develop expertise in all areas of CETA.
3. Presentations to and meeting with Prime Sponsors.
4. Obtain marketing rights to OJT and increase CETA budget for OJT.
5. Encourage business sector to become involved in CETA planning and budgeting.
6. Establish percentage of OJT slots to be included in NAB goals.
7. Send letter to all Prime Sponsors with NAB's OJT objectives for coming year to encourage more OJT.
8. Meet with WIN people to discuss possible use of WIN.
9. Encourage employers use of VA/OJT and coupling with WIN and/or CETA.
10. Develop an employer education program and benefits available under funded training programs.
11. Prepare and present a seminar to employers on all funded and non-funded OJT programs.

VII. COST BENEFIT OF PLANNED ACTIONS

1. The statisticians assigned to our National Office in Washington, D.C. have said that each person taken off the welfare rolls and put onto payrolls will on average, begin to earn \$5,200 a year and pay Federal taxes of about \$425 a year. Pay additional major state and local taxes of about \$360 a year. Increase spending for goods and services by \$3,300 a year. Reduce unemployment insurance costs by \$1,700 a year. Relieve the government of welfare support payments on the average of \$2,600 a year. Contribute \$9,000 a year to Gross National Product. This adds up to \$17,385 a year.

2. Our Denver Metro has set a goal of obtaining employment for 800 economically disadvantaged individuals during FY 1977. Assuming that 6 percent or 48 of that figure would be drawing welfare, this adds up to \$834,480. Deleting the \$2,600 average per year for the remainder of these hires, adds up to \$11,118,320. A total of \$11,952,800.

3. In addition, our Denver Metro has set a goal of obtaining employment for 1700 Vietnam-era veterans, and 415 needy youth.

RECOMMENDATIONS
ON PROPOSED REVISIONS TO
REGULATIONS UNDER THE COMPREHENSIVE EMPLOYMENT
AND TRAINING ACT OF 1973 SUBMITTED BY
THE NATIONAL ALLIANCE OF BUSINESSMEN

Purpose:

This paper presents statements on and recommendations by the National Alliance of Businessmen for proposed revisions to the current regulations issued under the Comprehensive Employment and Training Act of 1973 (CETA). This is in response to a request for such recommendations by Mr. Pierce A. Quinlan, Administrator, Office of Comprehensive Employment Development, U.S. Department of Labor to General John P. Condon, President, National Alliance of Businessmen, Inc., contained in a letter dated January 21, 1976.

Format:

This paper, first, sets out a brief description of the current state of the private business sector's involvement in manpower planning and program operations. Second, it sets forth specific areas of concern and either requests that DOL take action thereon or offers suggested subject matter for inclusion in the Regulations.

Background:

The National Alliance of Businessmen, Inc., is charged with the responsibility of developing jobs in the private business sector for economically disadvantaged individuals, needy youth, Vietnam-era veterans, and ex-offenders. Toward that end, it markets the concept of "hire first" on-the-job training by employers both voluntarily and through contracts between employers and CETA prime sponsors.

The Alliance impacts the business community nationally. In this effort it maintains 134 field offices. These offices, in turn, cover approximately 75 percent of the designated CETA prime sponsors.

The national office of the Alliance conducted a specific information request for the preparation of this document. Two years of CETA and experience with the DOL on federal manpower programs since 1968, also form the foundations for these recommendations.

CETA - Current Private Business Sector Involvement

Regardless of the causes, the Alliance recognizes that business has maintained a low profile in the field of comprehensive manpower planning. Historically, the extent to which the private business sector could participate directly in manpower program planning and

decision making has been limited, since these were within the statutory domains of the Federal Government and the State Employment Services. Because Manpower program forums were held and decisions made on national and regional levels, the private sector did not develop a voice at the local level through which it could provide input on manpower needs.

With the advent of CETA, opportunities for private sector involvement in manpower planning increased, but actual activity has lagged. Currently, the extent of such participation on a local level ranges from heavy involvement to little or no involvement. The latter is due to such reasons as the absence or underutilization of private sector representation on local manpower planning councils, the inexperience of many prime sponsors and the private sector's traditional reluctance to become involved with government programs.

Addressing a corollary point, a survey contained in the October 1975 issue of DOL's Manpower magazine stated that the advisory planning councils' roles ranged from very active to inactive. This, too, has had an effect on business participation in local manpower decisions. Several arguments are used by proponents of increased business participation:

- 1) The lack of business participation severely limits the extent to which private sector employment can reduce the annual costs of transfer payments, currently estimated by the Department of Commerce to be \$179 billion annually and increasing at a rate of 9 percent per year. This is a concern of all taxpayers but especially business firms which bear such a heavy share of all imposed taxation.
- 2) Under the current economic situation, the number of comprehensive manpower programs which the private sector can embrace is greatly reduced. This is particularly evident in the fact that higher unemployment has resulted in decreased private and increased public sector employment, as supported by a decline of 1,320,000 in private sector employment and an increase of 1,120,000 in public sector employment in the period when overall unemployment had increased from 4.6 percent (October 1973) to 9.2 percent (May 1975).
- 3) The absence of the private sector in manpower planning is reflected in a lower service rate for disadvantaged clientele. Approximately 22 percent of the total manpower participants were trained in contract OJT under categorical programs in FY 1974. This percentage dropped

to about 8 percent under CETA in FY 1975. Thus, significantly fewer economically disadvantaged, often welfare recipients, were employed in the private sector under the "hire first" concept. A further drop in disadvantaged training under CETA is seen in the disadvantaged percentage of all participants under contract OJT. In FY 1975, this percentage dropped to 76 percent from the 87 percent distribution shown for FY 1974.

Although the Alliance has been encouraging member firms toward increased participation in CETA, the question is frequently posed as to whether business needs or should have an active role in manpower planning. On October 22-25, 1975, the National Commission for Manpower Policy held a conference to evaluate the role of the business sector. After tentatively arriving at a negative conclusion on this question, the Commission's Chairman, Eli Ginzberg, wrote in his final report:

"....By the end of the meeting it was increasingly clear to most of those in attendance that the initial premise that the private sector should keep its distance from manpower policy and programming warranted reassessment."

The Alliance agrees that such reassessment is in order and is working to close this "distance." Recognizing that eight of every ten jobs are in the private sector, the lack of adequate representation and participation in manpower planning undoubtedly limits the full achievement of the purpose of CETA:

"....to provide job training and employment opportunities to economically disadvantaged, unemployed and underemployed persons, and to assure that training and other services lead to maximum employment opportunities and enhance self sufficiency...."

Recommendations

The thrust of the Alliance recommendations is to encourage greater use of private sector resources in the pursuit of both humanistic and economic goals of CETA and, with DOL, to move toward greater accountability in the use of tax dollars.

The recommendations fall into three general categories:

1. Prime Sponsor Manpower Planning -- to more fully and effectively involve the business community in manpower planning.

- II. Manpower Program Operation -- to provide more cost effectiveness in program operations by reducing program costs due to duplicative and uncoordinate program activities, and by providing more information capable of cost effectiveness evaluation.
- III. Public Sector Program Operation -- to more effectively move individuals from transitional public sector employment to permanent jobs.

Additionally, this paper sets forth a recommendation that the Secretary of Labor, through the authority vested in him under CETA Title III, make available to prime sponsors for a specific duration of time, funds for innovative manpower programs initiated by and aimed at improved private sector utilization.

I. PRIME SPONSOR MANPOWER PLANNING

A. Revise Section 95.13 (c) (3) to provide that the business representation appointed to the advisory council, shall include "key business representatives."

B. Establish a definition of "key business representatives" to provide that such representatives may be from a "business community-supported organization", or locally-based business firm.

C. Establish a definition of "business community-supported organization" as the National Alliance of Businessmen, the Chamber of Commerce, or business, industrial, trade, personnel or management association.

D. Amend Sections 95.14 (3) (i) (A) and 95.17 (a) (5) to provide that the prime sponsor shall set forth and the ETRA shall review the reasons for a lack of key business representation on the advisory council.

E. Establish regulations which encourage the prime sponsor to use the advisory council on a regular basis for the purpose set forth in the regulations, Section 95.13 (c) (2).

F. Establish regulations that the prime sponsor's plan shall set forth and the ETRA shall review specific considerations to involve the private sector in employment and training programs. A lack of such programming shall necessitate justification by the prime sponsor.

G. Amend Section 95.14 to require the prime sponsor to include in the various program descriptions a "tactical" plan to achieve the "self-sufficiency" intent of CETA through permanent placements in reasonable proportion with respect to private and public sectors.

H. Establish that the analysis of competitive costs for similar services by both public and private manpower services delivery agencies shall be a criterion for establishing "reasonable cost" in funding "programs of demonstrated effectiveness", as set forth in the definition included in Section 94.4 of the regulations.

II. MANPOWER PROGRAM OPERATIONS

A. Regulations

1. Amend Section 95.14 (b) (2) (i) (c) to provide that a prime sponsor shall describe efforts to be undertaken to diminish the duplication of manpower services through a plan with measurable goals; and that achievements toward these goals shall be reported in each subsequent year program plan.

2. Establish regulations to provide that the prime sponsor shall fully coordinate funded services such as job development, client intake and outreach; and that achievements toward such coordination shall be reported in each subsequent year program plan.

3. Establish regulations to provide that the prime sponsor shall, through detailed analysis, take action to control administrative costs at the various levels of service delivery; and that such control effort shall be reported in each subsequent year program planning.

4. Amend the Quarterly Progress Report to provide for regular reporting of specific information needed to evaluate program cost effectiveness. Such information should typically include:

- a. Clients trained versus clients placed
- b. Number and percent trainees placed on jobs related to training received.
- c. Cost per placement
- d. Private versus public sector placement by category and training (i.e., prime sponsor training, OJT, etc.)
- e. The number of placements by staff vs. contracted job developers

B. Technical Assistance Guidelines

1. Amend the Technical Assistance Guidelines to encourage maximum effort by prime sponsors to assure the following:

- a. that objective consideration is given to high support training contracts for the disadvantaged and that a flexible OJT contract design is utilized to this end. (This would aid in involving the private sector and improve service to the disadvantaged, and would also improve coordination with welfare agencies under programs such as WIN.)
- b. that DOL Regional offices establish as primary targets for technical assistance those prime sponsors who have approved only low support OJT programs.
- c. that simplified contract mechanisms with specific monitoring procedures be developed toward the goal of improving private sector employer acceptance.

III. PUBLIC SECTOR PROGRAM OPERATION

A. Strengthen and monitor the requirement that CETA Title II public sector jobs shall relate more directly to the permanent jobs in both public and private sectors to which participants will transition ultimately, as set forth in Section 96.23.

B. Amend Section 96.21 to provide that a prime sponsor's Title II program description shall contain a job progression plan for all program participants.

IV. PRIVATE SECTOR INITIATED PROGRAMS

A. It is recommended that the Secretary of Labor consider for funding under Title III of the Act, certain innovative efforts proposed by the private sector for the employment and training of individuals who have "particular disadvantages in the labor market." Such a program would be operated under the current structure of CETA and would provide a prime sponsor, upon application approval, with additional special funding as well as stimulation of private sector employers toward increased participation. Such pilot programs would demonstrate new and innovative methods to the prime sponsor and to the employment community and could result in expanded effectiveness of CETA through formalization under other titles of the Act on a proven basis.

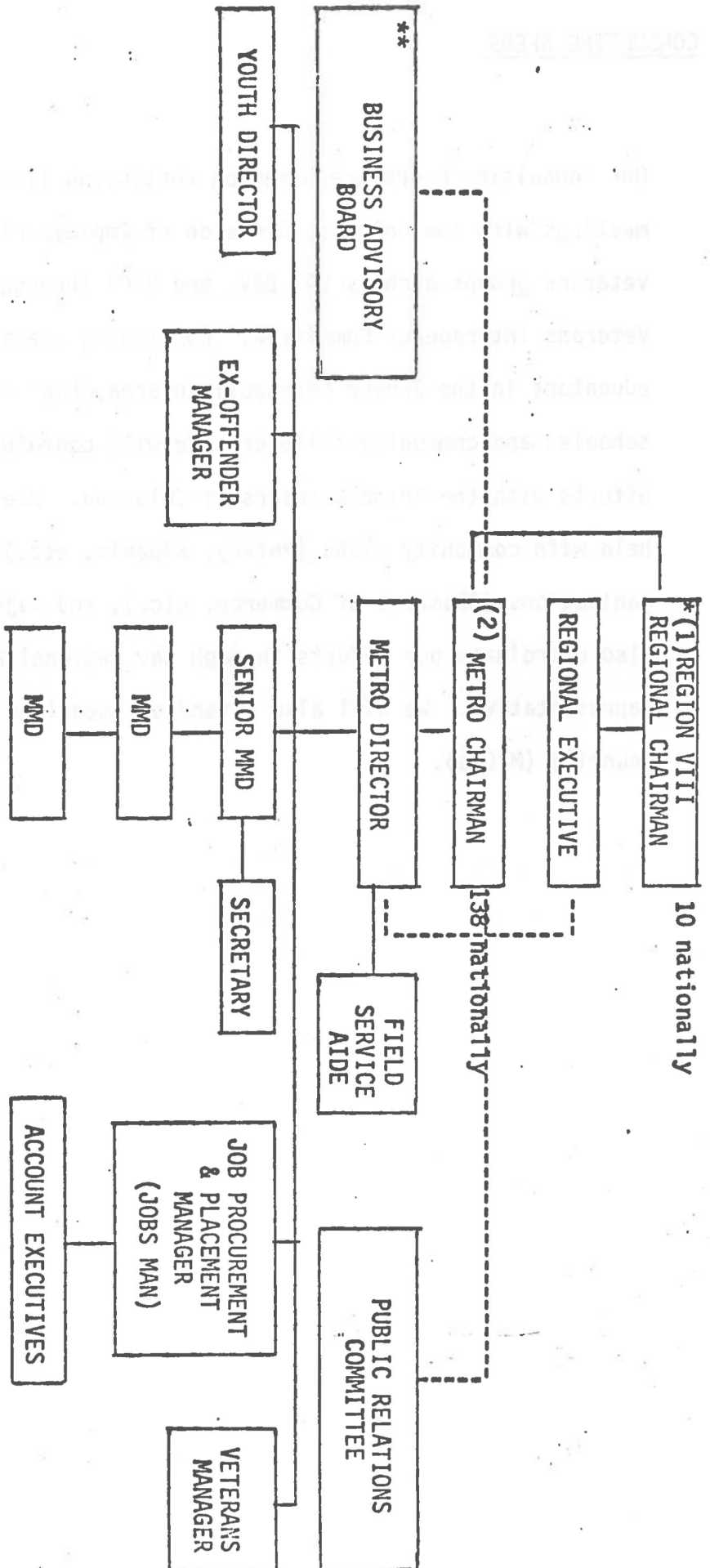
Proposals would be funded on the basis of merit, with due consideration given to other private sector programs offered by the prime sponsor under other titles of the Act, so that such programs are not inadvertently decreased or supplanted. The proposal would show the need for the program in terms of the size of the economically disadvantaged population and the business and industry segment to be involved. Proposals would be responsive to the following considerations:

1. Expectation of employment after training;
2. Certifiable economically disadvantaged participants (those most in need);
3. Utilization of a contract document with designed flexibility and supportive services;
4. Cost effectiveness and marketability through creative incentives to employer participation.
5. Accountability, with minimized yet measurable record-keeping.
6. The capabilities of local business-supported organizations such as the National Alliance of Businessmen to market the program with local employers.

IX. CONSULTING NEEDS

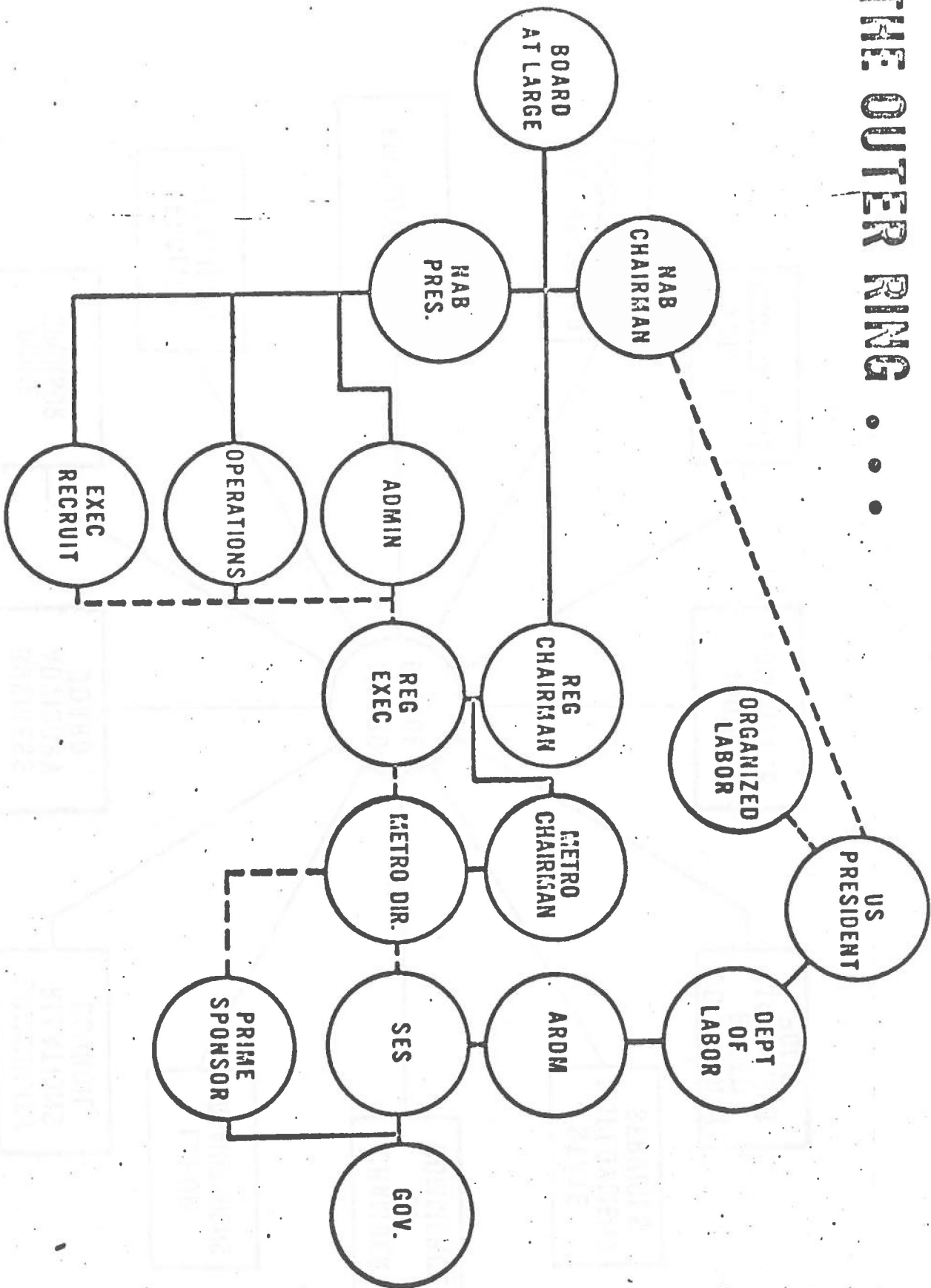
Our consulting needs are based on continuing liaison and regular meetings with the Colorado Division of Employment & Training (CDET), veterans groups such as VA, DAV, and NACV through a functional Veterans Interagency Committee. Continuing meetings with major educators in the Denver Metropolitan area, high schools, secondary schools, and community colleges. We will coordinate our CETA efforts with the Prime Sponsors of Colorado. Meetings will be held with community clubs (Rotary, Kiwanis, etc.), business organizations (Chambers of Commerce, etc.), and major unions. Will also coordinate our efforts through the Regional H.R.D.I. Representative. We will also attend all meetings of Manpower Planning Councils (MPC's).

88
ORGANIZATIONAL AND RELATED CHARTS



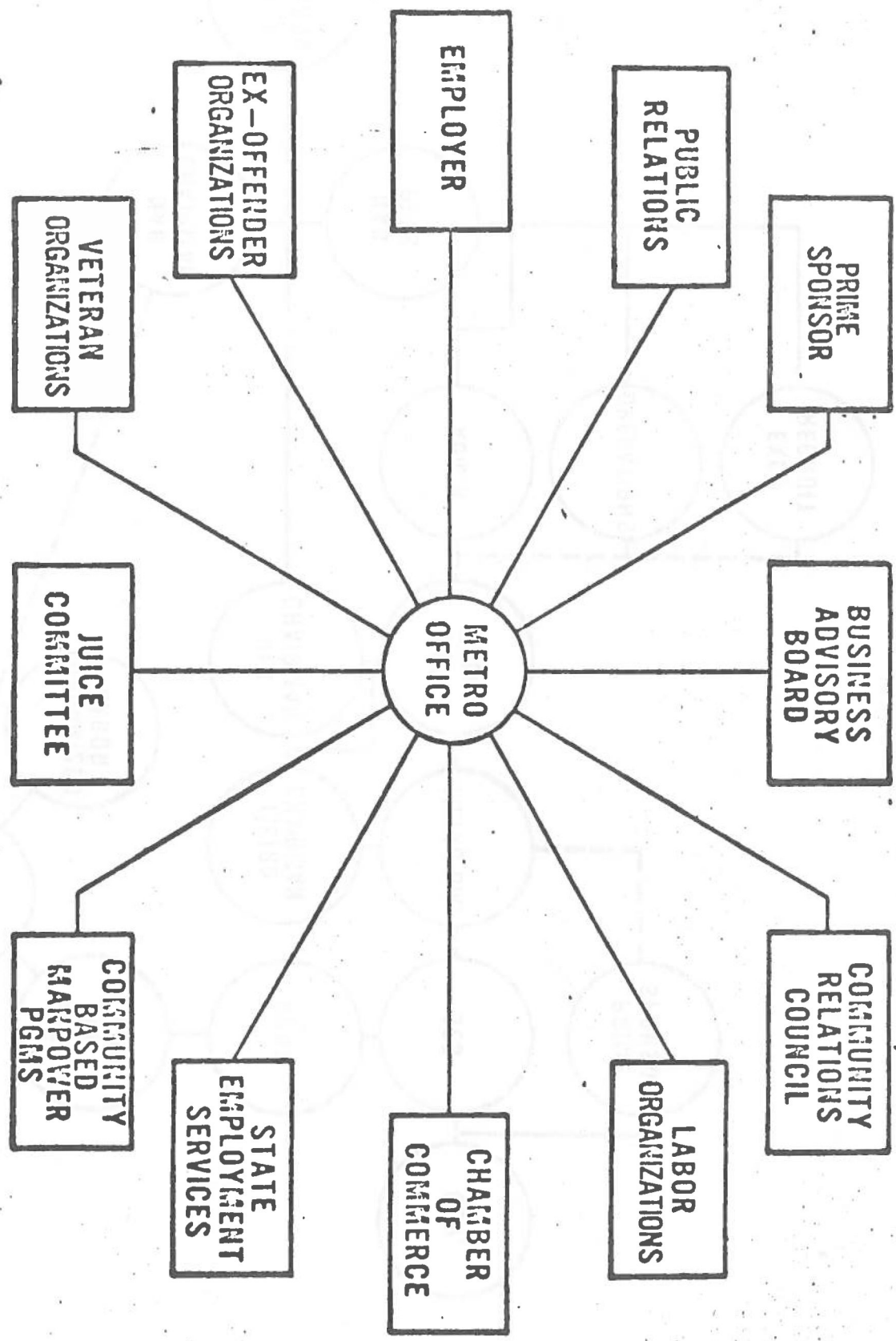
- * Member of Board of Directors of the Corporation.
- ** Consists of prominent businessmen; and representatives of Labor (HRDI), Education, and Social Agencies.
- (1) NAB regions are the same geographically as Department of Labor.
- (2) Denver Metro is one of 5 of Region VIII, one of 138 nationally.

THE OUTER RING . . .

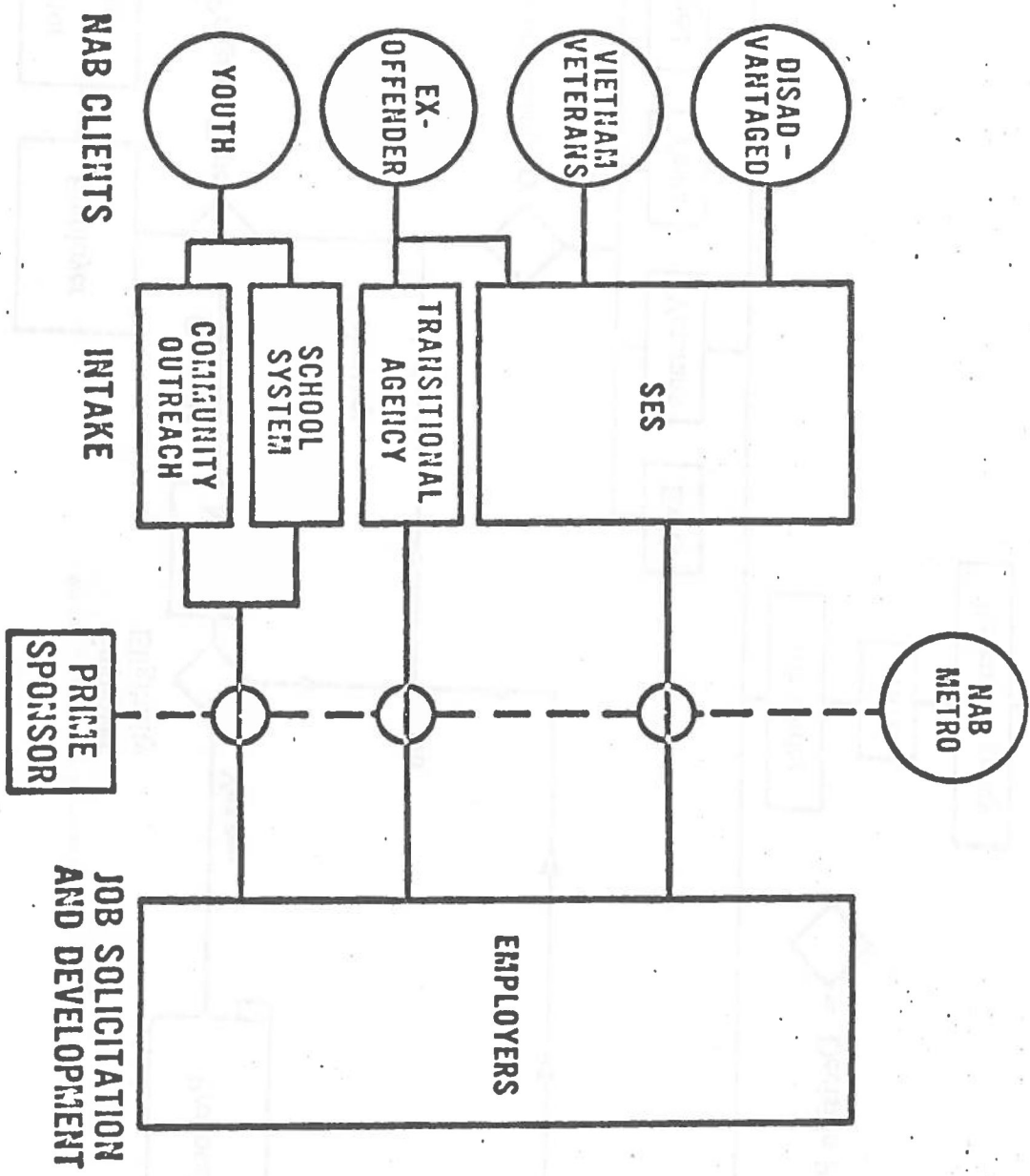


THE NAB SYSTEM

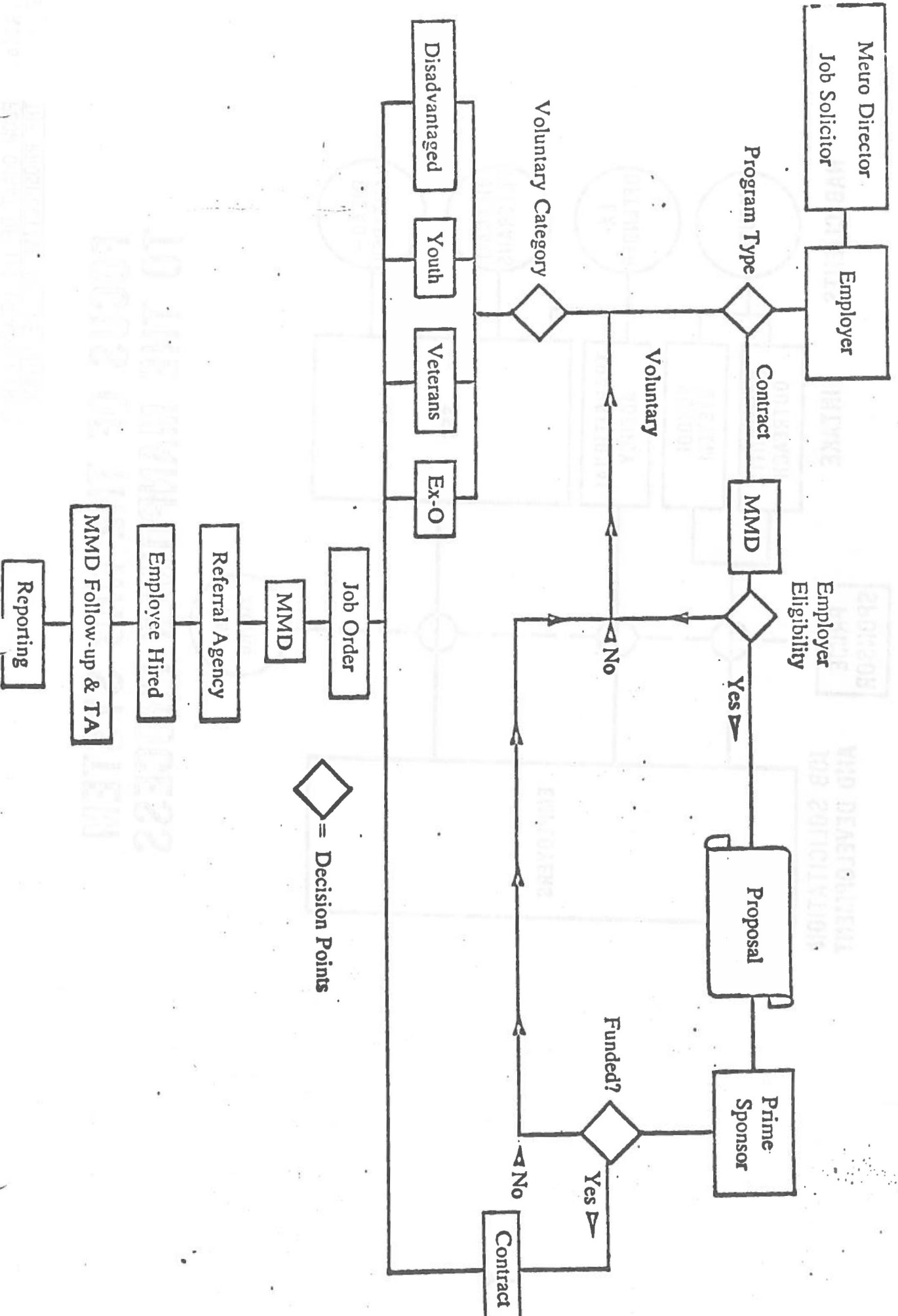
NAB METRO OPERATIONAL AGENTS



FOCUS OF THE NAB SYSTEM TO THE MANPOWER PROCESS



NAB CETA OPERATIONS



Colorado Balance-of-State CETA
Five Year Plan

Introduction

The Training Services Section (TSS) of the Colorado Division of Employment and Training (CDET) administers and is the prime sponsor of the CETA program for the Balance-of-State (BOS) Colorado. The Balance-of-State consists of the 54 counties in the State not served by other prime sponsors. The other CETA prime sponsors in Colorado are Denver County, Adams County, Jefferson County, Arapahoe County, Boulder County, El Paso County, Pueblo County, Larimer County, and Weld County.

I. Statutory Authority

The statutory authority for the CETA program is Public Law (PL) 93-203, the "Comprehensive Employment and Training Act of 1973" (CETA), and PL 93-567, the "Emergency Jobs and Unemployment Assistance Act of 1974."

II. Key Program Goals

The Comprehensive Employment and Training Act of 1973 (CETA) provides opportunity for employment and job skills training to economically disadvantaged, unemployed, and underemployed persons. Sponsors are generally units of local government having a population of 100,000 or more. The Act is intended to fix significant decision making authority at the sponsor level. There are seven titles in the Act.

- A. Title I of CETA is entitled "Comprehensive Manpower Services" and is the most inclusive title of the Act in regard to allowable manpower activities. Title I includes the overall development and creating of job opportunities and the training, education, and other services needed to enable individuals to secure and retain employment at their maximum capacity. The specifically available activities under Title I are: Classroom Training, On-the-job Training, Public Service Employment, Work Experience, and Services (manpower and supportive) to Participants.
- B. Title II of CETA is entitled "Public Employment Program." It is intended to provide unemployed and underemployed persons with transitional employment in jobs providing needed public services in the areas of substantial unemployment. Wherever feasible, the Title encourages related training and manpower services to enable such persons to move into employment or training not supported by Title II.
- C. Title III of CETA is entitled "Special Federal Responsibilities" and is intended to provide additional manpower services, as generally authorized under Titles I and II, to persons who experience particular disadvantage in the labor market. Included specifically are persons of limited English speaking ability, offenders, Indian and Alaskan natives, migrant and seasonal farmworkers, disadvantaged youth, chronically unemployed poor, and middle aged and older workers. Research, staff training, and evaluation programs may also be funded under Title III.

- D. Title IV of CETA is entitled "Job Corps" and authorizes the establishment of residential and nonresidential centers in which low income disadvantaged youth may participate in intensive programs of education, vocational training, work experience, counseling, and other activities. The purpose of the Title is to assist young persons who need and can benefit from an unusually intensive program, operated in a group setting, to become more responsive, employable, and productive citizens. The development of community resources and dissemination of techniques learned are also part of the purpose. Title IV is administered nationally.
- E. Title V of CETA is entitled "National Commission for Manpower Policy." The purpose of this Title is to establish a National Commission which has the responsibility of examining manpower program fragmentation at all levels of government and the lack of a coherent, flexible, national manpower policy. The Commission suggests to the Secretary of Labor ways and means of dealing with these problems, and otherwise advises the Secretary on national manpower issues.
- F. Title VI of CETA is entitled "Emergency Jobs Program" and is intended to provide unemployed and underemployed persons with transitional employment in jobs providing needed public services. Training and manpower services related to such employment are also available to enable such persons to move into employment not supported under the Act. Title VI does not require funds to be spent only in "areas of substantial unemployment" as does Title II.
- G. Title VII of CETA is entitled "General Provisions" and specifies provisions which are generally applicable to all titles of the Act. Included in Title VII are sections entitled "Definitions," "Legal Authority," "Labor Standards," and "Nondiscrimination."

III. Historical Overview and Accomplishments

The CETA BOS Program did not become operative in Colorado until July 1, 1974. At this time Title I, II and Special Grant to the Governor were approved for Fiscal Year (FY) 1975.

The Balance-of-State Comprehensive Manpower Plan provided for the cooperation and participation of all State agencies. The BOS provided manpower and manpower-related services in the implementation of Comprehensive Manpower Services plans by the Balance-of-State Prime Sponsor in accordance with the provisions of the Act.

An overall Balance-of-State plan for the development and sharing of resources and facilities needed to conduct manpower programs under its direct sponsorship without unnecessary duplication and otherwise in the most efficient and economical manner was fulfilled by cooperation between the State agencies and a sharing of resources and facilities utilized was accomplished with other Prime Sponsors. Meetings were held and other Prime Sponsors were kept aware of all activities which involved the former Division of Manpower, now the Training Services Section of the Colorado Division of Employment and Training, which is the agency responsible for the obligation of CETA and CETA funds.

The Training Services Section (TSS) and the Prime Sponsors established a program which included the development and creation of job opportunities and the training, education, and other services needed to enable individuals to secure and retain employment at their maximum capacity. Programs were well coordinated between the TSS, Prime Sponsors, and the Division of Employment Operations Section. Arrangements were made for assisting the Secretary in carrying out his responsibilities for enforcing the requirements for Federal contractors and sub-contractors to list all suitable employment openings with local offices of the State Employment Service and provide special emphasis, as required in Section 2012 (a) of Title 38, United States Code.

Prior to FY 1975 arrangements were made to provide for planning areas to serve geographical regions within the State; and provisions were made for the coordination of the manpower and related services to be provided by the State in areas to be served by Prime Sponsors other than the State, and that provision has been made for the establishment of mechanisms to (A) provide for the exchange of information between States and local governments on State, intrastate, and regional planning in areas such as economic development, human resource development, education, and such other areas that would be relevant to manpower planning.

IV. Historical Budget, Benefits Paid, Manyears Worked, Workload Statistics, and Unit Cost

The Balance-of-State CETA Program has been administered by the Training Services Section (TSS) of the Colorado Division of Employment and Training. This includes the planning, setting of qualitative and quantitative goals, monitoring and evaluation of program agents and the providing of technical assistance. The Balance-of-State has had nine (9) program agents/contractors who have actually delivered manpower services in the Balance-of-State. These include six (6) work experience contractors, Operation SER, Virginia Neal Blue Resource Centers for Colorado Women, and the Colorado Division of Employment and Training, Operations Section. The TSS has not kept reports or data on manyears worked or unit costs but following is a report of the BOS CETA results for FY 1975 and the FY 1976 Plan. FY 1976 results are not available until 11/76.

ACTUAL PERFORMANCE COMPARED TO PLANNED PERFORMANCE

I. ENROLLMENT AND TRAINING	BALANCE OF STATE			D. ANTICIPATED DURATION OF JOB PLACEMENTS
	PLAN	ACTUAL	% of PLAN	
A. Individuals Served FY 1975	4872	5810	120%	Direct Indirect
B. Individuals Terminated 1975	3950	4335	96%	
1. Total entering employment	1305	859	%	1 thru 3 days
a. Direct Placement no CETA training or employment	486	311	64%	4 thru 150 days
b. Indirect placements, following CETA training or employment	543	218	40%	More than 150 days
c. Self Placement	281	330	117%	
2. Other Positive Terminations	1859	2112	113%	
3. Non-Positive Terminations	786	854	110%	
C. Individuals Enrolled, end of year	922	2005	217%	

II. ENROLLMENT IN PROGRAM ACTIVITIES PROGRAM ACTIVITY	No. of Individuals Served in each program activity, FY 1975			Individuals enrolled in each program activity at end of year		
	PLAN	ACTUAL	% of PLAN	PLAN	ACTUAL	% of PLAN
A. Classroom Training (P.S.)						
B. Classroom Training (Voc.Ed.)	278	221	79.5%	79	135	170.0%
C. On-the-Job Training	377	304	80.6%	93	207	216%
D. Public Service Employment	599	997	166%	302	753	249%
E. Work Experience	1690	2272	134.4%	122	337	276%
F. Other Activities						

III. SUMMARY FINANCIAL ACTIVITIES	
A. Tot. CETA funds which were made available for expenditure	6,225,775
1. Funds carried in from previous program year or other contracts or grants.	0
2. Total funds which were received	6,225,775
B. Tot. funds which were expended	3,756,106
1. Administration	527,412
2. Allowances	164,712
3. Wages	2,222,531
4. Fringe Benefits	203,268
5. Training	72,258
6. Services	565,919

IV. CUMULATIVE FINANCIAL ACTIVITY FY 1975			
	Plan	Actual	% of Plan
A. Prime Spon. Obligations	6159	5099	82.7%
B. Tot. Expend. by Program Activity	4716	3756	80%
1. Classroom Train. P.S.	373	222	59.5%
2. OJT Training	340	145	42.7%
3. P.S. Emp.	1878	1662	89%
a. Wages		1323	
b. Fr. Benef.		151	
c. Other		187	
4. Wk. Exo.	2538	1224	78%
5. Serv. to Clients	557	503	90%
6. Other Activities			
C. Acc. Exp. Voc-Ed in Sp. Grant	169	27	15.8%
D. Acc. Exp. Non-Fed funds		26	
E. Acc. Exp. other Fed funds not in P.S Grant			
F. Tot. Acc. Expen	4884	3309	67%

V. SIGNIFICANT SEGMENTS	PLAN	ACTUAL	% PLAN
A. Span. Surnamed	1959	2603	133%
B. Older Workers	668	380	57%
C. Youth	1816	3030	166.9%
D. Disabled and Viet Vet	666	571	85.7%
E.			
F.			
G.			
H.			
I.			
J.			
K.			
L.			

(Page 2 of 2 pages)

a. GRANTEE'S NAME AND ADDRESS
 State of Colorado
 Dept. of Labor & Employment
 Division of Manpower
 770 Grant Street
 Denver, CO 80203

b. GRANT NUMBER
 03-5-041-10 Mod. 602

c. GRANT YEAR
 From 7/1/75 To 9/30/76

d. TYPE OF PROGRAM
 1. Title I
 2. Title II
 3. Title III
 4. Title VI

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III
 Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Planned Enrollments) is A minus B.
 Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted at each activity in which they are enrolled.
 Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment group, as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
 GRANT YEAR-TO-DATE PLAN

A. TOTAL ENROLLMENTS	1. Enrollments in 1st yr.	2. Participants Over	D. TOTAL TERMINATIONS	1. Emerging Employment			b. Indirect Placemts.	c. Claimed Employment	2. Other Positive	3. Non-positive	C. PLANNED ENROLLMENTS
				a. Direct Placemts.	Work Experience	Other Activities					
4175	2650	1525	3693	1736	1200	0	364	383	1108	849	482
		39%	88%	47%			10%	10%	30%	23%	12%

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

CLASSROOM TRAINING	A		C	D	E	F
	1. Voc. Ed.	2. On-the-Job Training				
750	950	674	425	1200	0	0
91	111	82	53	145	0	0
12%	23%	16%	15%	24%		

IV. OTHER ACTIVITIES
 (Reference IIF)
 Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN			SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN		
	9/30 (a)	12/31 (b)	3/31 (c)		9/30 (a)	12/31 (b)	3/31 (c)
a. Head Hld.	1488			f. Females	2112		
b. Veterans	333			g. Indians	17		
c. Span. Surn.	1447			h. Seas/Migr.	85		
d. Older Wkrs.	168			i. Youth	960		

V. a. SIGNATURE
[Signature]

b. DATE SIGNED
 1/9/76

State of Colorado
 Department of Labor and Employment
 Division of Manpower
 70 Grant Street
 Denver, Colorado 80203

Manpower Administration

08-5-041-10 Mod. #602

BUDGET INFORMATION SUMMARY

C. TYPE OF PROGRAM
 1. Title I 3. Title III 4. Title VI
 2. Title II (Specify)

D. FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY												
Order	Prog. Code	Reg.	St.	F. Y.	Project Number	Subj. No.	Comp. Code	Mod. No.	MOD. DATE			Mod. Type
									MM	DD	YY	
0												
2	3	4	5	6	7	8	9	10	11	12	13	14
									21	22	23	24
									25	26	27	28
									29	30		

E. BUDGET SUMMARY COST CATEGORIES

J. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												f. TOTAL											
	b. Federal						c. Non-Federal						d. Federal						e. Non-Federal																	
	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G												
Administration																																				
Allowances																																				
Wages																																				
Prime Benefits																																				
Training																																				
Services																																				
Totals																																				

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

Prime Sponsor Obligations	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												f. TOTAL											
	b. Federal						c. Non-Federal						d. Federal						e. Non-Federal																	
	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G												
Prime Sponsor Obligations																																				
Total Projected Expenditures by Program																																				
a. Classroom Training, Prime Sponsor																																				
b. On-the-Job Training																																				
c. Public Service Employment																																				
d. Work Experience																																				
e. Services to Participants																																				
f. Other Activities																																				
Projected Expenditures for Vocational Ed. in Special Grants to Governors																																				
Projected Expenditures of Non-Fed. Funds																																				
Other Fed. Funds, Not in Prime Spon. Grant																																				
Grand Total - Projected Expenditures																																				

UNITED STATES AND ADDRESS
 Department of Labor and Employment
 Grant Street
 Denver, Colorado 80203

U.S. DEPARTMENT OF LABOR
 Manpower Administration

U.S. OFFICE NUMBER
 08-5-041-10 Mod. #602

BUDGET INFORMATION SUMMARY

C. TYPE OF PROGRAM
 1. Title I 3. Title III 4. Title VI
 2. Title II (Specify).....

D. FOR REGIONAL OFFICE USE ONLY

Contract Key	Project Number		Subj. No.	Comp. Code	Mod. No.	MOD. DATE		Mod. Type
	F.Y.	Project				MM	DD	
0								
2	1	12	10	10	21	22	23	24
	2	13	11	10	25	26	27	28
	3	14	12	10	29	30		

E. BUDGET SUMMARY COST CATEGORIES

A. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS										NEW OR REVISED BUDGET										I. TOTAL
	b. Federal					c. Non-Federal					d. Federal					e. Non-Federal					
	1	2	3	21	26	1	2	3	21	26	1	2	3	21	26	1	2	3	21	26	
Administration																					938,289
Allowances																					484,938
Other																					1,991,036
Travel																					168,280
Training																					789,379
Utilities																					841,042
Other																					
TOTAL																					5,212,714

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

Program	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												
	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	1	2	3	21	22	23	24	25	
Prime Sponsor Obligations																									26
Total Projected Expenditures by Program																									26
Classroom Training, Prime Sponsor																									35
On-the-Job Training																									44
Public Service Employment																									53
Work Experience																									62
Services to Participants																									71
Other Activities																									1 2 3 26
Projected Expenditures for Vocational Ed.																									G 4
Special Grants to Governors																									35
Projected Expenditures of Non-Fed. Funds																									44
Other Fed. Funds, Not in Prime Spon. Grant																									53
Grand Total - Projected Expenditures																									62
																									71

1. GRANTEE'S NAME AND ADDRESS
 Department of Labor • Manpower Administration
 Division of Employment & Training
 Training Services Section
 770 Grant Street
 Denver, Colorado 80203

2. GRANT YEAR
 From 7/1/75 To 1/31/77

3. GRANT NUMBER
 08-5-053-21 Mod. #606

4. TYPE OF PROGRAM
 1. Title I 3. Title III
 2. Title II 4. Title VI

INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III
 Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is the sum of B.1 through B.3. C (Planned Enrollments) is A minus D.
 Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.
 Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

I. ENROLLMENT AND TERMINATION SUMMARY
 GRANT YEAR-TO-DATE PLAN

REPORT PERIOD	A. TOTAL ENROLLMENTS	1. Enrollments this yr.	2. Participants Carried Over	D. TOTAL TERMINATIONS	a. Direct Pmts.			b. Indirect Pmts.	c. Obtained Employment	2. Other Positive Employment	3. Net Positive Employment	C. PLANNED ENROLLMENTS (end of quarter)
					1. Entering Employment	Work Experience	Other Activities					
09/75	42	29	13	10	5	3	1	1	3	2	32	
12/75	194	43	151	155	90	0	80	10	36	29	39	
03/76	212	61	151	195	117	0	103	14	43	35	17	
06/76	212	61	151	212	126	0	113	13	48	38	0	
TOTAL	666	214	456	572	466	3	366	47	167	111	71	

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

CLASSROOM TRAINING	A. D. C.			D. Pub. Service Employment	E. Work Experience	F. Other Activities
	Prim. Spots	Voc. Ed.	On-the-Job Training			
a) Total Enrollments	0	7	5	42		
b) Currently Enrolled	0	7	5	32		
a) Total Enrollments	12	7	5	194		
b) Currently Enrolled	12	7	5	39		
a) Total Enrollments	0	3	6	212		
b) Currently Enrolled	0	3	6	17		
a) Total Enrollments	0	6	6	212		
b) Currently Enrolled	0	6	6	0		
TOTAL	12	22	25	666	46	51

IV. OTHER ACTIVITIES
 (Reference IIF)
 Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN			SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN		
	9/30	12/31	3/31		9/30	12/31	3/31
a) Heads Hld.	20	98	107	F Females	10	86	95
b) Veterans	5	39	43	C			
c) Span. Sur	10	63	66	H			
d) Youth	--	60	66				

V. a. SIGNATURE
 Burton L. Carlson
b. DATE SIGNED
 7/5/76

GRANTEE'S NAME AND ADDRESS
 State of Colorado
 Department of Labor & Employment
 Division of Employment & Training
 Training Services Section
 170 Grant Street
 Denver, Colorado 80203

U.S. DEPARTMENT OF LABOR
 Manpower Administration

B. GRANT NUMBER
 08-5-053-21 Mod. #606

C. TYPE OF PROGRAM
 1. Title I 3. Title III 4. Title VI
 2. Title II (Special?)

BUDGET INFORMATION SUMMARY

D. FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY		MOD. DATE		Mod. Type																									
OPR	SEC	MM	DD		YY																								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

3. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												f. TOTAL							
	b. Federal						c. Non-Federal						d. Federal						e. Non-Federal													
Administration	1	2	3	21	26	G	1	2	3	21	26	F	1	2	3	21	26	1	2	3	21	26	G	1	2	3	21	26	F	49,196	49,196	
Allowances																																
Wages																														1,091,184	1,091,184	
Fringe Benefits																														94,476	94,476	
Training																																
Services																														82,044	82,044	
Totals	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1,316,900	1,316,900

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

Prime Sponsor Obligations	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												f. TOTAL							
	b. Federal						c. Non-Federal						d. Federal						e. Non-Federal													
Prime Sponsor Obligations	1	2	3	21	26	G	1	2	3	21	26	F	1	2	3	21	26	1	2	3	21	26	G	1	2	3	21	26	F	370,517	370,517	
Total Projected Expenditures by Program																																
a. Classroom Training, Prime Sponsor																																
b. On-the-Job Training																																
c. Public Service Employment																																
d. Work Experience																																
e. Services to Participants																																
f. Other Activities																																
Projected Expenditures for Vocational Ed. in Special Grants to Governors																																
Projected Expenditures of Non-Fed. Funds																																
Other Expenditures Not in Prime Spon. Grant																																
Totals	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	1	2	3	21	26	G	370,517	370,517

1. GRANTEE'S NAME AND ADDRESS
 State of Colorado
 Department of Labor & Employment
 Division of Manpower
 770 Grant Street
 Denver, Colorado 80203
 303-892-3165

2. U.S. DEPARTMENT OF LABOR • Manpower Administration
CETA PROGRAM PLANNING SUMMARY

3. GRANT NUMBER
 99-6-083-30-35

4. TYPE OF PROGRAM
 1. Title I
 2. Title II
 3. Title III Specify
 4. Title VI

5. GRANT YEAR
 From 7/1/75 To 6/30/76

6. MOD. DATE
 MM DD YY
 07 23 75

7. CONTRACT KEY
 S.F. Reg. Code S.F. Reg. Code
 0 0 0 0

8. MOD. NO.
 01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

9. MOD. TYPE
 MOD. TYPE

10. INSTRUCTIONS FOR COMPLETING SECTIONS I, II, AND III
 Sec. I: A (Total Enrollments) is the sum of A.1 and A.2. B (Total Terminations) is A minus B.
 Sec. II: Enter in line (a) Enrollments in each program activity cumulatively through the grant year, and in line (b) the number of participants planned to be enrolled in each program activity at the end of each quarter; participants who are concurrently enrolled in more than one activity should be counted in each activity in which they are enrolled.
 Sec. III: Enter the cumulative number of participants in each segment to be enrolled during the grant year. Participants should be counted in as many significant segment groups as are applicable.

1. ENROLLMENT AND TERMINATION SUMMARY
 GRANT YEAR-TO-DATE PLAN

A. REPORT PERIOD	B. TOTAL ENROLLMENTS	C. PARTICIPANTS OVER	D. B. TOTAL TERMINATIONS	E. EMPLOYMENT		F. INDIRECT PLCMTS.	G. OBTAINED EMPLOYMENT	H. OTHER POSITIVE	I. NON-POSITIVE	J. PLANNED ENROLLMENTS (end of quarter)
				a. Entering Employment	b. Direct Plcmts.					
01 07 5	28	13	5	3	0	2	1	1	1	23
12 7 5	32	13	14	8	0	5	3	3	3	18
03 7 6	32	13	27	13	0	8	5	5	4	10
06 7 6	32	13	32	19	0	13	6	6	7	0
21 22 23 24 25 26	31	36	41	46	51	56	61	66	71	76

II. PLANNED ENROLLMENTS IN PROGRAM ACTIVITIES

A. CLASSROOM TRAINING	B. On-the-Job Training	C. Pub. Service Employment	D. Work Experience	E. Other Activities	F. SIGNIFICANT SEGMENTS
01 07 5	0	28			
01 07 5	0	23			
12 7 5	4	56			
12 7 5	4	14			
03 7 6	4	84			
03 7 6	4	6			
06 7 6	4	112			
06 7 6	0	0			
21 22 23 24 25 26	31	41	46	51	51

IV. OTHER ACTIVITIES (Reference IIF)
 Indicate other activities or special programs on attachments. Describe their objectives and list milestones toward their achievement in a quantitative or narrative presentation.

V. a. SIGNATURE
Matthew J. Johnson
 b. DATE SIGNED
 9/13/75

III. SIGNIFICANT SEGMENTS

SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN				SIGNIFICANT SEGMENTS	GRANT YEAR-TO-DATE PLAN			
	9/30 (a)	12/31 (b)	3/31 (c)	6/30 (d)		9/30 (a)	12/31 (b)	3/31 (c)	6/30 (d)
A Indians	15	17	19	19	F				
B Hlds. Hshd.	5	5	10	10	G				
C Veterans	4	5	6	6	H				
D					I				
E					J				

A. GRANTEE'S NAME AND ADDRESS
 State of Colorado
 Department of Labor & Employment
 Division of Manpower
 770 Grant Street
 Denver, Colorado 80203
 303-892-3165

U.S. DEPARTMENT OF LABOR
 Manpower Administration

B. GRANT NUMBER
 99-6-083-30-35

C. TYPE OF PROGRAM
 1. Title I
 2. Title II
 3. Title III
 4. Title VI

Mod. #001

D. FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY	MOD. DATE		Mod. Type																										
	MM	DD		YY																									
Col. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

a. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												f. TOTAL
	b. Federal						c. Non-Federal						d. Federal						c. Non-Federal						
1. Administration													1 2 3 21 26												34,026
2. Allowances													G 2 F												2,561
3. Wages													35												34,026
4. Fringe Benefits													14												2,561
5. Training													53												
6. Services													62												
7. Totals	1 2 3 21 26						0																		\$36,587

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

1. Prime Sponsor Obligations	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET												f. TOTAL
	b. Federal						c. Non-Federal						d. Federal						c. Non-Federal						
2. Total Projected Expenditures by Program													1 2 3 21 26												\$36,587
a. Classroom Training, Prime Sponsor													35												27,440
b. On-the-Job Training													44												
c. Public Service Employment													53												
d. Work Experience													62												
e. Services to Participants													71												
f. Other Activities													1 2 3 26												36,587
3. Projected Expenditures for Vocational Ed. in Special Grants to Governors													G 4												
4. Projected Expenditures of Non-Fed. Funds													35												
5. Other Federal Funds, Not in Prime Spon. Grant													44												
6. Grand Total - Projected Expenditure													53												587

CETA SUMMER PLAN

State of Colorado
 Department of Labor & Employment
 Training Services Section
 770 Grant Street
 Denver, Colorado 80203

A. Grantee's Name and Address

B. Federal Grant No.

C. Modification No.

D. Project Period From

08-5-088-32

603

6/23/75 to 9/30/76

(a) Item

(b) Plan

E. Total participants to be served

1,950

1. Inside Grant

1,950

2. Outside Grant

0

F. Total Accrued Expenditures (estimated)

1,151,751

1. Inside Grant

Title III Summer 1975
 Allocation Balance

97,403

Title III Summer 1976 Allocation

1,054,348

Outside Grant

Title I Funds

0

PSE OCCUPATIONAL SUMMARY

2. PRIME SPONSOR

State of Colorado
Department of Labor and Employment
Training Services Section
770 Grant Street
Denver, Colorado 80203

120.

1. GRANT NUMBER

67-9-065-32 Mod. 2 603

3. OCCUPATIONAL TITLE	NUMBER OF JOBS	CETA WAGE RATE	COMPARABLE WAGE RATE	DURATION OF EMPLOYMENT
(A)	(B)	(C)	(D)	(E)
Recreation Aide	150			1,800 wks.
Maintenance Asst.	350			4,200 wks.
Custodian	250			3,000 wks.
Nurses Aide	75			900 wks.
Orderly	75			900 wks.
Clerk, General Office	450			5,400 wks.
Counselor Aide	75			900 wks.
Carpenter Aide	75			900 wks.
Sanitary Asst.	100			1,200 wks.
Receptionist	100			1,200 wks.
General Laborers	250			3,000 wks.
4. TOTAL	1,950			23,400 wks.

GRANTEE'S NAME AND ADDRESS: State of Colorado
 Department of Labor and Employment
 Division of Employment and Training
 Training Services Section
 70 Grant Street
 Denver, Colorado 80203

U.S. DEPARTMENT OF LABOR
 Manpower Administration

BUDGET INFORMATION SUMMARY

B. GRANT NUMBER
 08-5-060-60 Mod. #6029

C. TYPE OF PROGRAM
 1. Title I 3. Title III 4. Title VI
 2. Title II (Specify).....

D. FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY										MOD. DATE				
TRANS.	OPAR	SECT.	Prog. Code	Reg.	St.	F. Y.	Project Number	Subj. Proj. No.	Comp. Code	Mod. No.	MM	DD	YY	Mod. Type
3														
2														
1														

E. BUDGET SUMMARY COST CATEGORIES

2. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS						NEW OR REVISED BUDGET						f. TOTAL							
	b. Federal			c. Non-Federal			d. Federal			e. Non-Federal										
Administration																				
Advancements																				
Wages																				
Chicago Benefits																				
Training																				
Services																				
Totals	1	2	3	21	26	0	1	2	3	21	26	2,109,820	1	2	3	21	22	23	24	25

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

Prime Sponsor Obligations	ESTIMATED UNEXPENDED FUNDS												NEW OR REVISED BUDGET													
	b. Federal			c. Non-Federal			d. Federal			e. Non-Federal			f. TOTAL													
Total Projected Expenditures by Program																										
a. Classroom Training, Prime Sponsor																										
b. On-the-job Training																										
c. Public Service Employment																										
d. Work Experience																										
e. Services to Participants																										
f. Other Activities																										
Projected Expenditures for Vocational Ed. in Special Grants to Governors																										
Projected Expenditures of Non-Fed. Funds																										
Other Fed. Funds in Prime Spon. Grant																										
Grand Total Projected Expenditures	1	2	3	21	22	23	24	25	0	1	2	3	21	22	23	24	25	1,582,760	1	2	3	21	22	23	24	25

GRANTEE'S NAME AND ADDRESS: State of Colorado
 Department of Labor and Employment
 Division of Employment and Training
 Training Services Section
 770 Grant Street
 Denver, Colorado 80203

U.S. DEPARTMENT OF LABOR
 Manpower Administration

BUDGET INFORMATION SUMMARY

B. GRANT NUMBER: 08-5-060-60 Mod. #60
 C. TYPE OF PROGRAM:
 1. Title I 3. Title III 4. Title VI
 2. Title II (Specify).....

D. FOR REGIONAL OFFICE USE ONLY

CONTRACT KEY		MOD. DATE		MOD. TYPE																									
TRANS. OPER SEQ.	Proj. Code	Reg.	St.	F. Y.	Project Number	Subj. Proj. No.	Comp. Code	Mod. No.	MM	OD	YY	Mod. Type																	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

E. BUDGET SUMMARY COST CATEGORIES

3. GRANT PROGRAM FUNCTION OR ACTIVITY	ESTIMATED UNEXPENDED FUNDS		NEW OR REVISED BUDGET		1. TOTAL
	b. Federal	c. Non-Federal	d. Federal	e. Non-Federal	
Administration			128,890		128,890
Allowance			0		0
Wages			1,755,601		1,755,601
fringe Benefits			143,238		143,238
Training			0		0
Services			82,091		82,091
Totals			2,109,820		2,109,820

F. CUMULATIVE QUARTERLY PROJECTIONS OF OBLIGATIONS AND EXPENDITURES

Prime Sponsor Obligations	ESTIMATED UNEXPENDED FUNDS		NEW OR REVISED BUDGET		1. TOTAL
	b. Federal	c. Non-Federal	d. Federal	e. Non-Federal	
Total Projected Expenditures by Program	35	35	35	35	35
a. Classroom Training, Prime Sponsor	44	44	44	44	44
b. On-the-job Training	53	53	53	53	53
c. Service Employment	62	62	62	62	62
d. Work Experience	71	71	71	71	71
e. Services to Participants	1	1	1	1	1
f. Other Activities	4	4	4	4	4
Projected Expenditures for Vocational Ed. in Special Grants to Governors	44	44	44	44	44
Projected Expenditures of Man-Fed. Funds	53	53	53	53	53
Other Fed. Funds	62	62	62	62	62

- V. The funding level of the Training Services Section will be relatively constant providing the unemployment level of the BOS remains at the present percentage. Any significant change in unemployment will affect the funding level, this being near 7 million dollars per year.

Our plan requires that approximately 84% of our funds become direct benefits to clients. Man-years worked by the various administrative persons involved in providing CETA services to BOS clients will be approximately 120. We expect to be able to serve 8,000 BOS clients at a unit cost of \$875 per client.

VI. Long Range Objectives and Specific Planned Actions

- A. Move from delivering training in a categorical fashion to establishment of an integrated delivery system. (Full integration FY-79)
 - B. Fully automated MIS (FY-78).
 - C. Do centralization of BOS administrative operation (FY-78).
 - D. Implementation of a research and development component (FY-79).
 - E. Integration of CETA into entire rural employment and training source delivery system (FY-80).
- VII. Our long range plan calls for better utilization of our administrative dollars, thus enabling the Training Services Section to direct more of the funding directly to clients. This will reduce unit cost, or at least, offset administrative inflationary increases, and thus allows maintaining current unit cost dollars.

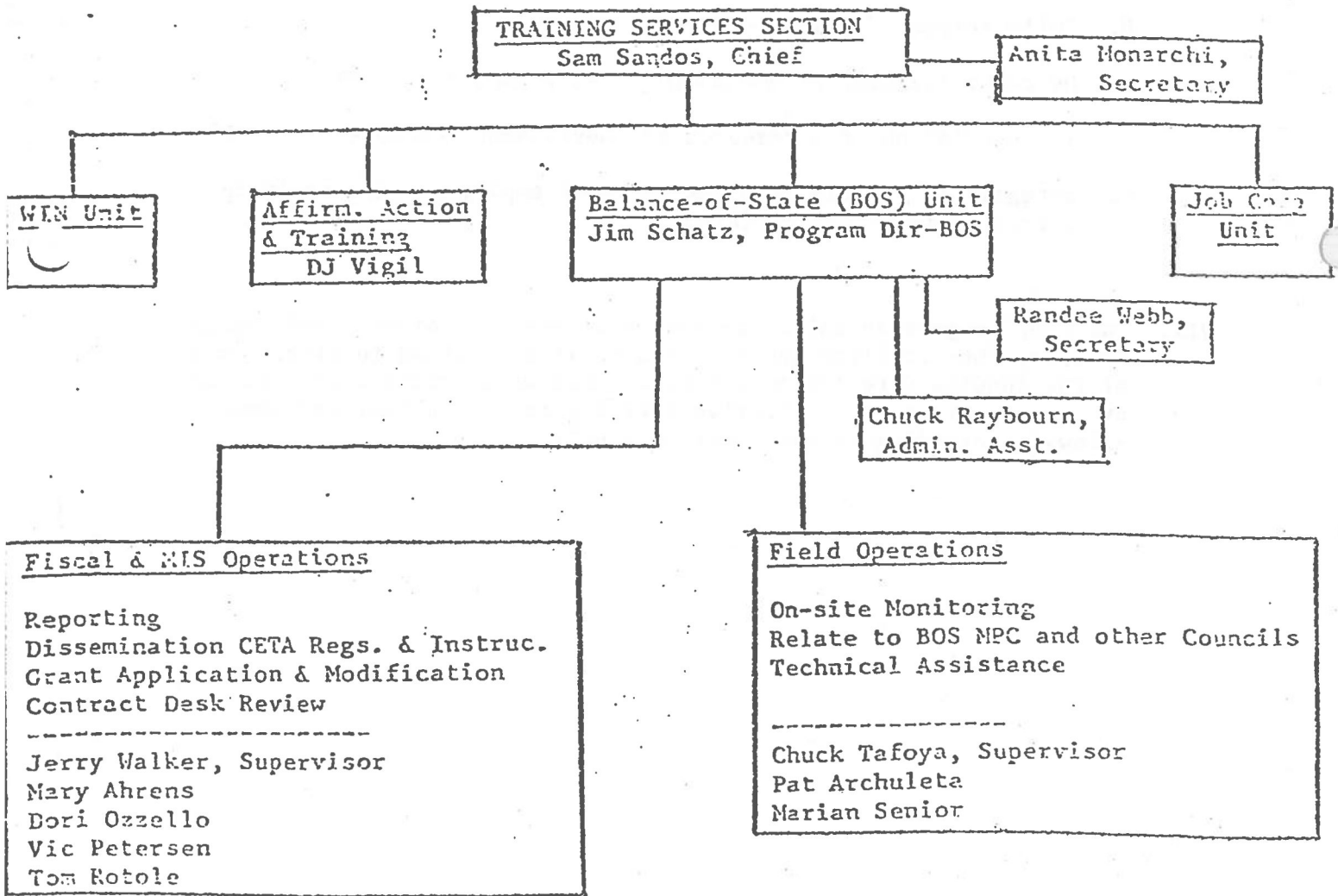
VIII. Legislation

It is assumed that the CETA or some similar Act will enable the Division to delivery training services as anticipated.

IX. Consulting Needs

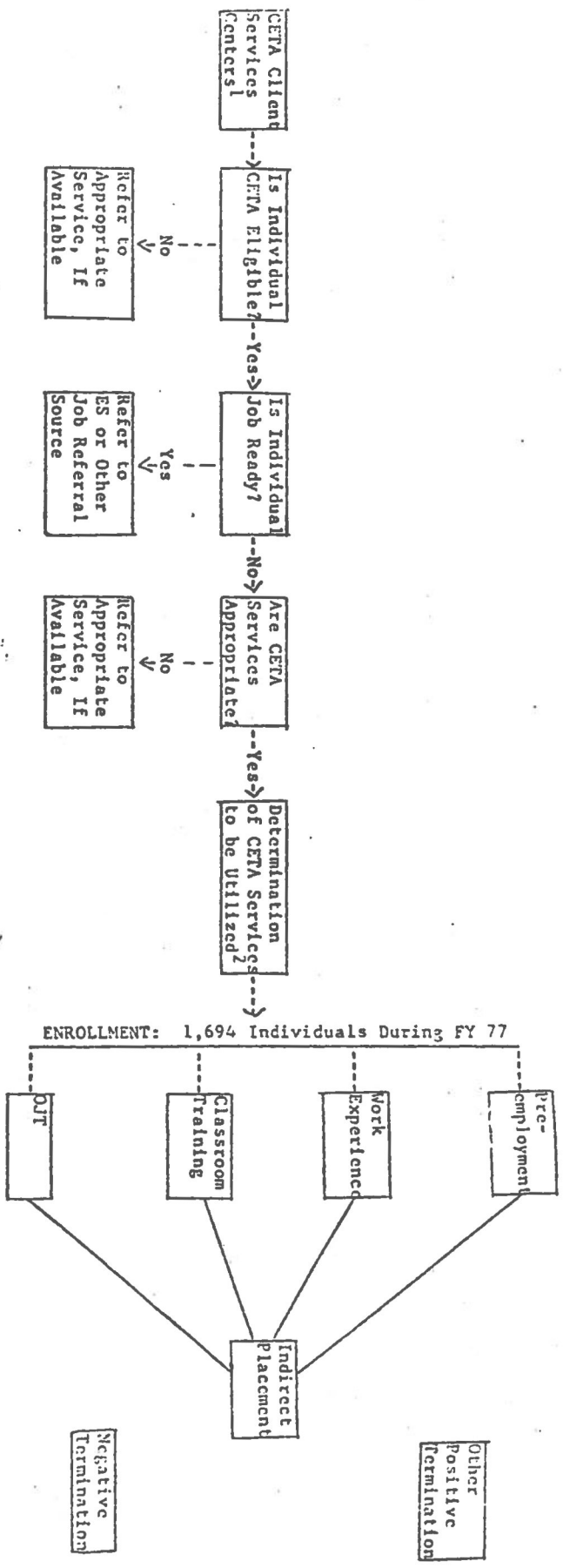
The Training Services Section's ability to make long term economic projections to anticipate training needs within the State must be enhanced. This ability might be developed through the use of consultants. Further, it is anticipated that a research capability should be generated within the employment and training delivery system which would allow for the continued development of more sophisticated and effective approaches to assist State residents to gain and sustain employment. Consultants play a major role in any research effort.

X ORGANIZATION CHART



1. FLOWCHART OF THE PROGRAM FROM THE PERSPECTIVE OF THE CLIENT AND MANAGEMENT

COLORADO BOS CETA TITLE I SERVICES



These "service centers" may be ESS-Local Offices, SER, CNC, or other community based organizations, COGS, social service agencies, or specially established CETA service centers.
 2 Determination made by CETA supported staff in "service centers".

PUBLIC INVOLVEMENT

I. STATUTORY AUTHORITY

Public involvement in the programs of the Division of Employment and Training is mandated by Title 8, Article 72, Section 105, which provides for creation of a state Advisory Council to the division and in the Comprehensive Employment and Training Act, Title I, which requires establishment of a manpower services council by any prime sponsor identified under that act.

The statutory Advisory Council is composed of eleven (11) members, four of whom are required to represent the employer community and four of whom are required to represent the employee community. The division is mandated to aid the division in formulating policy and discussing problems related to administration of Articles 70 to 82 of Title 8 and assuring impartiality and freedom from political influence in the solution of problems.

The Balance-of-State Training Services Council, which requires both considerably greater and broader representation, is limited in its role to advising the division relative to the plan prepared and programs implemented in the Balance-of-State area under CETA Titles I, II, III, V, and VI.

II. KEY PROGRAM GOALS

The goal of the division relative to its various advisory mechanisms is to create an identifiable advisory structure with state and local elements which can provide citizens opportunity to participate in those divisional decisions which directly affect the division's ability to perform its services to the public in a useful and acceptable manner; to extend that citizen concern to all elements of service; jobs service, unemployment insurance, and training programs; and to balance that contribution among employer and employee groups, geographical interests, and particular service groups such as veterans groups, minorities, women, welfare recipients, handicapped persons, etc.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

The number and involvement of advisory committees in divisional activities has increased radically in the past several years. On the one hand, a number of out-of-court settlements with a number of plaintiff committees has led to creation of special oversight committees, such as the Special Review Committee of the Colorado Association of Collegiate Veterans with which divisional representatives meet on a bi-monthly basis. Part of the settlement of the Metropolitan Denver Urban Coalition lawsuit was creation of area advisory committees in each of the four divisional administrative areas. On the other hand, addition of the CETA prime sponsor responsibilities to the CDET role brought with it not only the

- 2 -

Training Services Section but the Balance-of-State Training Services Council. And that state council also created three area councils, which were not designated according to geographical boundaries consistent with those established under the Urban Coalition settlement. The result is that there now exist a total of ten advisory committees each seeking to draw divisional attention to its perception of needs and desires.

It would also appear at the present time that each of these groups tends to look at specific aspects of divisional activity. The CACV group, while interested in improving the overall service of the agency to all persons, does direct its attention to the Viet Nam Era veteran and that extent to which the division is fulfilling the law with regard to the preferred group of applicants and claimants. The state statutory committee has traditionally concerned itself with UI matters, but recently, due to added representation from the area councils has begun to broaden its interest to general job service issues and problems. The Balance-of-State groups, state and local, have confined their attention to CETA funded programs, and specifically those programs funded under the Balance-of-State grant.

The advice received by these many groups, fragmented as it is on occasion, has greatly altered the agency, both relative to its perception of need and to its organizational pattern. It is directly in response to such groups that the agency has, for example, created a Monitor Advocate position and established a complaint procedure, established a veteran's employment service function and begun designing a formal veterans' service program, initiated new communications with migrant groups concerning unemployment insurance, funded an Ombudsman, initiated new procedures for processing applicants in local offices and established centralized order taking.

IV. HISTORICAL BUDGET, MAN YEARS AND UNIT COSTS

Cost for maintenance of such committees is minimal, consisting primarily of travel and per diem expenses for committee members. Staff support to such bodies has been included within the duties of existing personnel. For the future, however, such costs will be documented within proposed area plans of service and will be identified in the overall annual budget of the division.

V. PROJECTED BUDGET BENEFITS, MANYEARS WORKED, ETC.

N/A

VI. LONG RANGE OBJECTIVES AND SPECIFIC PLANNED ACTIONS (1976-1981)

The long range objective is to consolidate the various advisory groups into a single advisory mechanism with state and local elements, to build them into a planning process that begins in the local office and builds a statewide program out of local and area plans, and to form a strong decentralized administrative mechanism that will be responsive and part accountable to the local advisory bodies. Included in the long range objective is reconstructing the state committee to reflect area interests, to work out a relationship between the divisional advisory mechanisms and

those created by prime sponsors under the Comprehensive Employment and Training Act, and ultimately to build a single comprehensive manpower planning advisory structure for the state.

VII. COST BENEFIT OF PLANNED ACTIONS

N/A

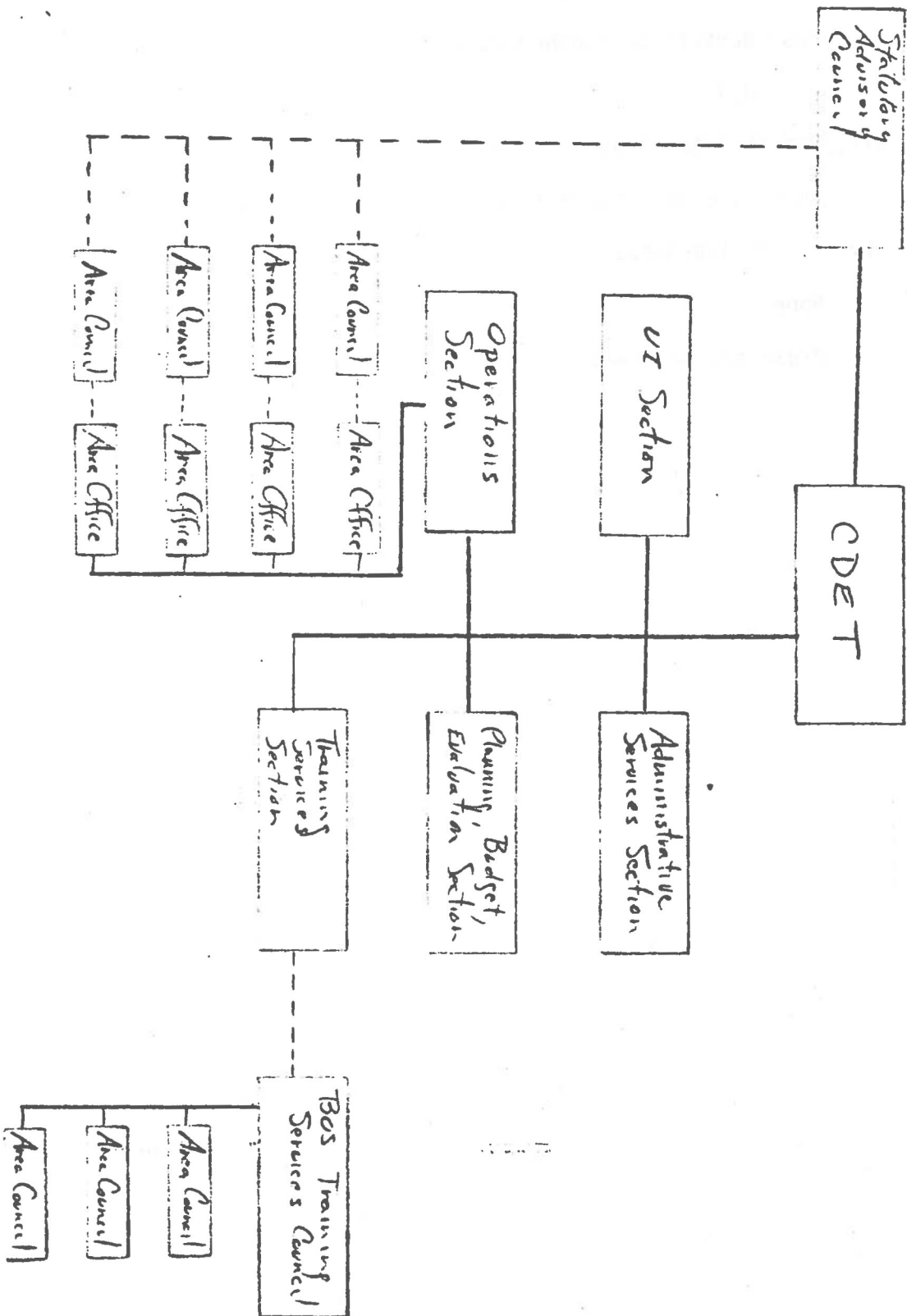
VIII. LEGISLATION (State or Federal)

What is contemplated is already feasible under existing legislation.

IX. CONSULTING NEEDS

None

X. Organization Chart



DIV STATE COMP
INS FUND

State Compensation Insurance Fund

AREA OFFICES
PUEBLO - GRAND JUNCTION - GREELEY

1313 Sherman Street, Denver, Colorado 80203
Telephone 892-3295

January 10, 1977

M E M O R A N D U M

TO: John I. Lay, Executive Director
Department of Labor and Employment

FROM: Glenn W. Adams, Manager

SUBJECT: Division of State Compensation Insurance Fund
Long Range Plan

We enclose the requested Long Range Plan for the State Compensation Insurance Fund. The thrust of this plan may be briefly summarized as follows:

The Division is charged with the responsibility of providing workmen's compensation insurance protection to Colorado employers at the lowest possible cost, consistent with a solvent State Fund.

The State Fund has had the advantage of a consistency of able management over its 61 years of operation. It should be pointed out that the Fund had only one manager from 1934 until September 1, 1972. When the management changed in 1972, we determined that most of our goals and objectives could be realized, only if we were allowed to develop and control our own data processing system. This concept was approved by the General Assembly, and on July 1, 1973, we were given the necessary systems and programming capability.

In these three years, we have realized most of our goals and objectives. Still to be realized is the full development of our losses and loss reserves subsidiary ledger, terminal installation, possible terminal input capability, and remote job entry. The losses and loss reserves subsidiary ledger is necessarily a matter of careful development. Terminal installation and remote job entry will, hopefully, be made possible by the installation of a new computer with increased capacity.

GWA/im
Enclosure

DIVISION OF
STATE COMPENSATION INSURANCE FUND

Long Range Plan

January, 1977

I. STATUTORY AUTHORITY

The State Compensation Insurance Fund, currently a Division of the Department of Labor and Employment, was created in 1915. The authority is presently set forth in C.R.S. 1973, Title 8, Article 54, as amended.

The Fund was created:

1. To provide employers with an alternate method of meeting the insurance requirements of the Workmen's Compensation Act;
2. To provide injured workers and their dependents with all benefits to which they are entitled;
3. To carry out the philosophy that sound moral values could be integrated into social and economic programs and that the happiness and personal welfare of the injured worker is the responsibility of management and government;
4. To protect human life by a sound accident prevention program designed to protect workers from the hazards of industrial injuries and reduce the cost of workmen's compensation insurance to the employer;
5. To work in harmonious and ethical relationship with competitive insurance carriers and try constantly to secure fair premium rates for employers and fair treatment for injured employees;

II. KEY DIVISIONAL GOALS

- To provide workmen's compensation insurance protection to employers at the lowest possible cost, consistent with a solvent State Fund;
- To provide full service to policyholders and claimants while communicating with employers, regarding the advantages of insuring with the State Fund;
- To communicate with claimants and their families to inform them of their rights and the benefits available to them under the Workmen's Compensation Act;
- To see that all legitimate claims are paid as promptly and regularly as possible.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

Created in 1915 under the provisions of the Workmen's Compensation Act of Colorado, the State Compensation Insurance Fund has a long and proud record of achievement and service.

When the General Assembly began the work of adopting legislation for the enactment of workmen's compensation laws in Colorado, the members recognized the need for establishing a means whereby employers could insure their liability when otherwise not able to do so.

It is doubtful that those early legislators and planners had any conception of the place the State Fund was to take in the future development of the State. Subsequent events have proven that they, and the administrative officials who were appointed to carry out the legislative intent, were endowed with the vision to build for the future.

The State Fund is a permanent enterprise fund of the State of Colorado operated for the benefit of its policyholders and their employees. The Fund is in competition with private insurance carriers and consequently it must of necessity use business methods

appropriate to the operation of a large insurance company. At the same time, because it is a public institution, the Fund must be ready and willing at all times to render efficient and humane service to injured employees and their dependents.

The growth and development of the State Fund has been steady, consistent and at times spectacular. The Fund follows closely the growth, development and economy of the state itself. Key historical data reveals the following:

<u>PERIOD</u>	<u>*PREMIUMS</u>	<u>LOSSES</u>
8-1-15 to 12-31-16	\$ 126,385	\$ 31,833
Year 1925	554,869	279,923
Year 1935	1,482,189	716,591
Year 1945	1,911,524	902,709
Year 1955	4,884,723	4,071,566
Year 1965	10,953,052	10,840,385
Year 1975	28,402,240	27,880,662

*Does not reflect dividends
returned to policyholders

The enactment of substantially higher benefit levels and compulsory insurance requirements for most Colorado employers has dramatically changed the financial profile of the State Fund in the last few years. However, the State Fund has avoided matching personnel and administrative costs by the implementation of a viable data processing system.

B. Accomplishments

Prior to calendar year 1975

1. Data Processing System

In 1966 the General Assembly ordered the State Fund to close down its computer operation and to have its work processed by the Division of ADP. This decision proved disastrous for the State Fund and resulted in substantial delays in processing the Fund's work. In some in-

stances delays of up to nine months were experienced regarding policyholder billings.

In 1971, the situation was complicated further by the passage of legislation that required many additional employers to insure under the Workmen's Compensation Act. In its 1973-1974 budget request, the Fund asked for the capability to manage its own data processing system. The legislature responded by funding a Systems Analyst and two Programmers; subsequently, the Department of Administration authorized the Fund to move its data processing function to the Division of Employment computer. Programs were converted and made operational and the Fund started creating and devising its own system which is responsive to the needs of its insurance system. Backlogs of work processing were quickly eliminated and new systems and programs were instituted which have greatly improved the operating capacity of most of the Fund's sections.

2. Farm and Ranch Classification and Rating System

In 1972 the General Assembly enacted Senate Bill No. 27, which required the State Fund to conduct a study of Farm and Ranch Classification and Rates, and to devise a system that produces fair and equitable rates for farmers and ranchers being made subject to the insurance requirements of the Workmen's Compensation Act. To conduct the study, the Fund utilized its own staff, its consulting actuaries, Woodward and Fondiller, and retained R. A. Young, who had recently retired as President of the California State Compensation Insurance Fund.

The Fund implemented its new Farm and Ranch Classification and Rating Plan on August 1, 1973, and the rates reflect the hazards in the various types of farming and ranching. The National Council on Compensation Insurance is presently initiating a similar plan for its member states.

3. Claims Processing System

In an effort to reduce the lag time in paying benefits to injured workers, the Fund changed many of its procedures, and with its new data process capability, was able to substantially reduce the time necessary to produce a benefit payment.

4. Balance Sheet Presentation

In its required Annual Report to the Commissioner of Insurance, the Fund, reporting for the year of 1972, instituted significant accounting changes that allowed the Fund to present its financial statements in conformity with accounting practices prescribed or permitted by the Commissioner of Insurance.

5. Billing Statements

In 1973, the Fund revised the billing statements to reflect for employers insuring with the Fund the exact premium dollar amount the employer had saved with the Fund. The previous method adjusted the rates and without knowing the private carrier rates, the insured could not know exactly how much money had been saved.

6. In an effort to lower the premium costs for the very small employer to insure, the Fund, in 1973, reduced the minimum premium charge by 40% and extended a 15% rate discount. Previously the small employer did not qualify for any discount under the State Fund Discount Schedule.

7. Unearned Premium Listing

The Certified Public Accountants, in reviewing the year-end unearned premium listing, found that many advance premiums billed during 1972 were not included in the listing. They reviewed the master transaction listing and found that the omitted billings were also excluded from this listing. The Fund reviewed the procedures and controls surrounding the processing of billing and the preparation of these listings, and found that a program was in error. The program error was corrected and the 1973 listings were correct.

8. Mortgage Loans Amortization

It had been the practice of the Fund to amortize premiums and discounts arising on the purchase of mortgage loans over the stated lives of the individual loans. Because of prepayments and refinancing of individual mortgages, the actual life of a block of mortgages is significantly less than the contract period. A review of the Fund's actual experience revealed that the turnover period was 10-12 years. Based upon this knowledge, the Fund, in 1974, changed its amortization schedule to reflect a 10-year period.

9. Mortgage Loan Trial Balance Reconciliation

The Certified Public Accountants' report for 1972 noted that the Fund did not receive a monthly trial balance of mortgage loans outstanding from its servicing agent and, therefore, reconciliations of the servicing agent's balances to the Fund's balances were not prepared. Mortgage loan trial balances are now obtained from the servicer on a monthly basis and are being reconciled to the general ledger.

10. Policyholder Receivable Listing

In order to maintain adequate control over the policyholder receivable listing and the general ledger balance, it was determined that the receivable listing be reconciled to the general ledger balance on a monthly basis instead of on the normal annual basis.

11. Unbilled Quarterly Adjustment Receivables

The Certified Public Accountants recommended a change in the method used to estimate unbilled quarterly adjustment receivables. This receivable can fluctuate by amounts that have a significant effect upon the Fund's net income. The Accounting section now reviews the account balance on a monthly basis to determine its reasonableness. The review is performed by totaling quarterly adjustment premiums billed after a particular cutoff date, for periods of coverage to the amount accrued in the general ledger.

12. New Business Billings

In the past, there has been a lag in processing new business billings resulting in the billing being prepared two to three months after the effective dates of the policies. In 1973 the lag was eliminated and new business billings are now processed in the month the advance premium or deposit premium is received. By processing the new billings in a more timely manner, the distortion of the unearned premium and premium income accounts is minimized and the policyholder's account balance is properly stated.

13. Group Coverage

In 1972 the State Fund instituted a new concept in workmen's compensation insurance coverage in Colorado. The concept is insuring groups of employers under one policy. It has appeal from the small employers standpoint,

in that by being in the group, the employer can take advantage of the Fund's volume discount. The advantage to the Fund is that the Fund can insure many employers under one policy.

Currently the Fund has group coverage contracts in force with the Colorado Farm Bureau with farm and ranch enrollees and the National Farmers Union with farm and ranch enrollees.

The organization that the policy is issued to is responsible for collecting the advance premium and remitting it to the Fund, auditing the payrolls of the individual farmers and ranchers, and accident prevention programs. The State Fund is responsible for claims adjudication and benefit payments.

While the group concept will not gain widespread use in Colorado due to the State Fund giving substantial discounts to even the smallest of employers, it has filled a definite need for an unusual class of employers.

14. Monthly Adjustment Conversion to Quarterly Adjustment

An employer insuring with the Fund could pay an advance premium based upon an estimate of 12 months payroll, or put up a deposit of 25% of the estimated annual premium and then report and pay the premium each month. Due to the growth of the number of employers electing the monthly payment system, the Fund determined that the system was unduly time consuming and expensive. During 1973 and 1974, the Fund converted all employers on monthly adjustments to quarterly adjustments. The monthly adjustment system caused the Fund to process and mail 12 payroll report forms each year for each of 6,000 employers, to receive and process these forms each month and to process and mail 12 billing statements each year. The quarterly adjustment system reduced all aspects of the process from 12 times to 4 times, thereby saving substantial sums of money and employee and employer time and effort.

15. Equipment and Supplies - Inventory Control Plan

It had been the practice of the Fund to have each section control its equipment inventory and to stock, keep track of, and order its own supplies and forms requirements. This practice led to several years of forms on hand in some instances, and due to a lack of attention by some supervisors, failure to order new

forms in a timely manner. In many instances, supplies completely disappeared.

Complete control of equipment, supplies and forms inventories was given to the Accounting section in 1974, and appropriate inventory and purchasing controls and practices were developed. Central control has produced dollar savings and improved operations.

16. Computerization of Unit Reports

The State Fund is a subscriber of the National Council on Compensation Insurance. This is a national rate-making organization which promulgates and recommends work classification rates, calculates individual employer experience modifications, and recommends rules. It is necessary that all Colorado carriers report their individual policyholder experience, which is called a "unit report." For each employer insured, the carrier must report all payrolls by classification of work, premiums collected on these classifications, and claims costs matched to the various work classifications.

In 1974 the Fund was able to substantially computerize these reports, thereby releasing 2 FTE positions for other assignments in the Fund.

During calendar year 1975.

1. Area Field Offices

Early in 1975 the State Fund opened area field offices in Grand Junction, Pueblo, and Greeley. Authorization for these offices was given by the legislature after the Fund demonstrated the need to provide services and information to employers and claimants located outside the Denver Metropolitan area. The locations were carefully selected as areas that could cover the largest numbers of employers and claimants with the least expenditure of State Fund resources. Approximately 30% of the Fund's policyholders are serviced by these offices.

2. Selective Payroll Auditing System

With the tremendous growth of the State Fund in 1971, due to statute changes which required small employers to insure, who had previously been exempt from the insurance requirements of the Act, it became apparent that the Fund could no longer afford to make an actual annual on-the-premises audit of the policyholders records. The Payroll Audit section was given the task

of developing a system that would produce the required information and guarantee the integrity of the adjustments of premium that are triggered by this information. A modest start was initiated in 1972 and improved by modifications in 1973 and 1974. The program became fully operational in 1975 and is producing the desired results.

The selective payroll auditing system also has made it possible to dramatically reduce the lag time between the expiration date of an employer's policy and the date the audit is complete. This has the effect of reducing the unbilled audit premiums receivable and provides better data for renewal billings.

3. Disposition of Low Yield Securities

For several years, the Fund had been trying to dispose of its Municipal Bonds that were part of its investment portfolio for 20-30 years. These were long-term bonds with interest rates that were quite low and reflected the available rates of interest that was adequate at the time they were purchased. In August 1975, the Fund and the Industrial Commission negotiated a trade that substantially improved the Fund's income. The average yield of the bonds traded was 3.874%, as contrasted with the average yield of the bonds traded for of 6.550%. The increase in income is a minimum of \$219,000 annually.

4. Dividend Apportionment System

It was determined in 1974 that the Fund would substantially overpay its declared dividends for the 1971 and 1972 dividend years. The dividend formula used by the Fund is extremely sensitive to each employer's individual experience and cannot be calculated until the employer's final premium is calculated and all open claims are evaluated. However, the dividend rates for all policies were determined by the actuary at the conclusion of the calendar year, so that delays in payment could be avoided. As over or under payments could conceivably occur every year, it was decided to delay the dividend payment until enough data was generated to allow the actuary to properly promulgate and test the dividend rates.

The Fund also developed a master file of all policies in force for dividend years after 1972, which identifies paid and unpaid dividends.

5. Automated Annual Renewal Billings

In 1975 the Fund converted its system of billing policyholders on an annual renewal basis from a manual system to an automated computer billing system. This change allowed the equivalent of 1 FTE in the Underwriting section assignment to other duties.

6. Batch Control Over Billings

In the past batch control totals were not maintained on audit and dividend billings processed by Data Processing. The lack of batch control provides an opportunity for preparation of incorrect billings due to keypunch errors. In 1975 the Underwriting section started maintaining batch control totals and comparing them to results of items processed.

7. Interest Accruals on Mortgage Loans

The Certified Public Accountants noted that incorrect interest amounts were accrued on many mortgage loans at the end of 1973 and 1974 due to incorrect data being input into the computer. In 1975 the program was rewritten and the interest accruals on mortgage loans were properly computed.

8. Deposits on Quarterly-Adjustment Policies

Deposits on quarterly-adjusted policies were previously determined on the basis of the previous nine months' premiums. At the suggestion of the Certified Public Accountants, a full year's experience is now used in order to reflect seasonal payroll fluctuations.

9. Batch Control Over Incoming Payroll Reports

In 1975 the Fund instituted a batch control system over incoming payroll reports. The process insures timely processing and lessens the possibility of reports not being properly billed.

10. Bond Register

The Certified Public Accountants noted that the bond register was not being maintained on a current basis. In 1975 monthly posting was achieved, thereby improving control of the register.

11. Affirmative Action Plan

In 1975 the Fund continued to improve on its Divisional

Affirmative Action Plan. Comparative statistics seem to indicate a good rate of success in hiring and providing promotional opportunities for minorities. The Fund's management has made a strong commitment to affirmative action through its hiring policies, and keeps supervisory personnel aware of this policy so minorities receive fair treatment in promotional exams.

12. Fiscal 1975-1976 Personnel Appropriation

Beginning Fiscal 1975-1976, the Fund found itself about \$115,000 short in personnel services. The Fund requested and received a supplemental appropriation, however, it was approved too late to make any real difference, except for June 1976. Even though the Fund operated with as many as 21 positions vacant, backlogs of work were avoided, because of innovative shifting of personnel between sections, and the complete cooperation of the section supervisors.

Based upon this performance, the Fund did not request any new positions for 1976-1977, even though a substantial workload increase is anticipated.

13. I B M Copying Machines

On December 1, 1975, the Fund terminated its agreement with the Xerox Corporation and installed I B M copying machines. Savings for the first four months are running nearly \$1,000 per month.

14. Clerical Promotional Examinations

In 1975, the Fund created a permanent review panel for all clerical promotional examinations. Named to the panel were middle management personnel with minority representation. The concept was to inject a consistency factor into the promotional review process which was lacking when one supervisor would do the rating, and a higher level supervisor would do the reviewing. The Fund believes that this concept is successful and compliments the Affirmative Action Plan.

15. Employee Morale

It was thought that the morale of employees and their families could be improved by looking for ways to aid them in times of difficulty and adversity. Help can come in the form of seeking blood donors, helping with health insurance claims, credit union loans, retirement

information, etc. This program is in its formative stage, but already has shown positive results.

16. Equipment Repair

The Fund determined that excessive dollars were being spent to repair equipment such as typewriters, dictaphones, adding machines, calculators, etc. An analysis of the costs revealed that many dollars were being spent on the minimum charge per call. Two or three machines could be serviced for little more than the minimum call charge. To implement this program, all that was needed was a few spare usable machines which could temporarily be put into service until two or more service requests could be handled in one call. This program requires an employee to be without their own machine for a short period of time, but does reduce the dollars spent on equipment repair.

17. Postal Service Delivery

In reviewing work flow in the Claims section, it was suggested that processing time could be reduced if we could get postal service delivery earlier than the customary 10:30 a.m. Postal Service Officials were approached and the Fund offered to pick up its own mail at 8 a.m. Postal Service Officials thought this was not necessary and rescheduled the Fund for an 8:30 a.m. delivery. In some instances, this change gets an accident report into the system one day earlier, and allows mail processing personnel to get at the days work at the start of the day.

18. Archives - File Destruction Guidelines

Anticipating the move to new quarters, the Fund assessed its use of dead-file storage space, because it felt that obtaining comparable space at new quarters might be a difficult and expensive problem. The supervisor of the Underwriting section came to the conclusion that time requirements specified by the Archives Division for cancelled underwriting files was not realistic. The Archivist reviewed the Fund's recommendations and agreed. The new retention specifications will reduce the Underwriting section's dead-file storage space requirements by approximately 35%.

IV. HISTORIC BUDGET, FTE, WORKLOAD AND STATISTICS

A. Cost of Operations (All Cash Funds)

	<u>Amount</u>	<u>% Change</u>
71 Actual	\$1,894,488	11.5%
72 Actual	1,979,958	4.5
73 Actual	2,084,014	5.3
74 Actual	2,382,225	14.3
75 Actual	2,705,561	13.6

Includes Computer rental paid to
Division of Employment

B. FTE's (Filled)

	<u>FTE's</u>	<u>% Change</u>
71 Actual	139.7	1.6%
72 Actual	140.0	.2
73 Actual	(1) 154.9	10.6
74 Actual	(2) 173.2	11.8
75 Actual	(3) 181.0	4.5

(1) 12 Additional FTE

- 3 Clerks
- 2 Key punch Operators
- 1 Sr. Clerk Typist
- 1 Int. Clerk Steno
- 1 Int. Clerk Typist
- 1 Associate Counsel
- 1 Dict. Mach. Trans.
- 1 Int. Clerk
- 1 Safety Field Rep.

(2) 14 Additional FTE

- 1 Comp Fund Field Rep.
- 1 Jr. Underwriter
- 3 Clerical
- 5 Claims Adjusters
- 2 Legal Technicians
- 2 Safety Field Rep.

(3) 6 Additional FTE

- 3 Clerical - Field Offices
- 1 Jr. Accountant
- 1 Adm. Assistant
- 1 Clerk

C. Workload Indicators

	<u>1971</u> <u>Actual</u>	<u>1972</u> <u>Actual</u>	<u>1973</u> <u>Actual</u>	<u>1974</u> <u>Actual</u>	<u>1975</u> <u>Actual</u>
Policies in Effect	15,871	19,782	20,776	20,924	21,048
Increase	621	3,911	994	148	124
% Increase	4.1%	24.6%	5.0%	.7%	.6%
Premiums Billed	21,079,711	23,656,822	25,925,432	27,760,655	26,224,475
Increase	1,162,482	2,577,111	2,268,610	1,835,223	(1,536,180)
% Increase	5.8%	12.2%	9.6%	7.1%	(5.5%)
Accidents Reported	50,777	54,987	56,306	54,850	52,664
Increase	(213)	4,210	1,319	(1,456)	(2,186)
% Increase	(.4%)	8.3%	2.4%	(2.6%)	(4.0%)
Losses Incurred	15,603,900	17,045,970	17,454,860	18,629,455	21,521,561
Increase	816,800	1,442,070	408,890	1,174,595	2,892,106
% Increase	5.5%	9.2%	2.4%	6.7%	15.5%
Safety Inspections	4,703	4,341	5,519	5,933	7,225
Increase	(16)	(362)	1,178	414	1,292
% Increase	(.3%)	(7.7%)	27.1%	7.5%	21.8%
Audits	10,565	15,063	18,792	20,555	24,881
Increase	(5,095)	4,498	3,729	1,763	4,326
% Increase	(32.5%)	42.6%	24.8%	9.4%	21.0%

V. PROJECTED BUDGET, FTE, AND WORKLOAD

A. Projected Cost of Operations (All Cash Funds)

	<u>Amount</u>	<u>% Change</u>	<u>FTE</u>	<u>% Change</u>
76	2,919,642	7.9	171.6	(5.2%)
77	3,272,940	12.1	179.9	4.8
78	3,637,515	11.1	(4) 192.3	6.9
79	3,814,391	4.9	192.3	-
80	4,000,111	4.9	192.3	-

Includes Computer Rental Paid
To Division of Employment

(4) Request Includes 10 FTE

6 - Claims Adjusters
1 - Adm. Clerk A
1 - Acc. Prev. Spec. A
1 - Comp Fund Field Rep 1-A
1 - Adm. Officer III

C Projected Workload Indicators

	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>	<u>1980</u>
Policies in Effect	22,393	24,632	25,864	27,157	28,515
Increase	1,345	2,239	1,232	1,293	1,358
% Increase	6.4%	10.0%	5.0%	5.0%	5.0%
Premiums Billed	30,830,559	43,255,274	45,418,038	47,688,940	50,073,387
Increase	4,606,084	12,424,715	2,162,764	2,270,902	2,384,447
% Increase	17.6%	40.3%	5.0%	5.0%	5.0%
Accidents Reported	56,061	61,667	64,750	67,988	71,387
Increase	3,397	5,606	3,083	3,238	3,399
% Increase	6.5%	10.0%	5.0%	5.0%	5.0%
Losses Incurred	33,443,394	36,787,733	38,627,120	40,558,476	42,586,400
Increase	11,921,833	3,344,339	1,839,387	1,931,356	2,027,924
% Increase	55.4%	10.0%	5.0%	5.0%	5.0%
Safety Inspections	7,800	8,509	8,934	9,381	9,850
Increase	575	709	425	447	469
% Increase	8.0%	9.1%	5.0%	5.0%	5.0%
Audits	22,430	29,049	29,754	31,242	32,804
Increase	(2,451)	6,619	705	1,488	1,562
% Increase	(9.0%)	29.5%	2.4%	5.0%	5.0%

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives During The Next Five Years Will Be To:

1. To maintain the Fund's status as the leader in workmen's compensation insurance. The State Fund is experiencing substantial growth caused by legislation which makes coverage compulsory for nearly all Colorado employers by January 1, 1977, and due to deteriorating loss ratios of private insurance carriers, which is making workmen's compensation insurance an unprofitable line of business. An active effort will be made to hold down the expense ratio for administrative costs and provide prompt benefit payments to claimants.
2. Continue active participation in the resistance to a Federal Government takeover of the State-administered workmen's compensation system.
3. To fully implement the Department of Labor and

Employment's Affirmative Action Plan.

4. Take an active role in developing the Vocational Rehabilitation Program now required by the Workmen's Compensation Act.
5. Seek methods to reduce litigation costs that are eroding the benefits due injured workers.
6. Develop an information system that acquaints employers with the requirements of the Workmen's Compensation Act and the advantages of insuring with the State Fund. Advise injured workers and their families of their rights to benefits and how to receive these benefits.
7. Continue to develop and improve the Fund's insurance accounting system and safeguard the Fund's assets.
8. Explore methods to improve the benefit delivery system and make it more responsive to the needs of the injured worker and still guarantee that only valid claims are paid.
9. Continue to computerize functions in the Underwriting section to insure that employers receive the services of a first-class insurance carrier.
10. Implement a system of loss reserving and recording that is reliable and forecasts the ultimate loss development of all claims.
11. Explore methods to fully computerize the statistical reporting function.
12. Continue to develop the Fund's selective auditing system to guarantee that employers pay their proper premium.
13. Provide more employers with a sound accident prevention program to reduce the frequency and severity of accidents.
14. To continue to develop a sound insurance data processing system to reduce costs, to help all Fund sections in processing their work loads, and to provide management with information that enhances the decision making process.

B. Yearly Plans

1. 1976-1977
 - a. Develop and implement the Vocational Rehabilitation

Program now required by the Workmen's Compensation Act. The Act requires payment of maintenance benefits, fees, tuition, books, etc. Coordinate program with Division of Labor, Division of Vocational Rehabilitation, Division of Employment, private vendors and employers. Analyze costs and allocate to employers through the rate-making system.

- b. Implement new procedures to reduce employer payment and reporting delinquencies. Delinquencies are detected by computer match and automated to the extent that the computer will also print out the required reminder letters and, if necessary, the required cancellation notices.
- c. Revise procedures to eliminate delay in depositing cash receipts with the State Treasurer.
- d. Develop a system to assign specific employer accounts to individual Underwriters, thus fixing the responsibility for a particular employer's account with one individual.
- e. The Fund's data processing system has progressed at a rapid pace. Due to the need to develop new systems and programs, documentation was not given high priority. System and program documentation is now possible to be formalized.
- f. An underwriter can issue a warrant at any time for any amount of money. The Fund will implement a system whereby a supervisory employee will approve all warrants issued in excess of \$500.
- g. Initiate procedures to insure that the Fund's mortgage loan servicer receives pertinent mortgage loan documents on a timely basis for initiation of foreclosure proceedings.
- h. Continue to develop and refine the Fund's losses and loss reserves subsidiary ledger. A comprehensive and systematic data collection effort was initiated in 1975, which will give the Fund the ability to maintain detailed support for its general ledger loss reserve balance, which is established and examined annually by the consulting actuary. The reserve for unpaid losses was in excess of \$46,000,000 as of December 31, 1975, and accelerating at a rapid rate due to benefit provisions enacted in recent years. The solvency of the Fund depends almost entirely upon the integrity of its loss reserving practices.

The system, when complete, will give the Fund information regarding the historical experience of average costs of accidents by type, the estimated liability for incurred, but not reported claims and the mortality experience of permanent and totally disabled claimants. This information is necessary in reserving and evaluating claims and in identifying significant variations in accident costs.

It is estimated that the full implementation of the system will take five years and when completed will give the Fund the finest loss reserving system in the industry.

- i. Initiate systems and programming for automatic issuance of the workmen's compensation policy, declarations and endorsements, Presently the procedure requires that these documents be typed and matched to the computer billing.
- j. Review the Fund's unit reporting system to determine its validity and explore the feasibility of computerizing all or selective functions of the system.
- k. Revise claims payment procedures to eliminate any possibility of duplicate claim payments. Changes will require adding edit routines to the data processing function to check claim payment input for clerical accuracy, appropriate compensation rates, periods, and duplicate payments.
- l. To establish a State Fund Data Processing Steering Committee composed of the section supervisors who are major users of the system. The chairman of the Committee will be the Fund's representative on the User's Committee of the Department of Labor and Employment's computer center.
- m. Institute whatever changes may be necessary to conform to the Departmental Affirmative Action Plan now being developed.
- n. Implement the programs developed for a computerized billing system for quarterly renewal billings.
- o. Study the feasibility of further decentralization of the State Fund's operation. Study is to include the desirability of opening additional area field offices and cost impact of entire operational sections.

- p. Develop and implement a program to give pre-retirement counseling to employees nearing the mandatory retirement age.
 - q. Formalize the orientation program for new State Fund employees, to better acquaint employees with what they can expect from their employer and what their employer expects from them.
2. 1977-1978
- a. Continue to develop and refine the Fund's losses and loss reserves subsidiary ledger. (See item h, 1976-1977)
 - b. Completely revise the Fund's billing system. The revision of billing statements entails a massive change of computer programs and other procedures within the Fund. This change has been recommended by the Certified Public Accountants so that the Fund can properly develop an accounts receivable aging program.
 - c. Install computer terminals in key office locations and all area field offices. Purpose is to get quick access to all claim and policy information and to eliminate costly and time consuming card information index systems. Timing will depend upon the new computer installation and priorities established by the departmental computer center.
3. 1978-1979
- a. Continue to develop and refine the Fund's losses and loss reserves subsidiary ledger. (See item h, 1976-1977)
 - b. Study the feasibility of installing sectional and area field office input capability to the computer terminals.
 - c. Install remote job entry capability to the computer operation.
4. 1979-1980
- a. Continue to develop and refine the Fund's losses and loss reserves subsidiary ledger. (See item h, 1976-1977)
5. 1980-1981

- a. Continue to develop and refine the Fund's losses and loss reserves subsidiary ledger. (See item h, 1976-1977)

VII. COST BENEFIT OF PLANNED ACTIONS

A. Vocational Rehabilitation

The National Council on Compensation Insurance estimates that the benefit cost of Colorado's Vocational Rehabilitation Program for injured workers will amount to 1.1% of the present premium. If this cost estimate is correct, the new benefits will increase premiums by approximately \$312,000. The increased administrative costs to the Fund will be about \$31,000. However, if an injured worker is given a smaller disability rating due to success in retraining the worker, the Fund could have a net savings in the program. If true, the net savings will decrease rates, instead of increasing rates. The increased administrative costs are ongoing costs and will in all probability increase as the program develops. Premium costs are not subject to appropriation, while administrative costs are subject to appropriation.

B. Automatic Policy Issuance

By computerizing the issuance of the workmen's compensation policy, declarations and endorsements, the Fund will save an estimated \$12,000 and 1 FTE position. This position will be utilized in other areas to avoid the creation of new positions due to the Fund's growth.

C. Unit Reporting System

If the review of the unit reporting system determines that some additional functions of the system can be computerized, the cost benefit could be \$20,000 and 2 FTE positions. When the payroll and premium portion of the unit reporting system was computerized two years ago, 2 FTE positions were transferred to other sections.

D. Quarterly Renewal Billings

By computerizing the billing system for quarterly renewal billings, the Fund will save the equivalent of \$12,000 and 1 FTE position. This function is now done manually by several persons on a part-time basis. When implemented, these people will be assigned other duties.

E. Terminals

The utilization of computer terminals will allow the Fund to discontinue card information and index systems due to immediate access to claim and policy information through the terminal system. Immediate savings will be \$16,000 and 2 FTE positions. Further intangible savings will be realized due to more rapid access to information throughout the Fund and especially at the Fund's area field offices. The two positions will be utilized in other areas, and will reduce the need for new positions in future years.

F. Remote Job Entry

The installation of a remote job entry system would do away with many of the trips now made to the departmental computer center by Fund data processing personnel. The savings would be realized by cost avoidance, by data processing personnel spending more time on systems and program development. It is not possible to estimate the cost savings for this item.

VIII. LEGISLATION

A. Two bills presently in Congress, S. 2018 and H.R. 9431, if enacted, will require revision, repeal and additions to much of Colorado's Workmen's Compensation Act. Both bills mandate benefit and administrative standards. If either bill passes, the Department will have to be in the position of proposing legislation that will put the Colorado Workmen's Compensation Act in compliance with the federal legislation.

B. Change the appropriation method so that the State Fund can operate with the same expense flexibility as its competitors. In workmen's compensation rates, there is a loading for insurance carrier expenses. The more premium a carrier writes, the more expense dollars are available. If less premium is written, then fewer expense dollars are available. Therefore, expenses are self-regulated and make sound business practices mandatory.

Historically, the State Fund uses 10% of premiums written for administration. Private insurance companies use 40% of premiums written for administration. Other State Fund's use an average of 15% of premiums written for administration. If the State Fund were allowed to use up to 15% of its premium income for administration, the Fund could react to any economic or legislation

change in a much better manner, and do a far better job of providing employers and claimants with services.

- C. Add for coverage under the Workmen's Compensation Act, Volunteer Police Departments, Police Reserves and Volunteer Police Teams or Groups. This change will extend to volunteer police units the same workmen's compensation insurance protection that is extended to volunteer fire units.
- D. Amend C.R.S. 1973, 8-44-108, to allow the State Fund the right to examine the books, payrolls and other documents of an insured employer. Presently, the Insurance Commissioner can order an employer to open his books for examination by any insurance carrier, but does not specifically include the State Fund as an insurance carrier. Suggested change would authorize the Director of the Division of Labor to issue an order, at the request of the State Fund.
- E. Amend C.R.S. 1973, 8-54-105 (2)(b), to allow the State Fund to write contracts under any other State or Federal Acts that now impose, or may impose a liability upon any employer on account of personal injuries, disease, or death sustained by an employee. The purpose of this change is to extend to the Fund the flexibility to write coverage in the event of federal mandates or standards.
- F. Amend C.R.S. 1973, 8-54-114, to change the grace period for premium payment from 20 days to 30 days, to conform to actual practice and accepted insurance industry standards.

IX. CONSULTING NEEDS

C.R.S. 1973, 8-54-124, states:

"(2) An annual audit of said fund shall be made by an auditor or firm of auditors, having the necessary specialized knowledge and experience, retained by the state auditor with the consultation and advice of the manager and the commissioner of insurance. The cost of such audit and examination shall be borne by the fund. Following his examination of the report of such audit, the state auditor shall transmit it, together with his comments and recommendations, to the governor, the general assembly, the executive director of the department of labor and employment, the industrial commission, the manager, and

the advisory council of the fund.

"(3) The executive director of the department of labor and employment, with the consultation and advice of the manager and the commissioner of insurance, shall employ a qualified actuary or retain the services of a firm of actuaries of recognized standing who shall be free of any interest conflicting with the interests of the fund."

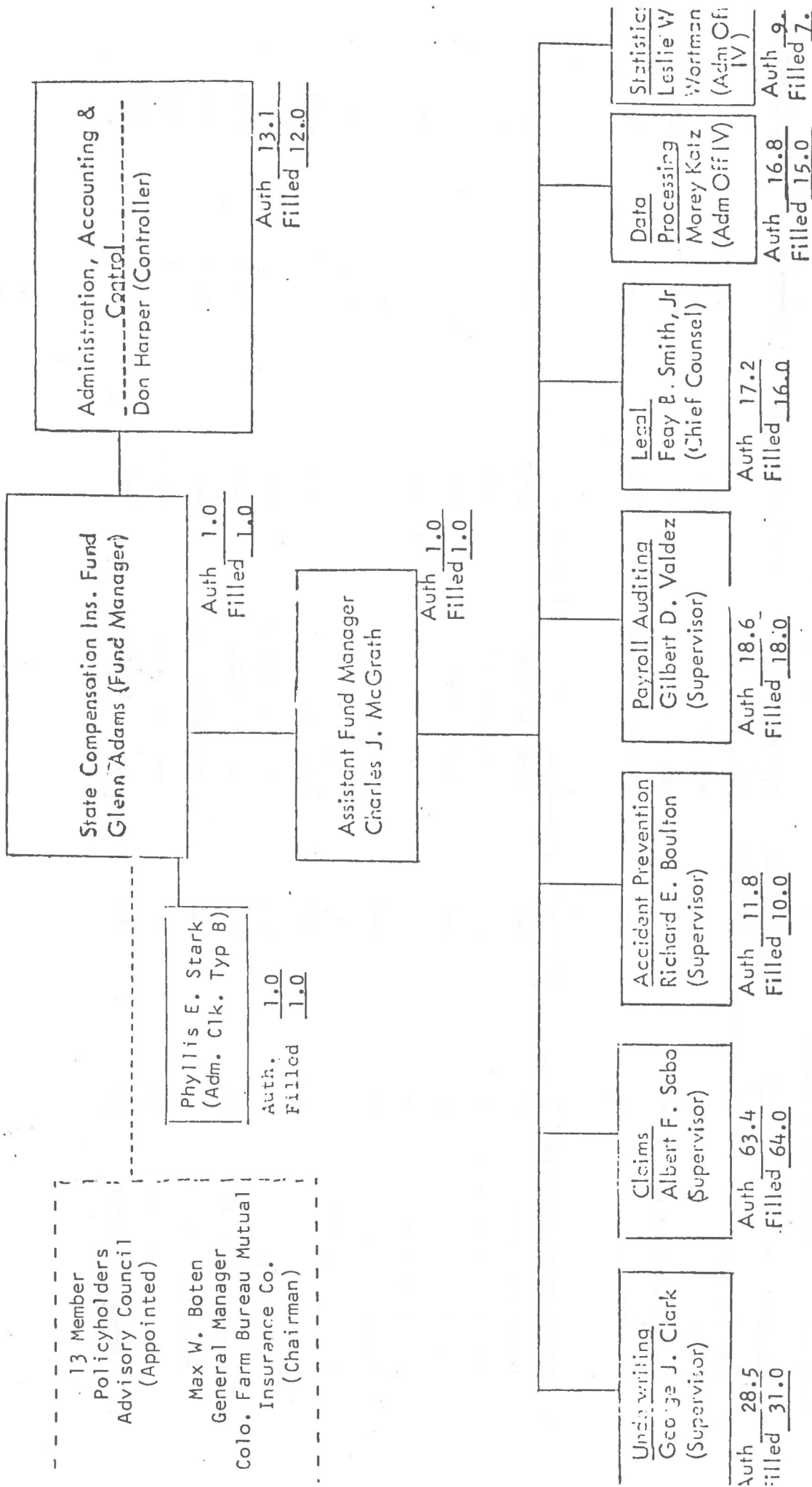
Due to their expertise in accounting and actuarial practices, the two firms who are retained in compliance with the above sections of the Workmen's Compensation Act also serve in a consulting capacity in their respective areas of expertise.

The Policyholders Advisory Council was created by statute to aid the Fund in formulating policies and discussing problems related to the administration of the affairs of the Fund. The Advisory Council is composed of eight employers insured by the Fund, or their appointed representatives, two members who shall be employees of employers insured by the Fund, one member from the State House of Representatives, one member from the State Senate, and the Commissioner of Insurance who serves ex officio. All members, except the Commissioner of Insurance, are appointed by the Governor.

October 1, 1976

FTE Auth 182.3
FTE Filled 176.0

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND ORGANIZATION CHART



September 1, 1976

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Total FTE's Authorized 182.3; Total FTE's Filled 176.0)

Position Title Position # Level/Grade/Step Name of Incumbent Primary Funding Source Sex & Racial Categories Annual Salary

A. FUND MANAGER'S OFFICE (FTE's Authorized 3.0; FTE's Filled 3.0)

Manager, S C I F	44	78-7	Glenn W. Adams	Cash	M - 5	35124
Admin. Clerk Typist B	35	36-2	Phyllis E. Stark	Cash	F - 5	10245
Asst. Manager, S C I F	271	72-4	Charles J. McGrath	Cash	M - 5	27201

B. ADMINISTRATION, ACCOUNTING & CONTROL (FTE's Authorized 13.1; FTE's Filled 12.0)

Program Administrator I	317	64-7	Donald G. Harper	Cash	M - 5	24972
Administrative Officer IV	364	58-7	Milo L. Harris	Cash	M - 5	21576
Comp. Subrog. Officer	172	56-7	Evan M. Harris	Cash	M - 5	20544
Administrative Officer III	169	52-7	Leo J. Fallon	Cash	M - 5	18624
Underwriter 1-8	318	46-7	Max N. Saddler, Jr.	Cash	M - 1	16092
Data Entry Operator B	304	23-6	Ruby B. Anderson	Cash	F - 1	9399
Accountant III	272	58-7	Joe L. Padia	Cash	M - 4	21576
Accountant II	102	52-7	Mildred A. Robinson	Cash	F - 1	18624
Accountant Tech. II	359	40-1	David R. Rivera	Cash	M - 4	10583
Admin. Clerk Typist A	55	29-3	Antonio Tollinchi	Cash	M - 4	9057
Administrative Clerk A	360	28-4	Mercy De La Cruz	Cash	F - 3	9038
Clerical Assistant B	250	19-2	Ralph E. Quintana	Cash	M - 4	6759

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

<u>Position Title</u>	<u>Position #</u>	<u>Level/Grade/Step</u>	<u>Name of Incumbent</u>	<u>Primary Funding Source</u>	<u>Sex & Racial Categories</u>	<u>Annual Salary</u>
C. UNDERWRITING						
	(FTE's Authorized 28.5; FTE's Filled 31.0)					
Underwriting Superv.	9	58-7	George J. Clark	Cash	M - 5	21576
Asst. Underwriting Supv.	221	52-7	Donald M. Nakama	Cash	M - 2	18624
Underwriter II	58	50-6	Edmond L. Landen	Cash	M - 5	17526
Underwriter II	3	50-6	James H. Schneider	Cash	M - 5	16896
Underwriter 1-8	173	46-5	Cheryl A. Hopkins	Cash	F - 5	14534
Underwriter 1-8	11	46-6	John R. Kunz	Cash	M - 5	15324
Underwriter 1-8	146	46-1	Jarrold W. Rist	Cash	M - 5	12200
Underwriter 1-8	121	46-7	Delwyn D. Wilson	Cash	M - 5	16092
Secretary 1-8	81	36-5	Betty Jo Burke	Cash	F - 5	11760
Administrative Clerk B	356	36-7	Velma M. Emrich	Cash	F - 5	10575
Administrative Clerk B	249	36-2	Geraldine E. Hubler	Cash	F - 5	9720
Administrative Clerk B	242	36-6	Hans M. Kempner	Cash	M - 5	12000
Administrative Clerk B	266	36-2	William Sowman	Cash	M - 5	9999
Admin. Clerk Typist B	158	36-7	Roberta Conta	Cash	F - 5	12600
Admin. Clerk Typist A	355	29-4	Erna E. Erickson	Cash	F - 5	9472
Admin. Clerk Typist A	362	29-2	Maurine S. Jerrell	Cash	F - 5	8520
Admin. Clerk Typist A	361	29-7	Jeanette Neudorff	Cash	F - 5	10608
Admin. Clerk Typist A	363	29-3	Bertha Vessel	Cash	F - 5	8690
Admin. Clerk Typist A	252	29-7	Donabelle W. Worley	Cash	F - 5	10608

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

<u>Position Title</u>	<u>Position #</u>	<u>Level/Grade/Step</u>	<u>Name of Incumbent</u>	<u>Primary Funding Source</u>	<u>Sex & Racial Categories</u>	<u>Annual Salary</u>
C. UNDERWRITING (Cont)						
Administrative Clerk A	6	28-1	Sandra J. Beldt	Cash	F - 5	7868
Administrative Clerk A	333	28-5	Sylvia L. Bryant	Cash	F - 1	9564
Administrative Clerk A	335	28-3	Nancy A. Wheeler	Cash	F - 5	8640
Administrative Clerk A	349	28-3	Katherine A. Zessin	Cash	F - 5	8385
Steno Transcriber	114	25-3	Sharon L. Verner	Cash	F - 5	7920
Typist B	224	22-3	Cynthia L. Dyes	Cash	F - 1	7339
Typist B	264	22-2	L. Brooke Ferrarello	Cash	F - 5	7281
Typist B	70	22-2	Linda R. Joy	Cash	F - 5	7252
Clerical Assistant B	301	19-6	Daniel McCabe	Cash	M - 5	7920
Clerical Assistant B	203	19-5	Connie Lynn Rose	Cash	F - 5	7792
Clerical Assistant B	300	19-4	Michael Wilson	Cash	M - 5	7356
Clerical Assistant A	225	13-1	Francine E. Frazzini	Cash	F - 5	5452
D. CLAIMS-RECORDS						
		(FTE's Authorized <u>63.4</u>)	(FTE's Filled <u>64.0</u>)			
Comp. Claims Supvr.	98	58-7	Albert F. Sabo	Cash	M - 5	21576
Asst. Comp. Claims Supv.	97	54-7	John W. Mudd	Cash	M - 5	19560
Claims Adjuster II	308	50-7	Eugene A. Dell	Cash	M - 5	17736
Claims Adjuster II	96	50-7	Daniel J. Kammer	Cash	M - 5	17736
Claims Adjuster II	310	50-7	Arthur H. Nelson	Cash	M - 5	17736
Claims Adjuster II	198	50-7	Ronald J. Simpson	Cash	M - 5	17736

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

Position Title	Position #	Level/Grade/Step	Name of Incumbent	Primary Funding Source	Sex & Racial Categories	Annual Salary
D. CLAIMS-RECORDS (Cont)						
Claims Adjuster II	95	50-7	Harlan J. Wenzinger	Cash	M - 5	17736
Claims Adjuster II	256	50-5	Ernest L. Dunn, Jr.	Cash	M - 5	16427
Claims Adjuster 1-8	150	46-3	Charles R. Berendt	Cash	M - 5	13731
Claims Adjuster 1-8	217	46-1	John M. Berger	Cash	M - 5	12250
Claims Adjuster 1-8	269	46-6	Francis H. Boissonneault	Cash	M - 5	15324
Claims Adjuster 1-8	77	46-6	Marilyn Boreck	Cash	F - 5	15324
Claims Adjuster 1-8	194	46-5	Patricia I. Brydon	Cash	F - 5	14476
Claims Adjuster 1-8	210	46-7	David I. Dickey	Cash	M - 5	16092
Claims Adjuster 1-8	170	46-3	James C. Forslund	Cash	M - 5	13731
Claims Adjuster 1-8	263	46-6	Kenneth V. Hanna	Cash	M - 5	15324
Claims Adjuster 1-8	305	46-6	Patricia E. Hunter	Cash	F - 5	15324
Claims Adjuster 1-8	184	46-6	Walfred M. Johnson	Cash	M - 5	15324
Claims Adjuster 1-8	353	46-3	Lois R. Lanter	Cash	F - 5	13346
Claims Adjuster 1-8	352	46-3	Karen Lombardi	Cash	F - 5	13511
Claims Adjuster 1-8	94	46-5	David R. Maez	Cash	M - 4	14958
Claims Adjuster 1-8	306	46-6	Loretta B. Marks	Cash	F - 5	15324
Claims Adjuster 1-8	47	46-7	E. Thomas Mills, Jr.	Cash	M - 1	16092
Claims Adjuster 1-A	218	40-2	Magellan Berry, Jr.	Cash	M - 1	12171
Claims Adjuster 1-A	206	40-7	Nina J. Redeker	Cash	F - 5	14015

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

<u>Position Title</u>	<u>Position #</u>	<u>Level/Grade/Step</u>	<u>Name of Incumbent</u>	<u>Primary Funding Source</u>	<u>Sex & Racial Categories</u>	<u>Annual Salary</u>
D. <u>CLAIMS-RECORDS</u> (Cont)						
Clerical Supervisor I	267	36-7	Marvin E. Bryant	Cash	M - 1	12600
Clerical Supervisor I	235	36-6	Dorothy K. Ledbetter	Cash	F - 5	12000
Clerical Supervisor I	354	36-7	Martin J. Mishmash	Cash	M - 5	12600
Administrative Clerk B	223	36-7	Coral M. Dinsmore	Cash	F - 5	12600
Administrative Clerk B	299	36-4	Nancy L. Evens	Cash	F - 5	11199
Administrative Clerk B	345	36-5	Rolland H. Karcher	Cash	M - 5	11424
Administrative Clerk B	344	36-3	Ellen K. Peacock	Cash	F - 5	10626
Administrative Clerk B	296	36-5	L. Darlene Wrench	Cash	F - 5	11760
Admin. Clerk Typist A	213	29-6	Edna S. Calabrese	Cash	F - 5	10104
Administrative Clerk A	331	28-3	Mary E. Velasquez	Cash	F - 4	7740
Administrative Clerk A	346	28-5	Florence G. Martinez	Cash	F - 5	9486
Steno Transcriber	90142	25-4	Charline Ellison	Cash	F - 5	8350
Steno Transcriber	115	25-6	Shirlee T. Flanzer	Cash	F - 5	9168
Steno Transcriber	200	25-2	Beverly Schubert	Cash	F - 5	7824
Steno Transcriber	211	25-6	Katheryn Thouvenell	Cash	F - 5	9168
Steno Transcriber	76	25-1	Debra J. Welsch	Cash	F - 5	7176
P B X Operator B	265	23-3	Lourine F. Cook	Cash	F - 5	7632
Typist B	320	22-2	Mary M. Failor	Cash	F - 5	6490
Typist B	332	22-3	Mary Ann Johnson	Cash	F - 5	7461
Typist B	93	22-3	Anna Mae Koeteewu	Cash	F - 5	7368

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

D. CLAIMS-RECORDS (Cont)

<u>Position Title</u>	<u>Position #</u>	<u>Level/Grade/Step</u>	<u>Name of Incumbent</u>	<u>Primary Funding Source</u>	<u>Sex & Racial Categories</u>	<u>Annual Salary</u>
Typist B	159	22-3	Kristy Morrell	Cash	F - 5	6840
Typist B	1	22-7	Rita Motzer	Cash	F - 5	8964
Typist B	347	22-2	Dolores Wallace	Cash	F - 5	7194
Typist A	212	22-1	Linda S. Frey	Cash	F - 5	6335
Clerical Assistant B	205	19-7	Mabel L. Autry	Cash	F - 1	8316
Clerical Assistant B	10	19-4	Vivian A. Bell	Cash	F - 1	7206
Clerical Assistant B	140	19-3	Eleanora Clark	Cash	F - 5	7092
Clerical Assistant B	152	19-2	Kane Deuel	Cash	F - 5	6597
Clerical Assistant B	302	19-4	Ann Marie Shaball	Cash	F - 5	7236
Clerical Assistant B	277	19-3	Marlan L. Strange	Cash	F - 5	6732
Clerical Assistant B	285	19-7	Mary Lou Stroud	Cash	F - 5	8316
Clerical Assistant B	52	19-3	Deborah A. Taylor	Cash	F - 1	6813
Clerical Assistant A	288	13-1	Debra K. Alexander	Cash	F - 5	5364
Clerical Assistant A	189	13-1	Anna M. Anderson	Cash	F - 1	5364
Clerical Assistant A	286	13-1	Karine M. Blazek	Cash	F - 5	5386
Clerical Assistant A	73	13-1	Carol Martinez	Cash	F - 4	5386
Clerical Assistant A	311	13-1	Linda Gonzales	Cash	F - 4	5408
Clerical Assistant A	144	13-1	Lita Kachel	Cash	F - 5	5364
Clerical Assistant A	334	13-1	Rose Silverman	Cash	F - 5	5364
Clerical Assistant A	56	13-1	Vacant	Cash		

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued) Page 7

<u>Position Title</u>	<u>Position #</u>	<u>Level/Grade/Step</u>	<u>Name of Incumbent</u>	<u>Primary Funding Source</u>	<u>Sex & Racial Categories</u>	<u>Annual Salary</u>
E. <u>ACCIDENT PREVENTION</u> (FTE's Authorized <u>11.8</u> ; FTE's Filled <u>10.0</u>)						
Accident Prev. Supvr.	75	58-7	Richard E. Boulton	Cash	M - 5	21576
Accident Prev. Spec. B	261	46-7	Richard A. Jacobs	Cash	M - 5	16092
Accident Prev. Spec. B	135	46-6	Robert R. Lamb	Cash	M - 5	15324
Accident Prev. Spec. B	141	46-6	Russell W. Olson	Cash	M - 5	15324
Accident Prev. Spec. B	258	46-2	Richard L. Patnoe	Cash	M - 5	13077
Accident Prev. Spec. B	134	46-4	Norman Fickett	Cash	M - 5	14070
Accident Prev. Spec. B	339	46-3	Daniel Tauriello	Cash	M - 5	13731
Accident Prev. Spec. B	175	46-7	Harold P. Thompson	Cash	M - 5	16092
Administrative Clerk B	177	36-6	Garry E. Benallo	Cash	M - 5	12100
Secretary 1-A	33	32-2	Ellen Kazmierski	Cash	F - 5	9297
F. <u>PAYROLL-AUDITING</u> (FTE's Authorized <u>18.6</u> ; FTE's Filled <u>18.0</u>)						
Comp. Fund Field Supv	101	58-7	Gilbert D. Valdez	Cash	M - 4	21576
Asst. Comp Fd. Fld Supv.	62	52-7	Leonard I. Schiff	Cash	M - 5	18624
Comp. Fund Fld Rep II	216	50-7	William D. Boucher	Cash	M - 5	17736
Comp. Fund Fld Rep 1-B	151	46-7	Billy N. Adams	Cash	M - 5	16092
Comp. Fund Fld Rep 1-B	326	46-5	Gary G. Austin	Cash	M - 5	14775
Comp. Fund Fld Rep 1-B	2	46-7	Lawrence M. Biernbaum	Cash	M - 5	16092
Comp. Fund Fld Rep 1-B	340	46-3	Carl L. Eckhart	Cash	M - 5	13731
Comp. Fund Field Rep 1-B	222	46-5	Robert L. Egan	Cash	M - 5	14592
Comp. Fund Field Rep 1-B	342	46-4	David E. Gust	Cash	M - 5	14186

Iv. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

Position Title	Position #	Level/Grade/Step	Name of Incumbent	Primary Funding Source	Sex & Racial Categories	Annual Salary
F. PAYROLL-AUDITING (Cont)						
Comp Fund Field Rep 1-B	156	46-6	Raymond T. Johnston	Cash	M - 5	15324
Comp Fund Field Rep 1-B	343	46-3	Ernest B. Kozacek	Cash	M - 5	13236
Comp Fund Field Rep 1-B	236	46-7	Michael J. Murphy	Cash	M - 5	16092
Comp Fund Field Rep 1-B	160	46-1	Ellen Martin	Cash	F - 5	12057
Comp Fund Field Rep 1-B	255	46-1	C. J. Shaer	Cash	M - 5	12014
Comp Fund Field Rep 1-B	341	46-1	Vacant	Cash		
Administrative Clerk B	230	36-6	Joe R. Archuletta	Cash	M - 4	12000
Admin. Clerk Typist B	358	36-4	Virginia E. Oldham	Cash	F - 4	11109
Admin. Clerk Typist B	63	36-2	Mildred M. Karden	Cash	F - 5	9999
Typist B	357	22-1	Vacant	Cash		
Clerical Assistant B	284	19-2	Julia S. Rivera	Cash	F - 2	6597
G. LEGAL (FTE's Authorized 17.2; FTE's Filled 16.0)						
Chief Counsel, S C I F	34	75-7	Feay B. Smith, Jr.	Cash	M - 5	32556
S C I F Counsel C	257	69-7	William J. Baum	Cash	M - 5	28128
S C I F Counsel C	202	69-7	Francis L. Bury	Cash	M - 5	28128
S C I F Counsel C	163	69-7	Fred B. Dudley	Cash	M - 5	28128
S C I F Counsel C	309	69-6	Robert S. Ferguson	Cash	M - 5	26784
S C I F Counsel C	23	69-7	Richard G. Fisher, Jr.	Cash	M - 5	28128

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

<u>Position Title</u>	<u>Position #</u>	<u>Level/Grade/Step</u>	<u>Name of Incumbent</u>	<u>Primary Funding Source</u>	<u>Sex & Racial Categories</u>	<u>Annual Salary</u>
3. <u>LEGAL</u> (Cont)						
S C I F Counsel C	319	69-4	James A. May	Cash	M - 5	24204
S C I F Counsel C	330	69-3	Charles S. Thomas	Cash	M - 5	24012
S C I F Counsel B	351	63-1	Bonner E. Templeton	Cash	M - 5	20286
S C I F Counsel A	41	57-1	Judith Caro	Cash	F - 5	15672
S C I F Counsel A	24	57-1	John Fitzsimons	Cash	M - 5	15672
S C I F Counsel A	350	57-1	Dale A. Gerlach	Cash	M - 5	15672
Clerical Supervisor II	227	42-7	Ida M. Montona	Cash	F - 5	14592
Secretary 1-8	14	36-7	Constance M. Rowe	Cash	F - 5	12600
Admin. Clerk Typist B	215	36-6	Lorraine E. Tipton	Cash	F - 5	12000
Admin. Clerk Typist B	20	36-2	Evelyn Walter	Cash	F - 5	10204

H. DATA PROCESSING (FTE's Authorized 16.8; FTE's Filled 15.0)

Admin. Officer IV	87	58-7	Morey Katz	Cash	M - 5	21576
Systems Analyst B	338	57-6	Richard J. Bogacz	Cash	M - 5	20004
Admin. Officer III	54	52-7	Frank N. Gust, Jr.	Cash	M - 5	18624
Computer Programmer C	336	51-3	Don C. DeLong	Cash	M - 5	15424
Computer Programmer C	337	51-3	Ben T. Weaver	Cash	M - 5	15176
Sr. Data Entry Operator	83	27-7	Rose Jungbluth	Cash	F - 5	10104
Sr. Data Entry Operator	239	27-7	Leola J. Lucero	Cash	F - 4	10104

IV. DIVISION OF STATE COMPENSATION INSURANCE FUND (Continued)

Position Title Position # Level/Grade/Step Name of Incumbent Primary Funding Source Sex & Racial Categories Annual Salary

H. DATA PROCESSING (Cont)

Administrative Clerk B	322	36-4	Davie L. Thomas	Cash	M - 1	11289
Administrative Clerk A	157	28-2	Bertha Chavez	Cash	F - 4	8134
Administrative Clerk A	26	28-6	Joyce I. Weyers	Cash	F - 5	10245
Data Entry Operator B	232	23-6	Maxine LaVonne Baker	Cash	F - 5	8724
Data Entry Operator B	289	23-6	Sherry Lynn Crane	Cash	F - 5	8724
Data Entry Operator B	17	23-6	Susan K. Czubaty	Cash	F - 5	8724
Data Entry Operator B	199	23-5	Bernadette M. Rogers	Cash	F - 5	8316
Data Entry Operator B	328	23-1	Vacant	Cash		
Clerical Assistant B	191	19-4	Rodney C. Mays	Cash	M - 1	7235

I. STATISTICAL (FTE's Authorized 9.9; FTE's Filled 7.0)

Admin. Officer IV	79	58-7	Leslie W. Wortman	Cash	M - 5	21576
Admin. Clerk Typ B	174	36-3	Linda S. Conger	Cash	F - 5	10626
Admin. Clerk Typ A	254	29-6	Virgilene R. Beall	Cash	F - 4	10104
Admin. Clerk Typ A	48	29-7	Thomas O. Brown	Cash	M - 5	10608
Admin. Clerk Typ A	29	29-4	Deborah D. Panabaker	Cash	F - 5	9320
Admin. Clerk Typ A	187	29-2	Paula Sue Weisz	Cash	F - 5	8418
Clerical Assistant B	348	19-2	Melody Candalaria	Cash	F - 4	6516

STATE COMPENSATION INSURANCE FUND
 EMPLOYMENT DATA AS OF September 1, 1976

CATEY	ANNUAL SALARY	MALE						FEMALE						TOTALS
		WHITE	BLACK	SPAN SURN	ASIAN AMER	AMER IND	OTHER	WHITE	BLACK	SPAN SURN	ASIAN AMER	AMER IND	OTHER	
AND ADMINISTRATORS	0 4999													
	5000 9999													
	10000 14999													
	15000 19999	1												1
	20000 24999	8		2										10
	25000 29999	1												1
	30000 34999	1												1
	35000 -	1												1
LAWYERS	0 4999													
	5000 9999													
	10000 14999													
	15000 19999	2						1						3
	20000 24999	3												3
	25000 29999	5												5
	30000 34999													
	35000 -													
PROFESSIONAL	0 4999													
	5000 9999													
	10000 14999	13	1	2				6						22
	15000 19999	28	2		1			3	1					35
	20000 24999	1												1
	25000 29999													
	30000 34999													
	35000 -													
CLERICAL	0 4999													
	5000 9999	3	1	2				43	7	5	1	1		63
	10000 14999	5	2	1				19		3				30
	15000 19999													
	20000 24999													
	25000 29999													
	30000 34999													
	35000 -													
TOTALS		72	6	7	1			72	8	8	1	1		176

State Compensation Insurance Fund

1313 SHERMAN STREET DENVER COLORADO 80202

MEMORANDUM

December 6, 1976

TO : SENATOR TED L. STRICKLAND, CHAIRMAN
JOINT BUDGET COMMITTEE

FROM : GLENN W. ADAMS, MANAGER *gwa*
STATE COMPENSATION INSURANCE FUND

SUBJECT : BUDGET REQUEST 1977-1978

The request for 1977-1978 is \$3,537,515 and represents an increase over 1976-1977 of \$323,685 or 10.7%. This request will allow the State Fund to maintain all present sub-programs, service a substantial increase in employers covered and accidents processed, including compulsory coverage for farmers and ranchers effective January 1, 1977, and conversion to the new Department of Labor and Employment computer now being installed.

Personal Services

Request for 192.3 FTE, including 10 new positions.

5 Claims Adjusters

To process and keep current substantial work load increase caused by normal growth, unusual growth caused by private carriers selectively withdrawing from the field, and compulsory farm and ranch coverage effective January 1, 1977.

- 1 Claims Adjuster
- 1 Administrative Clerk A

To enable the State Fund to fully implement and process the case load that developed due to the Vocational Rehabilitation requirements enacted in House Bill No. 1165, effective September 1, 1975. Currently the State Fund has only one Adjuster to handle the estimated 764 cases that will emerge in 1977-1978. Capacity of one Adjuster is 300 cases.

1 Administrative Officer III

To enable the Fund to implement its new actuarial system that will give the Fund the ability to establish loss reserves on an in-house basis, and develop statistical data necessary to a good Workmen's Compensation Insurance system.

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Memorandum
Senator Ted L. Strickland
December 6, 1976

1 Compensation Fund Field Representative 1-A

Position necessary to avoid backlog of payroll audits and protect integrity of employer premium payments.

1 Accident Prevention Specialist A

Position to be stationed in Colorado Springs to allow Pueblo specialist to adequately cover the Pueblo, Arkansas Valley and San Luis Valley areas.

Operating Expenses

Request is \$563,248, an increase of \$73,616 or 15%.

Normal operating expenses increase for inflationary factors only.

Dues to the National Council on Compensation Insurance and Re-insurance contract are based on premiums written. These items adjusted by anticipated premium increase.

Educational - new expense item and is basically tuition for Public Institute classes.

Office Equipment Repair - increased by inflationary factor, plus \$13,848 for contract maintenance on requested A.D.P. equipment.

Travel Expense

Request is based on 1976-1977 appropriation, plus \$1,593 for the new Compensation Fund Field Representative position, and \$1,046 for the new Accident Prevention Specialist position.

Capital Outlay

Request of \$65,462 for Remote Job Entry Equipment and eight Display Station Terminals. New computer system being installed by the Department of Labor and Employment requires this expenditure.

Request of \$8,034 for equipment for the requested new positions.

Request of \$6,637 to replace eleven typewriters and two adding machines.

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 Memorandum
 Senator Ted L. Strickland
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I would like to point out an emerging work load increase that threatens the ability of the State Fund to meet its responsibilities to insured employers and their injured employees. This threat is in the form of new employers who have insured with the State Fund in 1976, and is demonstrated by the following chart:

<u>1976</u>	<u>EMPLOYERS INSURED</u>	<u>INCREASE FROM 12-31-75</u>
January	21,471	.6%
February	21,643	1.4
March	21,878	2.5
April	22,033	3.3
May	21,938	2.8
June	22,393	4.9
July	22,708	6.4
August	23,073	8.1
September	23,129	8.4
October	23,406	9.7
November	23,770	11.4
		11.8%

It should be pointed out that of the total increase of 11.4%, almost 9% has occurred since June 1, 1976. This dramatic increase is caused by private insurance carriers declining to renew coverage for many employers, who are in turn insuring with the State Fund. This unusual and unexpected policy of our competition is caused by poor loss ratios experienced in the recent past by these private insurance carriers, as well as the State Fund.

The work load problem will further be magnified due to compulsory coverage of all farmers and ranchers on January 1, 1977. While we did anticipate the added farm and ranch coverage in our budget request, we did not anticipate that the private insurance carriers would adopt such an unusual policy. If the present trend continues, it is possible that all work load factors will increase by 20-30% for the 1977-1978 request year. If so, the State Fund will not be able to adequately handle its responsibilities, and for this reason, the Policyholders Advisory Council will ask the General Assembly to consider another method of funding the State Fund's administrative expense.

So that you may be better informed as to how the State Fund's work load and administrative expense compares with other State Funds and private insurance carriers, the following comparisons are submitted.

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 Memorandum
 Senator Ted L. Strickland
 December 6, 1976

ACCIDENTS PROCESSED COMPARISON (1975)

<u>State Fund</u>	<u>Accidents Processed</u>	<u>No. of Fund Employees</u>	<u>No. Of Accidents Processed Per Fund Employee</u>
Arizona	29,707	486	61
California	193,213	1,376	140
Colorado	52,856	168	315
Idaho	6,032	39	154
Maryland	12,366	53	233
Michigan	10,913	100	109
Montana	9,999	36	278
Oklahoma	6,801	42	162
Oregon (1974)	70,612	598	118
Utah (1974)	34,469	32	1,077
Average	42,697	293	146

Notes:

All competitive State Funds shown except for New York and Pennsylvania. Data not available.

Data indicates that each Colorado State Fund employee processes 116% more than other State Funds.

Based on Colorado 1976 data this percentage would increase to 123%, if the other State Funds remained stable.

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EXPENSE RATIO COMPARISON (1975)
 OMIT 000

<u>State Fund</u>	<u>Premium</u>	<u>Expense</u>	<u>Ratio</u>
Arizona	\$ 39,540	\$ 9,933	.251
California	275,663	44,630	.162
Colorado	28,402	3,300	.116
Idaho	6,542	946	.145
Maryland	5,328	785	.147
Michigan	17,921	4,598	.257
Montana	15,696	1,912	.122
Oklahoma	8,734	1,845	.211
Oregon	122,553	17,092	.139
 Average	 \$ 57,820	 \$ 9,449	 .163

Notes:

All competitive State Funds shown except for New York, Pennsylvania and Utah. Data not available.

Colorado expense includes premium tax of 1 1/4%. Other states may include similar taxes.

Data indicates that the Colorado Expense Ratio is substantially less than the average for all other State Funds.

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 Memorandum
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PERSONNEL COMPARISON BY FUNCTION

<u>Policyholders' Services</u>	<u>1975 Arizona Fund</u>	<u>1975 Colorado Fund</u>
Underwriting	30	32
Loss Prevention	42	10
Auditing	34	20
Marketing	29	0
Total Policyholders' Services	135	62
 <u>Benefits</u>		
Claims	117	68
Legal	22	16
Rehabilitation	16	1
Investigation	23	0
Total Benefits	178	85
 Grand Total	<u>313</u>	<u>147</u>
 Policyholders	 18,600	 21,300
Accidents Processed	29,707	52,856

Notes:

Data does not include data for general administration, data processing, statistical or accounting personnel.

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EXPENSE RATIO COMPARISON

	<u>PRIVATE CARRIERS</u>	<u>1975-76 STATE FUND</u>
Acquisition and Field Supervision	17.50%	-0-
General Expenses	8.40	4.31
Loss Adjustment Expenses	7.49	5.15
Taxes	4.20	1.25
Profit and Contingencies	2.50	-0-
	<hr/>	<hr/>
Available for Expenses	40.09%	10.71%
	<hr/>	<hr/>
Available for Losses	59.91	89.29
	<hr/>	<hr/>
	100.00%	100.00%

Notes:

Premium Tax of 1 1/4% is not appropriated.

The State Fund appropriation for 1975-76, excluding premium taxes, was 9.46% of premiums. For 1976-1977, it will be approximately 7.6% and for the request year, based on the request and estimate of premium, will be 8.1%.

DIV OF LABOR

DIVISION OF LABOR

LONG RANGE PLAN

January, 1977

I. STATUTORY AUTHORITY

The Division of Labor was created in 1969 and was given the bulk of the Administrative duties that had rested with the Colorado Industrial Commission. Title 8 of C.R.S. 1973 is for all practical purposes devoted to the duties and responsibilities of the Department of Labor and Employment. Articles 1 through 69 are concerned with the duties and responsibilities vested in the Division of Labor and the Colorado Industrial Commission. Titles 9 and 12 mandate certain responsibilities of the Division. The statutes provide that the Division shall administer the Workmen's Compensation Act, the wage payment Law, the Colorado Youth Employment Opportunity Act, The Minimum Wages of Women and Child Labor Law, the laws associated with prevailing wages, employees, and goods to be used on public works projects, and other activities associated with improving and maintaining good labor relations in the State. C.R.S. 1973, 12-24-101 places the responsibility for administration and regulation of private employment and theatrical agency licensure program with the Division. The Division is charged with administration of a public safety program, a boiler and pressure vessel inspection program, and an oil inspection program. The Apprenticeship Council program is by statute, a responsibility of the Department of Labor and Employment and its administration rests with the Division of Labor.

II. KEY DIVISIONAL GOALS

- A. Assure the compensation of workers injured on the job.
- B. Conduct the Colorado Occupational Safety and Health Program to the end of insuring safer, more healthful places to work for Colorado employees.
- C. Assure that employees of the State are adequately compensated for their labor and that the conditions under which they work are reasonable.
- D. Promote labor peace throughout the State.
- E. Insure that public places of assemblage, including schools, are safe for occupancy.
- F. Insure safety in the use of explosives, safety glazing, and petroleum products.
- G. Provide consumer protection with respect to petroleum products.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

Prior to 1969 the Industrial Commission of Colorado was responsible for all administration, adjudication (including appellate review), rule making and regulation functions now carried out by the Division of Labor in addition to the functions that it now is responsible for. When the Division of

Labor was created as a division with the Department of Labor and Employment the bulk of the adjudicatory functions, administrative functions and some rule-making and regulation functions were shifted to the Division of Labor. This shift separated the appellate body for the Workmen's Compensation Act from the adjudicators who were responsible for making initial determinations on contested matters. It also eliminated in large measure the conflict that may have been perceived when the appellate body was responsible for administering special insurance funds from which payments might be contested. It also removed that appalled body to a position that is organizationally outside the direct control of the Executive Director of the Department which enhances its independent decision making authority.

Left within the Division of Labor after the reorganization was a multiplicity of overlapping responsibilities. The functions are all directed ultimately at insuring the well being of employees in their places of work and promoting the greatest amount of peace in the labor market. For historical reasons certain consumer protection functions and certain public safety functions have been placed in this Division.

B. Prior to calendar year 1976 - Accomplishments

1. Workmen's Compensation

Title 8, C.R.S. 1973 was revised to make workmen's compensation benefits available on a practically universal basis and in line with 14 of the 19 recommendations of the National Advisory Commission's Recommendations.

2. Colorado Occupational Safety and Health

Implemented a state plan for occupational safety and health approved by OSHA. Both compliance and educational and technical assistance aspects have been developed. Target Industries have been identified by COSH Standards Board on an annual bases.

3. Migrant Labor program was implemented to register farm contractors or crew-leaders - primarily on the front range and to enforce the Wage Claims provisions for Title 8, CRS 1973.

4. Minimum wages were established for workers in the public housekeeping industry, the laundry industry, the retail trade industry, and the beauty service industry in 1966. These "wage orders" also established hours and conditions or work. The orders applied only to women and minors.

5. Labor Relations

A. Labor Relations officer was hired to supervise elections under the Labor Peace Act, process complaints of unfair labor practices, process notices of intent to strike, and investigate labor disputes generally.

6. Apprenticeship and Training Program

Staff hired to implement the mandate of the Statute, e.g. staffing for and establishment of the Apprenticeship Council. Colorado is a "council state" - its program is administered by a five-person council. The Division of Labor staff works closely with the Federal office of the Bureau of Apprentices-

ship and Training.

7. Private Employment and Theatrical Agencies

Regulations of these agencies has been accomplished by development of a licensure program; the agencies and the agents associated with them are licensed. Investigation and processing of complaints against such agencies and agents are also integral parts of this program.

8. Public Safety and Consumer Protection

Through the Public Safety program which preceded COSH the Division inspects school buildings, places of public assemblage, elevators, escalators, explosive storage, state institutions, and safety glazing that is in hazardous locations.

The Boiler Inspection program was established to insure the safety of boilers and pressure vessels in the safety focused program.

Oil Inspection inspects all petroleum marketing locations, pipeline terminals and bulk storage plants annually. Petroleum products are tested for quality control; and metering devices are regularly inspected.

C. Accomplishments during Calendar year 1976

1. Workmen's Compensation

The Vocational Rehabilitation program was implemented. A decision was made to re-open the Grand Junction office in a manner which would make the decentralization of services more efficient and effective. A committee proposed changes in the Rules and Regulations governing the Workmen's Compensation Act and submitted them to the Industrial Commission which promulgated new rules and regulations.

2. Colorado Occupational Safety and Health

Agricultural Standards were promulgated. Target Industries were identified for regular inspections. A substantial increase in the number of contested citations were handled in informal settlement conferences and on appeal. A substantial number of complaints of employer discrimination were processed as a result of employees making complaints of standards violations. Three additional compliance officer positions have been funded and will be filled when the list is available.

3. Migrant Labor

The migrant labor investigators expanded their contacts and established good working relationships with a number of growers on the front range. Crewleader registration is in full gear with the migrant stream moving rapidly. Efforts were made to coordinate the activities of these investigators with the activities of the federal people and the personnel in the Department of Labor to increase crewleader registration. One additional Federal investigator was hired on a contract lease for three month bases.

4. Wages and Working Conditions

The Colorado Springs office, housed in the building with other employment services of the Division of Employment increased the number of wage claims processed. Personnel in this section have begun to reassess the functions of the section. The Director made initial contacts to restructure the manner in which the activities of this section are carried out. One public hearing was held on proposed changes in the Minimum Wage Order at the Convention of Restaurateurs.

5. Labor Relations

The Labor Relations Officer set forth selected issues that must be resolved by statutory changes and others that must be resolved by administrative interpretation. The issue of the scope of the Division's responsibility in dealing with labor disputes in the public sector was brought into focus but has not yet been determined.

6. Apprenticeship and Training Program

Increasing emphasis has been placed on the Apprenticeship and Training programs throughout the country. The Office of Federal Contract Compliance had numerous contacts with programs and affirmative action goals and timetables have become and are becoming more very vital aspects in the various plans. The Denver plan for apprentices in construction which did cover only five counties in the Denver Metropolitan area now covers eight counties and is rapidly becoming a Colorado plan.

7. Private Employment and Theatrical Agencies

The program has been increased in staff by one investigator. One lawsuit challenging the constitutionality of the statute did not get to trial but did highlight certain areas of concern regarding the statute.

8. Public Safety and Consumer Protection

The Oil Inspection function was expanded in regard to petroleum quality control to focus on public safety and environmental protection. Unleaded gasoline, antifreeze and other liquid petroleum products were tested. The Oil Inspection facility was transferred from its location on Speer Blvd. to a state-owned facility at Iliff and Logan. The new facility is a safer and generally more satisfactory for carrying out the functions of the program.

The boiler inspection continued its work of inspecting boilers and pressure vessels in the state. Owners of unfired pressure vessels received advice and education from the Division.

The Public Safety section has continued its program of inspecting schools. It maintained close co-ordination with the Department of Education in order to keep abreast of the changes in teaching methods which affected the safety of the schools facility. Efforts were undertaken to obtain the budget necessary to expand the program of elevator inspection. It was not passed in this legislative session.

IV. HISTORICAL BUDGET, FTE AND WORKLOAD

A. COST OF OPERATION

<u>YEAR</u>	<u>TOTAL</u>	<u>% CHANGE</u>	<u>GENERAL FUND</u>	<u>%</u>	<u>OTHER</u>	<u>%</u>
1971-72	\$1,602,210		\$1,280,495		\$312,715	
1972-73	1,799,995	12.3	1,402,811	9.6	397,184	23.5
1973-74	2,364,057	31.3	1,627,041	16.0	737,016	85.6
1974-75	2,660,548	12.6	1,842,632	13.2	817,916	11.0
1975-76	\$2,983,293	12.1	\$2,118,147	15.0	\$865,146	5.8

- (1) The large increase in total and other funds in 1973-74 is due to the initiation of the COSH Program and the Federal Funds coming into the Division.
- (2) All figures are initial dollars except for 1975-76 which are estimated dollars and would adjust slightly when actual are available.

B. FTE's

<u>YEAR</u>	<u>TOTAL</u>	<u>% CHANGE</u>
1971-72	171*	-
1972-73	112	-
1973-74	125	20
1974-75	149	19
1975-76	151	1

*Actual not available.

C. WORKLOAD STATISTICS

Please refer to the individual programs since the focus of the programs are so diverse it is not meaningful at this time to attempt to establish aggregate workload statistics.

V. PROJECTED BUDGET, FTE AND WORKLOAD

A. COST OF OPERATION

<u>YEAR</u>	<u>TOTAL</u>	<u>% CHANGE</u>	<u>GENERAL FUND</u>	<u>%</u>	<u>OTHER</u>	<u>%</u>
1976-77	\$2,985,608	-	\$1,982,877	(6)	\$1,002,731	37 ^{1/}
1977-78	3,500,000	17	2,200,000	11	1,300,000	30 ^{1/}
1978-79	3,700,000	6	2,300,000	5	1,400,000	8
1979-80	4,000,000	8	2,400,000	4	1,600,000	14
1980-81	\$4,500,000	13	\$2,740,000	14	\$1,760,000	6

^{1/} Federal support for Migrant Labor is projected in these figures. The number of inspectors in COSH will be increased to meet Federal Guidelines.

B. FTE's

<u>YEAR</u>	<u>TOTAL</u>	<u>% CHANGE</u>
1976-77	154	1
1977-78	171	11
1978-79	180	5
1979-80	190	5
1980-81	200	5

C. WORKLOAD STATISTICS

Please refer to the individual programs since the focuses of the programs are so diverse it is not meaningful at this time to attempt to establish aggregate workload statistics.

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives During the Next Five Years

1. Review and evaluate the Division's Long Range Plan.
2. Review the relationship between the various sections of the Division to determine where they might be better coordinated.
3. Review the Division of Labor responsibilities in the context of the responsibilities of other Departmental and State Agencies to determine if there are areas of overlap and/or needed cooperation and collaboration.
4. Decentralize the functions of the Division of Labor to be more accessible to the constituents.
5. Implement a broad and in-depth Automated Data Processing System for the Division to be used in management of the programs and analysis of the effectiveness of the various programs.
6. Review the Organizational Structure of the Division to make it more efficient.
7. Review the Statutes that govern the functions of the Division of Labor to determine needed Legislative changes.
8. Establish various Task Forces to work on specific problem topics that fall within the scope and function of the Division of Labor.

B. Specific Plans for the Next Five Years

1. 1976-77

- a) Complete the initial draft of the Long Range Division Plan by September 1, 1976. The Plan will then be available for review by persons within the Division and Department and others as needed.
- b) Review the cooperative arrangements that the Division has with the Federal Government and with other State Agencies.
- c) Establish Task Forces to look at Collective Bargaining Public Employees, Wage Claims, Migrant Labor, and the authority of the Director under Article 1 of Title 8, C.R.S. 1973.
- d) Explore the availability of consultation on Automated Data Processing.

2. 1977-78

- a) Update the Master Plan for the Division so that it might be used in budget preparation in Fiscal Year 1978-79.
- b) Review the Legislative Accomplishments of 76-77 and implement the mandates of those changes.
- c) Implement an inservice training program for the various sections as required by their Long Range Plan.

- d) Decentralize personnel from the various sections as mandated by their plan.

3. 1978-79

- a) Update the Master Plan for the Division so that it can be used in budget preparation for Fiscal Year 1979-80.
- b) Review the organization of the Division in light of Legislative and functional changes that have occurred in 1977-78.
- c) Establish necessary Task Forces to work with the Director on topics affecting the working conditions of worker's in the State.
- d) Make the necessary changes for decentralization and in-service as dictated by the individual programs.

4. 1979-80

- a) Update the Master Plan for the Division by July 1979 so that it can be used in budget preparations for Fiscal Year 1980-81.
- b) Update the individual section programs.
- c) Implement those aspects of the individual program changes that are necessary.
- d) Review the need for additional task forces to work with the Director on subject relative to the Division of Labor's functions.

5. 1980-81

- a) Update the Master Plan for the Division by July 1980 so that it can be used in budget preparation process for Fiscal Year 1981-82.
- b) Reassess agreements with the Federal Government on the various programs within the Division, e.g. Migrant Labor, Colorado Occupational Safety and Health.
- c) Reassess the efficiency of the ADP system.

VII. COST BENEFIT OF PLANNED ACTION

It is anticipated that by coordinating certain functions of the Division that are currently being carried out by several sections, it may be possible to make more efficient use of the personnel and monies assigned to the different sections. It is further anticipated that the use of an Automated Data Processing System would enable the current personnel to devote more of their time to actual program operations and eliminate much of their administrative time. The review of the ongoing programs by various Task Forces should help us to identify those areas in need of modification and to note the areas that are not being given the appropriate attention by the Division of Labor. The Task Force should also enable us to have the kind of contact in the community that would permit smooth

introduction of new programs as are needed. It will also provide the Division input from a variety of perspective as the Division sets about to modify the existing programs and develop new ones. By centralizing Administrative Services in the Director's Office, it will be more efficient than the current situation in which those functions are spread throughout the Division and there is little coordination.

VIII. LEGISLATION REQUIRED.

Specific legislation will be required with individual programs within the Division of Labor. It is anticipated that the Division of Labor's Legislative Package will include a bill modifying the Statute governing Private Employment and Theatrical Agencies; a bill amending the Workmen's Compensation Act to provide some sort of insurance fund to compensate employees who are injured who are working for an employer who is insolvent or who otherwise is unable to pay the claimant; a bill dealing with Collective Bargaining for Public Employees; and possibly a bill that amends the Wage Statutes.

IX. CONSULTING NEEDS

It is anticipated that the Division will require the services of persons with expertise in ADP, In-Service Training, and Management Services. It is hoped that the Legislature will fund the position of Systems Analyst for the Division by July 1977.

X. ORGANIZATIONAL CHART

See Manning Chart for a list of the Division FTE's

SEPT. 1, 1976

ADMINISTRATIVE SERVICES
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
<u>DIRECTOR'S OFFICE:</u>		
SMITH, JUERETA P. (VACANT)	156	DIRECTOR
SCHNEIDER, PRISCILLA S.	232	ADMIN. OFFICER III
ALEXANDER, H. LOIS	65	CHIEF ADMIN. CLERK
RIDDELL, DONNA L.	186	SECRETARY 1-B
	121	ADMIN. CLERK TYPIST B
<u>ACCOUNTING, STATISTICS & ADP:</u>		
WAXMAN, NAOMI	111	ACCOUNTANT III
NICHOLSON, EILEEN	151	ACCOUNTANT 1-B
BRAUN, DELMA	117	CHIEF ADMIN. CLERK
DENISON, DORLEEN	94	CHIEF ADMIN. CLERK
BUCHANAN, EDNA	4	ADMIN. CLERK TYPIST B
DAILEY, ELEANOR (VACANT)	115	ADMIN. CLERK B
SCHLITT, LESLIE	271	TYPIST A
RUSSELL, DOROTHY	273	ADMIN. OFFICER IV
PATTERSON, CIERYL	100	ADMIN. CLERK B
BRYANT, ANNIE	33	SR. DATA ENTRY OPERATOR
LIPPIS, CAROLINE	47	ADMIN. CLERK A
EIGENBER, GARY	268	ADMIN. CLERK A
DORSEY, BERNADENE	218	ADMIN. CLERK B
SULLIVAN, MARY ANN	199	ADMIN. CLERK B
McLEAN, DORIS	261	CLERICAL ASST. B
JOHNSON, WALTER	227	DATA ENTRY OPERATOR B
MENDOZA, ROBERT	227	STATISTICAL ANALYST 1-C
(VACANT)	254	CLERICAL ASSISTANT A
	256	TYPIST A

DIVISION OF LABOR

DIRECTOR

ADMINISTRATIVE SERVICES

ASSISTANT DIRECTOR
COMPENSATION
PROGRAMS

C.O.S.H.
DIRECTOR

OILER

OIL & GAS

PUBLIC SAFETY

LABOR
RELATIONS

PRIVATE
EMPLOYMENT
&
THEATRICAL
AGENCIES

WAGE
CLAIMS

WORKMEN'S
COMPENSATION

APPRENTICESHIP
&
TRAINING

MIGRANT
LABOR

COMPLIANCE

ETA

I. PROGRAM IDENTIFICATION

Title: Administration
 Division: of Labor
 Department: of Labor & Employment

Program Administrator:

Description:

Provides the administrative direction and services for the Division of Labor.

Relationship to Other Programs/Agencies/Departments:

Budget Document References:

	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
II. Expenditure Summary			
Administration	429,804 (21.33FTE)	389,510 (17.33FTE)	293,231 (13.00FT)
General Fund	401,520	363,149	265,474
Cash Fund	28,284	26,361	27,757
<u>Staffing</u>			
Directors Office	5.08	5.33	6.0
Industrial Commission	6.00	6.00	
Acct/Statistics	7.25	5.00	6.0
Medical Director	2.00	1.00	1.0
Voc Rehab.	1.00		
	<u>21.33</u>	<u>17.33</u>	<u>13.00</u>

Pertinent Workload

Administration of the Division of Labor sections, administration of three (3) insurance funds, administration of three (3) ADP projects, supervision of personnel & payroll matters for 153 positions

III. Success Measures:

- 1) The number of program functions that can be put on computer and thus, decrease the manual processing with the concurrent decrease in errors and personnel time used.
- 2) The extent to which different personnel functions are coordinated and overlap is diminished.
- 3) The number of complaints that are investigated and resolved.

Request:

Two additional FTE's are requested for this year-a Principal Systems Analyst and a typist.

Justification for Increase:

With the changes in the Workmen's Compensation Act, there has been an increase in the number of persons admitted to the special insurance funds and this increase is expected to continue, thus, a need for a typist to assist in processing the claims, orders and general processing of files.

The Division of Labor is in drastic need of an in-house Systems Analyst to work with this office and with the individual programs within the Division to make appropriate use of the ADP. There is a vast vacuum of readily accessible information to use in management of the programs. This person would serve as

- V. ~~ADMINISTRATIVE ORGANIZATION~~ a coordinator between the Division of Labor and the State Central Division of ADP to design desperately needed programs, to set priorities for establishment of ADP and to evaluate the various recommendations that have been made in this area to date.

I. PROGRAM IDENTIFICATION

Title: Labor
 Division: of Labor
 Department: of Labor & Employment

Program Administrator:

Description:

Relationship to Other Programs/Agencies/Departments:

Budget Document References:

II. Expenditure Summary

	1975-76	1976-77	1977-78
Labor	232,031 (16.0FTE)	230,443 (16.5FTE)	341,647 (23.5FTE)
Professional Fees & Contr.	1,443	2,400	2,400
Total	233,474	282,843	344,047
General Fund	232,031	282,843	344,047
Cash Fund	1,443		

Staffing

Wage Claims	6.0	6.0	9.0
Apprenticeship	4.0	4.0	4.0
Migrant Labor	2.0	2.5	4.0
Labor Relations	1.0	1.5	1.5
Employment Agencies	3.0	2.5	3.0
Total	16.0	16.5	21.5

Pertinent Workload

Wage Claims processed	2,266	2,274	2,500
Apprenticeship Registered	750	850	1,000
Migrant Labor-Wage claims process	63	75	100
crew leader regis.	132	140	140
Labor Relations-elections & med.	160	200	220
Employment agencies agencies licensed	151	155	139

I. Success Measures:

Wage claims-collected	90%	90%	100%
Apprenticeship-completions	700	600	600
Mig. Labor-Wage claims collected	90%	95%	100%
Labor Rel.-Elections & mediations	100%	100%	100%
Employment agencies collections & complaints Request:	\$31,580	\$30,000	\$44,500

Wage Claims-1 Investigator, 1 Administrative Clerk, 1 Typist
 Migrant Labor- 1 Investigator, .5 Typist
 Private Employment & Theatrical-.5 Typist

Justification for Increase:

Wage claims functions is expected to increase due to issuance of wage order raising minimum wage. The wage section's function has shifted to make on-site investigations due to the necessity of direct examinations of employer records to determine validity of claims. The Division has been unable to service areas outside of the Denver metro area despite the large numbers of requests received.

V. Tie to Overall Organization Chart.

I. PROGRAM IDENTIFICATION

Title: Workmen's Compensation
 Division: of Labor
 Department: of Labor & Employment

Program Administrator:

Description:
 Administration and enforcement of the Workman's Compensation Act.

Relationship to Other Programs/Agencies/Departments:

Budget Document References:

<u>Expenditure Summary</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
Workmen's Compensation	582,283 (41.05FTE)	640,969 (32.5FTE)	670,302 (35.5FTE)
General Funds	581,932	640,969	670,302
Federal Funds	351		
<u>Staffing</u>			
Workmen's compensation	41.05	32.5	35.5

<u>Pertinent Workload</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
1st Accident Reports	45,367	33,000	34,000
Work Related Injuries	126,000	133,000	135,735
Workmen, Comp Cases set for hearing	7,000	7,954	8,749

Success Measures:

1st Accident reports production in processing time to 5 days 1 day reduction 5 day reduction 4 day reduction
 Work related injury information to employers -0- 50% of employers 100% of emp
 Workmens comp hearings to be resolved out of court -0- 10% reduction 20% reduc.
Request:
 2-Clerical Assistants
 1-Typist

Justification for Increase:

Three additional FTE's are requested for this program. Long-range goals of this program are to place a greater emphasis upon assuring that employees are compensated for their injury and to police employers to assure adequate coverage under the Workmen's Compensation Act. As a result of legislation in 1973, farmers and ranchers will be mandatorily covered by the provisions of the Workmen's Compensation Act. Due to this increased area of coverage and the need to intensify policing assets of the Division's function, one new clerical assistant position is being requested. In order to better serve the people of the state, the Workmen's Compensation program has been de-centralized and an office is being maintained in Grand Junction. An additional typist is being requested to increase the staff in that office, increasing the Grand Junction office to four. An additional clerical staff will be needed to process the increased number of claims on reportable injuries and to review the files for ascertainment of adequate coverage.

I. PROGRAM IDENTIFICATION

Title: Public Safety & Boiler Inspection
 Division: of Labor
 Department: of Labor & Employment

Program Administrator:

Description: To set forth construction requirements for places of public assemblage, provide for safety glazing materials to be installed in certain doors and panels in residential commercial and public buildings; provide for regulation of explosives; and provide regulations of explosive storage facilities.

Relationship to Other Programs/Agencies/Departments: Inspect & keep records of all boilers in the state

Budget Document References:

<u>Expenditure Summary</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
Public Safety & Boiler Inspection	242,539 (18.0FTE)	300,947 (18.0FTE)	309,438 (19.0FTE)
General Fund	242,539	300,947	309,438

Staffing

Public Safety	4.0	5.0	5.0
Boiler Inspection	14.0	13.0	14.0

Explosive storage to be inspected

Pertinent Workload

Schools, elevators, escalators to be inspected	6,257	6,557	7,000
Explosive storage to be inspected	40	44	49
Checking school plans	248	272	259
Explosive permits issued	875	651	716
Boilers inspected	18,043	18,945	20,081

Success Measures:

Schools, elevators & escalators insp.	219	205	226
Explosive storage insp.	40	44	49
School plans checked	248	272	259
Explosive permits issued	875	651	716
Revenue Generated	190,797	257,576	283,333

Request:

Boiler requests 1 typist

Justification for Increase:

The only request being made for this section is that the position of typist be funded during this request year. This clerical assistance is necessary in order to permit efficient and timely processing of applications for boiler inspection certificates and to process the clerical material that flows through this office. The current staff included 14 FTE's during 1976-77, 12 inspectors and 2 clerical.

Tie to Overall Organization Chart.

I. PROGRAM IDENTIFICATION

Title: Oil Inspection
 Division: of Labor
 Department: of Labor & Employment

Program Administrator:

Description:

Relationship to Other Programs/Agencies/Departments:

Budget Document References:

<u>Expenditure Summary</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
Oil Inspection	264,279 (19.0FTE)	302,047 (19.0FTE)	321,473 (19.0FTE)
Cash Fund	264,279	302,047	321,473
 <u>Staffing</u>			
Oil Inspection staff	19.0	19.0	19.0
 <u>Pertinent Workload</u>			
Consumer complaints processed	130	150	150
On sight inspections	8,682	8,998	9,610
 <u>Success Measures:</u>			
Consumer complaints investigated	100%	100%	100%
On sight inspections completed	100%	100%	100%

Request:

Continue funding to support at present level

Justification for Increase:

Tie to Overall Organization Chart..

I. PROGRAM IDENTIFICATION

Title: ADP
Division: of Labor
Department: of Labor & Employment

Program Administrator:

Description:

Relationship to Other Programs/Agencies/Departments:

Budget Document References:

	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
I. <u>Expenditure Summary</u>			
ADP	33,736 (4.5FTE)	99,843 (7.0FTE)	99,130 (7.0FTE)
General Fund	33,736	61,794	49,088
Federal Fund		38,049	49,565
Cash Fund			477
Staffing			
ADP	4.5	7.0	7.0

Pertinent Workload

All ADP programs in Division of Labor

Success Measures:

Request:

Continue current level

Justification for Increase:

Tie to Overall Organization Chart.

PROGRAM IDENTIFICATION

Title: Colorado Occupational Safety & Health (COSIH)
 Division: of Labor
 Department: of Labor & Employment

Program Administrator:

Description:

Relationship to Other Programs/Agencies/Departments:

Budget Document References:

<u>Expenditure Summary</u>	<u>1975-76</u>	<u>1976-77</u>	<u>1977-78</u>
COSIH	994,501 (53.76FTE)	1,175,516 (55.0FTE)	1,419,374 (64.0FT)
General Fund	489,154	578,382	699,374
Federal Fund	505,347	597,134	720,000
<u>Staffing</u>			
COSIH	53.76	55.0	64.0
<u>Pertinent Workload</u>			
Inspections	2,076	2,132	2,345
ETA Sessions	622	693	789

Success Measures:

Employees Affected	62,544	64,000	70,400
ETA Sessions			
Supervisor Affected	14,200	15,620	17,182
Employee Sessions	11,397	12,530	13,780
Tech, Asst. Employee	25,695	28,260	31,000

Request:

- 5-Safety Inspectors 1-Administrative Officer
- 2-Administrative Clerks 1-Safety Educator

Justification for Increase:

General schedule inspection schedules are designed to visit every Colorado establishment (approximately 65,000) once every 5 years (target safety and health industries-annual). Allocation of inspection personnel is deemed adequate to meet these goals at this time. In addition, appropriate clerical and management personnel are deemed appropriate in terms of both guiding the program as well as processing the necessary "paper" so that employers and employees have participation of inspection & technical assistance result within one week of the on-site visit.

Tie to Overall Organization Chart.

* part of General Fund share paid by Dept. of Law

DEPARTMENT OF LABOR AND EMPLOYMENT
 DIVISION OF LABOR
 DETAILED MANNING CHART

AS OF
 SEPTEMBER 1, 1976

VI DIVISION OF LABOR (TOTAL FTE's AUTHORIZED 148; TOTAL FTE's FILLED 132)

-----ADMINISTRATION-----

A. DIRECTOR'S OFFICE - (FTE's AUTHORIZED 5; FTE's FILLED 4)

DIRECTOR	11280	156	78-5	1	SMITH, JUERETA P.	016
ADMIN. OFFICER III	11031	232	52-3	5	(VACANT)	016
CHIEF ADMIN. CLERK	22006	65	42-6	5	SCHNEIDER, PRISCILLA S.	016
SECRETARY 1-B	22022	186	36-3	5	ALEXANDER, H. LOIS	016
ADMIN. CLERK TYPIST B	22019	121	36-2	5	RIDDELL, DONNA L.	016

B. ACCOUNTING, STATISTICS & ADP - (FTE's AUTHORIZED 19; FTE's FILLED 17)

ACCOUNTANT III	11108	111	58-6	5	WAXMAN, NAOMI	016
ACCOUNTANT 1-B	11106	151	46-6	5	NICHOLSON, EILEEN	016
CHIEF ADMIN. CLERK	22006	117	42-7	5	BRAUN, DELMA	016
CHIEF ADMIN. CLERK	22006	94	42-6	5	DENISON, DORLEEN	016
ADMIN. CLERK TYPIST B	22019	4	36-5	5	BUCHANAN, EDNA	016
ADMIN. CLERK B	22004	115	36-5	5	DAILEY, ELEANOR	016
TYPIST A	22008	271	18-1	5	(VACANT)	016
ADMIN. OFFICER IV	11032	273	58-3	5	SCHLITT, LESLIE	016

ADMINISTRATION

B. ACCOUNTING, STATISTICS, & ADP CONTINUED.....

ADMIN. CLERK B	22004	100	36-4	5	RUSSELL, DOROTHY	016
SR. DATA ENTRY OPERATOR	22702	33	27-6	5	PATTERSON, CHERYL	016
ADMIN. CLERK A	22003	47	28-6	1	BRYANT, ANNIE	016
ADMIN. CLERK A	22003	268	28-7	5	LIPPIS, CAROLINE	016
ADMIN. CLERK B	22004	218	36-3	5	EIGENBERG, GARY	716
ADMIN. CLERK A	22003	199	28-6	5	DORSEY, BERNADENE	516
CLERICAL ASST. B	22002	261	19-3	5	SULLIVAN, MARY ANN	516
DATA ENTRY OPERATOR B	22701	227	23-3	5	McLEAN, DORIS	516
STATISTICAL ANALYST 1-C	11544	267	52-4	5	JOHNSON, WALTER	516/606
CLERICAL ASSISTANT A	22001	254	13-1	4	MENDOZA, ROBERT	606
TYPIST A	22008	256	18-1		(VACANT)	606

COMPENSATION PROGRAMS

A. OFFICE OF THE ASSISTANT DIRECTOR COMPENSATION PROGRAMS (FTE AUTHORIZED 2; FTE FILLED 2)

ASST. DIRECTOR	88	74-7	5	MURPHY, JAMES H.	916
SECRETARY 1-B	119	36-7	5	BURR, MAXINE	016

B. WORKMEN'S COMPENSATION (FTE AUTHORIZED 31; FTE FILLED 30)

CERT.HRG.REPORTER-B	22128	132	52-3	5	GOODENOUGH, MARGARET	016
CERT.HRG.REPORTER-B	22128	101	52-7	5	PRITCHARD, JOHN	016
CERT.HRG.REPORTER-B	22128	96	52-7	5	ROOKLIDGE, THOMAS	016

B. WORKMEN'S COMPENSATION CONTINUED.....

HEARINGS REPORTER	22124	262	44-2	5	HOWARD, BEVERLY	016
SECRETARY 1-B	22022	11	36-7	5	GUZOWSKI, DONNA	016
SECRETARY 1-B	22022	20	36-7	5	ENGEL, IRENE	016
SECRETARY 1-B	22022	259	36-5	5	RIZZO, PATTI	016
SECRETARY 1-B	22022	69	36-1	5	CARPENTER, JO ANN	016
SECRETARY 1-A	22021	160	32-6	4	ARCHULETA, BRENDA	016
ADMIN. CLERK TYPIST B	22004	124	36-6	5	ASBECK, ERNA	016
ADMIN. OFFICER III	11032	80	52-7	5	FERRIS, HARRY	016
CLERICAL SUPV. II	22027	3	42-5	5	MOGENSEN, HELEN	016
ADMIN. CLERK TYPIST B	22019	8	36-7	5	HAHN, EMMA	016
ADMIN. CLERK TYPIST B	22019	126	36-2	5	TUDEK, KAREN	016
ADMIN. CLERK TYPIST B	22019	71	36-5	5	HARADA, EDITH	016
CLERICAL ASST. B	22002	141	19-2	5	BANNING, KATHY	016
ADMIN. CLERK A	22003	131	28-3	5	MARINO, HELEN	016
CLERICAL ASST. A	22001	98	13-1	4	GUTIERREZ, GLORIA	016
CLERICAL ASST. B	22002	122	19-1	5	SMITH, ZANE	016
CLERICAL ASST. A	22001	123	13-1	4	MARTINEZ, STEVEN M.	016
CLERICAL ASST. B	22002	180	19-2	5	MARCHITTI, FRANCES	016
CLERICAL ASST. B	22002	95	19-1		(VACANT)	016
ADMIN. CLERK A	22003	145	28-3	5	KURTZER, DENNIS	016
ADMIN. CLERK B	22004	15	36-1	5	HUCALO, ANNA (MATURNITY LEAVE)	016

B. WORKMEN'S COMPENSATION CONTINUED.....

ADMIN. CLERK B	22004	31	36-5	4	SANDOVAL, ELAINE	016
STENO TRANSCRIBER	22020	233	25-1	5	NEWPORT, RUTH	016
TYPIST A	22008	105	18-1	5	HOGAN, MARY O.	016
TYPIST A	22008	270	18-1	5	HAVENS, KATHERINE	016
TYPIST B	22011	82	22-3	1	SHELTON, CAMILE	016
ADMIN. OFFICER IV	11032	266	58-7	5	BAROCH, ROBERT F.	016
INVESTIGATOR B	77202	185	40-4	5	BOYLE, WILLIAM	016

C. LABOR RELATIONS (FTE AUTHORIZED 2; FTE FILLED 2)

LABOR RELATIONS OFFICER	11271	19	52-5	5	FREY, ROBERT	016
SECRETARY 1-B	22022	274	36-7	5	MURDY, AUDREY	016

D. APPRENTICESHIP (FTE AUTHORIZED 4; FTE FILLED 3)

DIRECTOR, APP. & TRAINING	11443	106	58-6	5	WILEY, KEITH	016
APP. & TRAINING REP.	11441	139	52-6	5	DEIKEN, FRED	016
SECRETARY 1-B	22022	7	36-1	5	(VACANT)	016
ADMIN. CLERK TYPIST B	22019	79	36-6	2	HIKIDA, ERLENE	016

VI DIVISION OF LABOR

--- COMPENSATION (---)

E. WAGE CLAIMS (FTE AUTHORIZED 6 ; FTE FILLED 5)

SUPERVISOR	176	56-7	5	FLINK, JOHN	016
ASST. SUPERVISOR	18	50-7	5	MCCABE, RICHARD	016
SECRETARY 1-B	22022	36-6	5	BINKLEY, CLEO	016
INVESTIGATOR B	77202	40-7	5	BROCKISH, VERDA	016
INVESTIGATOR B	77202	40-2	5	ANDERS, GEORGE	016
INVESTIGATOR B	77202	40-1		(VACANT)	016

F. PRIVATE EMPLOYMENT & THEATRICAL AGENCIES (FTE AUTHORIZED 3 ; FTE FILLED 3)

INVESTIGATOR B	77202	40-5	5	FINNEGAN, JOHN	016
INVESTIGATOR B	77202	40-6	5	SCHIECK, WILLIAM	016
ADMIN. CLERK TYPIST B	22019	36-4	5	LONG, DOROTHY	016

G. MIGRANT LABOR (FTE AUTHORIZED 2 ; FTE FILLED 2)

INVESTIGATOR B	77202	40-6	4	TORRES, JERRY	016
INVESTIGATOR B	77202	40-6	4	GALLEGOS, ART	016

-----OIL AND GAS SECTION-----

A.	OIL & GAS (FTE AUTHORIZED	18	;	FTE FILLED	16)		
CHIEF OIL INSPECTOR	77219	201	58-5	5	SCHNEIDER, MILT	716		
PETROLEUM ENGINEER		264	55-1		(VACANT)	716		
OIL INSPECTOR II	77216	207	45-7	5	STRUCK, PAUL	716		
OIL INSPECTOR II	77216	203	45-7	5	POWELL, MIKE	716		
OIL INSPECTOR II	77216	211	45-7	5	SORENSEN, HARVEY	716		
OIL INSPECTOR 1-B	77213	202	41-7	5	JOHNSON, GLENN	716		
OIL INSPECTOR 1-B	77213	205	41-7	5	MITCHELL, PAUL	716		
OIL INSPECTOR 1-B	77213	215	41-1		(VACANT)	716		
OIL INSPECTOR 1-B	77213	208	41-6	5	GOLD, GILBERT	716		
OIL INSPECTOR 1-B	77213	214	41-6	5	SULLIVAN, JAY	716		
OIL INSPECTOR 1-B	77213	216	41-2	5	ERICKSON, GARRETH	716		
OIL INSPECTOR 1-B	77213	212	41-1	5	SCHNEIDER, ROBERT	716		
OIL INSPECTOR 1-B	77213	213	41-2	5	JEFFERSON, LESLIE	716		
OIL INSPECTOR 1-B	77213	224	41-2	5	BARNETT, CHARLES	716		
OIL INSPECTOR II	77216	209	45-4	5	KOCH, OLIVER	716		
OIL INSPECTOR 1-A	77212	210	35-1	4	ALDAZ, ALFRED	716		
SECRETARY 1-B	22022	204	36-7	5	PRITCHARD, GAYLE	716		
ADMIN. CLERK TYPIST A	22013	217	29-7	5	CARRERA, BARBARA	716		

PUBLIC SAFETY SECTION

A. PUBLIC SAFETY (FTE AUTHORIZED <u>4</u> ; FTE FILLED <u>4</u>)						
SAFETY INSPECTION SUPV.	77318	1	58-7	5	UNDERWOOD, JAMES	016
SAFETY INSPECTOR B	77314	165	46-6	5	OGARD, JAMES	016
SAFETY INSPECTOR B	77314	234	46-5	5	COOPER, ROBERT	016
SAFETY INSPECTOR A	77313	162	40-1	5	JONES, CHARLES	016

BOILER INSPECTION SECTION

A. BOILER INSPECTION (FTE AUTHORIZED <u>14</u> ; FTE FILLED <u>12</u>)						
CHIEF BOILER INSPECTOR	77312	108	54-6	5	CIMINO, BILL	016
BOILER INSPECTOR	77311	148	46-6	5	CONTI, ANGELO	016
BOILER INSPECTOR	77311	134	46-4	5	DEASON, CLIFFORD	016
BOILER INSPECTOR	77311	125	46-6	5	CATES, ERCHEL	016
BOILER INSPECTOR	77311	133	46-1		(VACANT)	016
BOILER INSPECTOR	77311	147	46-3	5	HURWITZ, DAVID	016
BOILER INSPECTOR	77311	12	46-7	5	HEEL, FRANKLIN	016
BOILER INSPECTOR	77311	10	46-6	5	KOEHLER, FRED	016
BOILER INSPECTOR	77311	127	46-6	5	REXROAD, BASIL	016
BOILER INSPECTOR	77311	230	46-4	5	NAGLE, BERNARD	016
BOILER INSPECTOR	77311	265	46-1	5	BOX, JOHN	016
ADMIN. CLERK TYPYST B	22004	103	36-1	5	STEINKRAUS, MAXINE	016
ADMIN. CLERK TYPYST A	22003	226	28-2	5	BRYAN, RUTH	016
TYPYST A	22008	90	18-1		(VACANT)	016

-----COLORADO OCCUPATIONAL SAFETY AND HEALTH (C.O.S.H.)-----

A. OFFICE OF THE COSH DIRECTOR (FTE AUTHORIZED 4; FTE FILLED 3)

COSH DIRECTOR	64-4	5	ROGERS, GREGORY M.	606
SECRETARY 1-A	22021	228	(VACANT)	606
ADMIN. OFFICER II	11030	78	HISS, ROBERT	606
TYPIST A	22008	269	MOSS, MARSHA	606

B. LEGAL (FTE AUTHORIZED 1; FTE FILLED 1)

SECRETARY 1-B	22022	260	36-6	5	ROCHELEAU, ANNE (MATERNITY LEAVE)	606
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C. COMPLIANCE (FTE AUTHORIZED 22; FTE FILLED 20)

SUPERVISOR SAFETY INSPECTION	68	54-5	5	JOHN, WILLIAM A.	606	
ASST. SUPV. SAFETY INSPECTION	136	48-6	5	KROL, HERMAN	606	
SAFETY INSPECTOR B	77314	35	46-7	5	BLAGG, ROBERT	606
SAFETY INSPECTOR B	77314	135	46-7	5	HASTIE, HAROLD	606
SAFETY INSPECTOR B	77314	164	46-6	5	JENKINS, HUGH	606
SAFETY INSPECTOR B	77314	166	46-6	5	PROCTOR, ROBERT	606
SAFETY INSPECTOR B	77314	169	46-6	5	SIMMONS, MEL	606
SAFETY INSPECTOR B	77314	170	46-3	5	MANNING, WILLARD G.	606
SAFETY INSPECTOR A	77313	167	40-1	5	GARLAND, SAMUEL M.	606
SAFETY INSPECTOR B	77314	161	46-3	5	SITZLER, EUGENE	606
SAFETY INSPECTOR B	77314	235	46-1	5	GRODHAUS, ROBERT	606

C. COMPLIANCE CONTINUED.....

SAFETY INSPECTOR B	77314	237	46-2	5	AHRENS, BI BI	606
SAFETY INSPECTOR B	77314	238	46-1	4	JIMINEZ, JOHN	606
SAFETY INSPECTOR B	77314	221	46-2	5	NIHISER, JR., JOHN	606
SAFETY INSPECTOR B	77314	163	46-1	5	CONRAD, DEAN	606
SAFETY INSPECTOR B	77314	188	46-2	5	BATTS, KENNETH	606
SAFETY INSPECTOR B	77314	129	46-1	5	GRIZZLE, DANIEL	606
SAFETY INSPECTOR B	77314	239	46-2	5	HUNT, RANDALL	606
SAFETY INSPECTOR B	77314	240	46-3	5	HURRICANE, J. "AL"	606
SAFETY INSPECTOR A	77313	220	40-1		(VACANT)	
SAFETY INSPECTOR A	77313	236	40-1		(VACANT)	606
SAFETY INSPECTOR A	77313	189	40-1	5	BERGSTRAND, DONALD	606
SECRETARY 1-A	22021	159	32-1		(VACANT)	606
TYPIST B	22011	181	22-2	5	CROUSE, GEORGE	606
TYPIST A	22008	247	18-2	5	MITTELL, VIRGINIA	606
TYPIST B	22011	248	22-2	5	GUSTAFSON, TAMA	606
ADMIN. CLERK B	22004	249	36-2	5	CORNWALL, RICHARD	606
STENO TRANSCRIBER	22020	83	25-5	5	McJUNKINS, ALICE	606
TYPIST B	22011	251	22-2	5	BAUGHMAN, LeLLOn	606

I DIVISION OF LABOR

-----COLORADO OCCUPATIONAL SAFETY AND HEALTH (C.O.S.H.)-----

D. EDUCATIONAL & TECHNICAL ASSISTANCE	(FTE AUTHORIZED	12	;	FTE FILLED	9
SAFETY EDUCATION SUPERVISOR	77328	34	58-7	5	MATLOCK, HOMER 606
ASST. SAFETY EDUCATION SUPV.	77326	109	52-7	5	WILEY, IRVING 606
SAFETY EDUCATOR B	77324	76	46-5		(VACANT) 606
SAFETY EDUCATOR B	77324	107	46-6	5	BATES, ALLEN 606
SAFETY EDUCATOR B	77324	92	46-1		(VACANT) 606
SAFETY EDUCATOR B	77324	243	46-1	5	DUNPHY, ROBERT 606
SAFETY EDUCATOR B	77324	244	46-1	5	HARGETT, CLOVIS P. 606
SAFETY EDUCATOR B	77324	246	46-1	5	KEELE, LYLE 606
SAFETY EDUCATOR A	77323	245	40-1		(VACANT) 606
ADMIN. OFFICER III	11031	223	52-5	5	THUL, RALPH 606
SAFETY ENGINEER	33180	257	57-2	5	DORWARD, HOWARD 606
SECRETARY 1-B	22022	9	36-5	4	MARQUEZ, SARA 606

APPRENTICESHIP AND TRAINING PROGRAM

LONG-RANGE PLAN

SEPTEMBER, 1976

I. STATUTORY AUTHORITY

Authority for the Apprenticeship and Training Program is contained in 8-15-101 through 8-15-207, CRS 1973. The statutes establish an apprenticeship counsel within the Division of Labor to seek voluntary co-operation of management and labor in the promotion of apprenticeship and their assistance in establishing programs in voluntary apprenticeship for training in the arts and crafts. The counsel is also charged with promoting and fostering certain on-the-job training programs in the state.

II. KEY PROGRAM GOALS

- A. Establish voluntary apprenticeship programs for training in the arts and crafts.
- B. Identify and publish fundamentals of apprenticeship to be recommended.
- C. Provide means to recognize programs of administration which meet the fundamentals of apprenticeship.
- D. Provide for registration, cancellation or suspension of apprenticeship agreements under recognized programs.
- E. Issue certificates of completion of apprenticeship.
- F. Promote and foster on-the-job training programs as follows:
 1. Programs for journeymen in the apprenticeable occupations to keep them abreast of techniques, methods and materials and opportunities for advancement in their industry;
 2. Programs and other than apprenticeable occupations for workers entering new occupations by reason of having been placed in former occupations.
- G. Co-operate with and advise the State Board for Community Colleges and Occupational education, the Division of Employment and other governmental agencies in the development and carrying out of voluntary on-the-job training programs.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

The Colorado Apprenticeship Council was created in 1961 to provide management and labor with a planned systematic apprentice training program designed to meet industries' present and future needs for skilled manpower in the recognized apprenticeable occupations. Established criteria and guidelines for development and registration of such training programs are generally consistent for the same trades throughout the United States. Persons completing an apprenticeship program registered with our office are recognized throughout their industry as skilled mechanics with the extensive knowledge and skills required for all-around proficiency. Apprentice training, the transmittal of manipulative skills from journeyman to apprentice on the job, has been practiced for centuries and is still

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recognized by industry as the best method for learning a skilled trade.

The following criteria is used in recognizing and registering apprenticeship programs which must provide for the following: Minimum qualifications for apprenticeship - term of apprenticeship - probationary period - equal employment opportunity - retention of records - schedule of work experience and training - safety training - proper supervision of apprentices - ratio of apprentices to journeymen - provisions for supplemental related instructions - graduated scale of wages and records of work experience

The Colorado Apprenticeship Council co-operates and works with the U. S. Department of Labor, Bureau of Apprenticeship and Training (BAT) in the apprenticeship area. The BAT operates under Colorado rules and regulations and assists the council in the promotion and development of new apprenticeship programs which are then reviewed and registered with the council office.

Accomplishments Prior to Calendar Year 1976

- a. Registered 552 new apprenticeship programs, provided technical assistance and consultive service to these programs;
- b. Registered 13,348 new apprentices;
- c. Issued apprenticeship completion certificates to 5,143 new journeymen.
- d. The Colorado Apprenticeship Council has adopted and implemented an Affirmative Action plan which has resulted in approximately a 20% minority participation in apprenticeship programs registered with this office.

During Calendar year 1976

- a. The office has registered 37 new apprenticeship programs.
- b. Registered 544 new apprentices.
- c. Issued 539 apprenticeship completion certificates.

V. HISTORICAL COST OF OPERATION, FTE AND WORKLOAD

A. Cost of operations for the 1972 through 1976 fiscal years

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	-	-
72-73	42,595	-
73-74	47,124	11
74-75	51,494	9
75-76	57,952	13

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	n/a	-
72-73	4	-
73-74	4	-
74-75	4	-
75-76	4	-

C. Workload Statistics*

<u>FY</u>	<u>New Prog.</u>	<u>% Chg.</u>	<u>App. Reg.</u>	<u>% Chg.</u>	<u>Apprentice Completions</u>	<u>% Chg.</u>	<u>Accounts Services</u>	<u>% Chg.</u>
71-72	68	-	1054	-	425	-	not avail.	-
72-73	169	150	1666	58	421	(1)	"	-
73-74*	79	(53)	1570	(6)	451	7	"	-
74-75	73	(8)	962	(39)	657	46	966	-
75-76	65	(11)	750	(22)	700	6	1100	14

* The economic depression and the concurrent depression of the construction industry drastically impacted the apprenticeship program.

V. PROJECTED COST OF OPERATIONS, FTE'S AND WORKLOAD

A. Cost of operations for the 1977 through 1981 fiscal years.

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	63,547	10
77-78	79,583	25
78-79	83,562	5
79-80	100,274	20
80-81	105,288	5

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	4	-
77-78	5	25
78-79	5	-
79-80	6	20
80-81	6	-

Two additional apprenticeship representatives will be added over the next five years to permit expanded coverage of the state.

C. Workload Statistics

<u>FY</u>	<u>New Prog.</u>	<u>% Chg.</u>	<u>App. Reg.</u>	<u>% Chg.</u>	<u>Apprentice Completions</u>	<u>% Chg.</u>	<u>Accounts Serviced</u>	<u>% Chg.</u>
76-77	100	54	850	12	600	(14)	1100	0
77-78	150	50	1000	15	600	0	2200	100
78-79	200	33	1150	15	700	14	3000	36
79-80	250	25	1300	15	800	13	4000	33
80-81	300	20	1450	16	900	11	5000	20

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the next five years

1. Review and evaluate the long-range plan for apprenticeship and training program on an annual basis.
2. Review the relationship of the Bureau of Apprenticeship and Training Program to the state plan and determine the advisability of further co-ordinated efforts.
3. De-centralize the state program for apprenticeship and training.
4. Train at least two additional apprenticeship representatives.
5. Fully computerize the apprenticeship training data and review the manner in which the information is disseminated.

B. Specific plans for the next five years

1. 1976-77

- a. Complete the initial draft of the long-range apprenticeship and training program section plan by September 1, 1976. The plan will then be available for review.
- b. Develop co-operative arrangements with the Federal Bureau of Apprenticeship and Training for colaboration in providing services to the state on apprenticeship and training.
- c. Replace the one apprenticeship representative who will be retiring and orientate the new representative.
- d. Review the ADP program that has been developed on the program for further modification.

2. 1977-78

- a. Update the master plan for apprenticeship and training so that it might be used in the budget preparation for the fiscal year 1978-79 so that it reflects any changes.
- b. Further refine the ADP program on the apprenticeship and training program.
- c. Add one additional apprenticeship representative, possibly outside of the Denver area.

3. 1978-79

- a. Update the master plan for apprenticeship and training so that it can be used in the budget preparation process for the fiscal year 1979-80.
- b. Reassess the relationship with the federal government and update any agreements that may have been worked out with them.
- c. Review the function of the apprenticeship council.

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4. 1979-80

- a. Update the master plan for apprenticeship program by July, 1979 so that it can be used in the budget preparation for the fiscal year 1980-81.
- b. Add one additional representative in the apprenticeship program and do additional de-centralization as needed.
- c. Recommend any modifications needed in the structure of the apprenticeship council.

5. 1980-81

- a. Update the master plan for the apprenticeship program by July, 1980 so that it can be used in the budget preparation process for the fiscal year 1981-82.
- b. Reassess ongoing agreements with the federal government.
- c. Reassess the computer program for its efficiency and usefulness to management.

VII. COST BENEFIT OF PLANNED ACTION

Since the federal government does overlap with the state in providing services at the state level and since it is impossible to cover the entire state with the current staff at the state level, there is a need to co-operate closely with the federal agencies in order to make the most efficient use of the manpower that is currently available to the state. It is anticipated that through use of the automated data processing program, the kind of information that could improve the program will be made available to the Division. Adding two new persons and replacing one person over a five-year span would permit time to fully orient the three individuals and should permit some de-centralization for the program throughout the state.

VIII. LEGISLATION REQUIRED

No specific legislation is required at this time. It is anticipated that the need for legislation will be reviewed on an annual basis and will be included as a part of the update submitted each year.

IX. CONSULTING NEEDED

It is anticipated that we will continue to need the assistance of systems analysts, programmers, and statistical analysts to keep the automated data processing program current.

X. ORGANIZATIONAL CHART

See Manning Chart for a list of Division FTE's.

APPRENTICESHIP AND TRAINING SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
WILEY, KEITH	106	DIRECTOR, APP & TRAINING
DEIKEN, FRED	139	APP. & TRAINING REP.
(VACANT)	7	SECRETARY 1-B
HIKIDA, ERLENE	79	ADMIN. CLERK TYPIST B

BOILER INSPECTION SECTION

LONG-RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for the Boiler Inspection Section is contained in 9-4-101 through 118, C.R.S. 1973. The statutes provide for keeping complete and accurate records of the boilers located in the State and inspection of every boiler used in the State for steaming, hot water heating purposes, or hot water supply. Boilers located in private residences and apartment houses having less than six-family units are exempted from coverage by the statutes.

II. KEY SECTION GOALS

- A. To assure safe construction, insulation, inspection, operation, maintenance and repair of boiler and pressure vessels in the State of Colorado.
- B. To investigate and report the cause of any boiler explosion that may occur within the State.
- C. To certify boiler inspectors of companies authorized to insure against loss from explosion of boilers in Colorado, upon request of said insurance company.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

The Section was originally created as a Division of the Industrial Commission charged with basically the same responsibilities it has today with the exception of certification of boiler inspectors of insurance companies.

The original purpose in establishing the Boiler Inspection Branch was to provide the citizens of Colorado with protection against boiler explosions and to assure that these vessels were inspected annually for continued maximum safety.

Because of the numerous amount of accidents and boiler explosions in industry, it was necessary to adopt a Boiler Inspection Law. In order that this Boiler Inspection Law be adequately enforced, it was necessary that trained inspectors be knowledgeable and experienced in the construction and operation of boilers and pressure vessels. Through experience, education, and pertinent publications which deal with construction, installation, operation, inspection of, and maintenance of boilers and pressure vessels our inspectors have become experts in this field.

The Division of Labor Boiler Inspection Branch cooperates with other agencies such as Atomic Energy Commission, Fire Departments, City and County Departments, Police Departments, Sheriff Departments and other law enforcement agencies in an effort to perform our statutory obligations.

B. Accomplishments

1. Prior to calendar year 1976.

- a. September 5, 1974, Colorado Occupational Safety and Health adopted a Resolution concerning air receivers and pressure vessels.
- b. Colorado has adopted rules governing the construction of all non-coded pressure vessels.
- c. Provide education to owners and users of boilers and pressure vessels.
- d. Implemented programs to training and educate in-shop professional engineers to verify the integrity of non-coded pressure vessels.

2. During the Calendar Year 1976

- a. Assisting industry in development of pressure vessels to be used in Oil Shale, Solar Energy, and Nuclear Research.
- b. Training and educating inspectors to become National Board Inspectors and Authorized Nuclear Inspectors.
- c. Updating programs in the fields of new techniques in design fabrication and welding processes in manufacturing industry.
- d. Provide industry with National Board and Nuclear Inspections by legal agreement.
- e. Review the quality control programs and shops of manufacturers in order to certify them as qualified Manufacturers of Pressure Vessels.

V. HISTORICAL COST OF OPERATION, FTE AND WORKLOAD

A. Cost of operations for the 1971 through 1976 fiscal year

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	*	-
72-73	*	-
73-74	*	-
74-75	\$158,102**	8.1%
75-76	\$193,754	6.0%

*budgetary figures were not available for 1971-74

**the entire program was funded from General Fund despite the fact that there was considerable amount of money collected as a result of inspection fees, this was not reflected in this budget since this is not a cash program.

B. FTE for the 1971 through 1975 fiscal year fund although several hundred thousands of dollars of fees have been collected over the years, that money goes directly into the General Fund. Since this is not a cash program, the funds do not come into the Boiler Inspection Section.

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	11	n/a
72-73	12	9.1%
73-74	12	0
74-75	13	9.2%
75-76	14	9.2%

C. Workload statistics for the 1971 through 1976 fiscal years.

<u>Year</u>	<u>Boiler Inspec.</u>	<u>% Chg.</u>	<u>Pressure Vessel Insp.</u>	<u>% Chg.</u>	<u>Revenue Realized from Boiler Inspection Fees</u>	<u>% Chg.</u>
71-72	13,710	-	-	-	\$124,520	-
72-73	14,800	8%	-	-	\$152,876	18.5%
73-74	15,984	8%	-	-	\$180,761	15%
74-75	16,863	5%	185		\$183,125	1%
75-76	18,043	6.5%	351	47	\$190,797	4%

I. COST OF OPERATIONS, FTE AND WORKLOAD, 1976 THROUGH 1981 FISCAL YEARS

A. Cost of Operations

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	214,316	9.5
77-78	250,675	14.5
78-79	299,708	16*
79-80	311,043	3
80-81	363,620	14*

* These figures include the cost of replacing three automobiles.

B. FTE

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	14*	-
77-78	15	7
78-79	16	6
79-80	16	0
80-81	17	6

* The increases in FTE will be for additional inspectors

C. Workload Indicators

<u>Projections</u>	<u>Boiler Inspc.</u>	<u>% Change</u>	<u>Pressure Vessel Insp.</u>	<u>% Change</u>	<u>Revenue from Boiler Inspc. Fees</u>	<u>% Change</u>
1976-77	18,945	5	631	-	\$257,576*	2*
1977-78	20,081	6	1,072	5	\$283,333	7
1978-79	21,285	6	1,608	9	\$308,832	8
1979-80	22,562	6	2,010	8	\$336,626	9
1980-81	23,915	6	2,251	5	\$363,556	10

* substantial increase in fees

VI. LONG-RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the next five years.

1. Review and re-evaluate the long-range plan for the boiler inspection programs in Colorado on an annual basis.
2. Review the boiler inspection services in order to increase safety of boilers in the state.
3. Propose and implement a program that changes the Division's primary focus from a service function to surveillance. This will result in stabilizing of the number of inspectors that will be required over the next few years.
4. Decentralize the service and surveillance functions of the Boiler Inspection Section throughout the state.
5. Improve the relationship with local entities in order to effectuate the surveillance function.
6. Establish and implement a method of charging the local entities for the surveillance function.
7. Qualify state inspectors in inspection of non-nuclear pressure vessels.
8. Qualify state inspectors to inspect nuclear pressure vessels.
9. Prepare inspectors to disseminate their expertise to inspectors working on the local level and inspectors of insurance companies authorized to insure boiler manufacturers in the state.

B. Specific plans for the next five years.

1. 1976-1977

- a. Complete the initial draft of the long-range boiler inspection section plan by September 1, 1976. The plan will then be available for review.
- b. Develop a specific plan which focuses on surveillance by December 15, 1976.
- c. Qualify at least one state inspector to do inspections of non-nuclear pressure vessels (unfired).
- d. Establish a training program for the inspectors currently employed to upgrade their skills in the area of boiler inspections and pressure vessel inspections.

2. 1977-78

- a. Update the master plan for the boiler inspection section so that it might be used in the budget preparation process for the fiscal year 1978-79 and so that it reflects any changed conditions to that time.
- b. By December, 1978, begin implementation of the in-service training program for inspectors who are currently employed.
- c. Identify target areas of the state as pilot programs in the implementation of surveillance program by December, 1978.
- d. Decentralize at least one inspector

3. 1978-79

- a. Update the master plan for the boiler inspection section so that it can be used in the budget preparation process for the fiscal year 1979-80.
- b. Implement the surveillance plan in the target areas by December, 1978.
- c. Certify at least one inspector in nuclear pressure vessel inspections.
- d. Certify at least one additional inspector in non-nuclear pressure vessel inspections.
- e. Begin changing local entities for surveillance function.

4. 1979-80

- a. Update the master plan for the boiler inspection section by July, 1979, so that it can be used in the budget preparation for the fiscal year 1980-81.
- b. Expand the modified surveillance plan to include additional target areas.
- c. Certify at least one additional non-nuclear pressure vessel inspector.

5. 1980-81

- a. Update the master plan for the boiler inspection section by July, 1980 so that it can be used in the budget preparation process for fiscal year 1981-82.
- b. Finalize the implementation of the surveillance program.
- c. Evaluate the in-service training program for inspectors and modify as necessary.
- d. Re-assess and re-evaluate the needs for the boiler inspection program as it currently exists and modify it to meet the current needs.

II. COST BENEFIT OF PLANNED ACTION

By moving from a service orientation to a surveillance orientation, the state will encourage local governments to use their personnel to do some of the functions that are now being carried out at the state level. By increasing the teaching capacity and expanding the expertise of the boiler inspectors employed at the state level, they will be able to disseminate this knowledge to larger numbers of inspectors throughout the state and eliminate the need for the state to continue a spiraling increase in the number of inspectors in the Division of Labor. An in-service training program will permit the current inspectors to upgrade their knowledge on a systematic basis and to identify areas of needed expertise at the state level so that more relevant skills might be required of persons hired in the Boiler Inspection

Section. This plan of action will mean that there will be an automatic decentralization of the expertise and knowledge throughout the state and that local entities will not have to wait as long to be serviced as they currently have to wait due to the limited staff available to the Division of Labor.

VIII. LEGISLATION REQUIRED

No specific legislation is required at this time. It is anticipated that the needs for legislation will be reviewed on an annual basis and will be included as a part of the updates submitted each year..

IX. CONSULTING NEEDS

It is anticipated that assistance will be needed in the establishment of the surveillance program and in setting up an automated data processing program that will eliminate the paperwork that is being done manually by persons in the Section. It is also anticipated that someone with skills in educational processes will be needed to assist in the development of both in-service educational programs for the inspectors currently on the staff as well as the program of education that will be set up to enable the surveillance plan to go into effect.

X. ORGANIZATION CHART

A. See Manning Chart for a list of Division personnel.

SEPT. 1, 1976

BOILER INSPECTION SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
CIMINO, BILL	108	CHIEF BOILER INSPECTOR
CONTI, ANGELO	148	BOILER INSPECTOR
DEASON, CLIFFORD	134	BOILER INSPECTOR
CATES, ERCAL	125	BOILER INSPECTOR
(VACANT)	133	BOILER INSPECTOR
HURWITZ, DAVID	147	BOILER INSPECTOR
HEEL, FRANKLIN	12	BOILER INSPECTOR
KOEHLER, FRED	10	BOILER INSPECTOR
REXROAD, BASIL	127	BOILER INSPECTOR
NAGLE, BERNARD	230	BOILER INSPECTOR
BOX, JOHN	265	BOILER INSPECTOR
STEINKRAUS, MAXINE	103	ADMIN. CLERK TYPIST B
BRYAN, RUTH	226	ADMIN. CLERK TYPIST A
(VACANT)	90	TYPIST A

COLORADO OCCUPATIONAL SAFETY AND HEALTH (C.O.S.H.)

LONG RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for the Colorado Occupational Safety and Health (C.O.S.H.) is contained in Article 11, Title 8, C.R.S 1973. The statute establishes a Standards Board to determine and fix standards and safety in the work place. The Division of Labor is charged with enforcing the Standards and adjudicating disputes which grow out of enforcement of those standards.

II. KEY PROGRAM GOALS

- A. To assure safe and healthful working conditions by enforcing compliance with Safety and Health Standards promulgated by the COSH Standards Board.
- B. To assure safe and healthful working conditions by providing education and technical assistance to employers required to comply with the COSH Standards.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical

The State of Colorado has maintained an industrial safety and health program since 1904. In 1970, Congress passed P.L. 91-596 - The Occupational Safety and Health Act. This law required that several States meet federal guidelines for Occupational Safety and Health or yield their responsibilities to the Federal Government. This State elected to maintain local control in order to foster voluntary compliance, education and technical assistance, and respond to local problems. This concept is clearly the intent of the enabling registration. Safety personnel must have four years of experience or a degree to insure that they have been exposed to the broad range of technical problems faced in the program. Both compliance and E.T.A. personnel must have a college degree in industrial hygiene or chemistry in order to deal with problems related to toxic materials. In administration varied experience and degrees are suggested in this area in order to deal with problems related to toxic materials. The underlying criteria for the performance of inspections and education activities include the national consensus standards which is used as a basis for both federal and state standards primarily to achieve voluntary compliance through effective accident prevention programs and enforcement of performance criteria. These standards provide continuity on a national basis. However, state law allows the COSH standards board to modify standards to meet local conditions. Specific guidelines in the conduct of inspections are based on the OSHA compliance manual. E.T.A. programs were specifically created for the Colorado program and generally follow compliance procedures with the exception of sanctions. Compliance inspections are assigned based on SIC codes. These codes enable the compliance section to direct its activities in accordance with established priorities such as catastrophes,

complaints and imminent danger, target industries, target health hazards, special programs and follow-up inspections.

Courtesy inspections and educational programs are conducted by ETA on a request basis. These reports are actively solicited.

The entire concept of the COSH Program is based on voluntary compliance. Both compliance and ETA activities are designed to be a service that will provide a healthful and safe working environment for all workers. Public input is sought on a continual basis through the legislative intent in establishing the COSH Standards Board and through numerous public speaking engagements accepted by COSH personnel. COSH undertakes activities as necessary with the Colorado Department of Social Services, The Division of Employment and Federal HEW in the migrant housing area. In addition, COSH occasionally refers matters concerning sanitation to the Colorado Department of Health, Sanitation Section, when it determines that COSH Standards do not cover a particular problem. COSH has also undertaken activities with Department of Institutions as it relates to the Colorado Penitentiary in Canon City.

Finally, routine activities are conducted via informal arrangements as well as statutory requirements with the Department of Law, the Department of Regulatory Agencies (the Tramway Board), the Budget and Fiscal Office and the Industrial Commission.

B. ACCOMPLISHMENTS

1. Prior to Calendar Year 1976

- a) Statistical data provided
- b) Standards promulgated (to include agriculture), general industry, special industry and construction.
- c) 30% increased productivity.
- d) MIS System (analyze inspector performance).
- e) 18-B Developmental Steps close to completion.
- f) Public information programs continue (acceptance of COSH).
- g) Informal Hearings.
- h) COSH Standards Board - public input locally.

2. During the Calendar Year 1976

- a) Total Inspections - 1,311
- b) Total Compliance Inspections - 537
- c) Total Violations Cited - 73
- d) Total Penalties - \$102,815
- e) Total Technical Assistance Inspections - 254
- f) Total ETA Violations Cited - 5,421
- g) Total Education Classes - 452

IV. HISTORICAL BUDGET, FTE AND WORKLOAD

A. Cost of Operation

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>General Fund</u>	<u>% Change</u>	<u>Other</u>	<u>% Change</u>
71-72	-	-	-	-	-	-
72-73	315,867	-	184,581	-	131,286	-
73-74	849,233	168.9	343,621	86.2	505,612	285.1
74-75	1,004,251	18.3	429,972	25.1	574,279	13.6
75-76	1,092,336	8.8	546,168	27.0	546,168	(4.9)

B. F.T.E.'s

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	n/a	-
72-73	n/a	-
73-74	20	-
74-75	40	100
75-76	44	10

V. COST OF OPERATIONS, FTE AND WORKLOAD, 1976 THROUGH 1981 FISCAL YEARS

A. Cost of Operations

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>General Fund</u>	<u>% Change</u>	<u>Other</u>	<u>% Change</u>
76-77	1,194,268	9.3	597,134	9.3	597,134	9.3
77-78	1,324,522	10.9	666,226	10.9	666,226	10.9
78-79	1,456,974	10	728,487	10	728,987	10
79-80	1,602,671	10	801,336	10	801,336	10
80-81	1,762,938	10	881,469	10	881,469	10

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	55	25
77-78	61	10
78-79	65	6
79-80	70	8
80-81	72	1

COLORADO OCCUPATIONAL SAFETY & HEALTH (COSH)

COSH COMPLIANCE:
 HISTORICAL WORKLOAD INDICATORS:

YEAR	TOTAL	% CHG.	SAFETY	% CHG.	HEALTH	% CHG.	DISASTERS	% CHG.	COMPLIANCE	% CHG.	TARGET	% CHG.	ROUTINE	% CHG.
72-73	-----		-----		-----		COSH NOT IN EXISTENCE		-----		-----		-----	
73-74	296	-	243	-	53	-	8	-	39	-	1	-	248	-
74-75	2,223	651	2,077	755	146	175	42	450	196	403	325	324	1,660	570
75-76	2,076	(7)	1,938	(7)	138	(5)	49	15	289	45	422	30	1,316	(21)
72-73	-	-	-	-	-	-	-	-	-	-	-	-	-	-
73-74	58	-	-	11	-	1	-	-	-	-	74	-	19	-
74-75	79	36	8	(27)	1	-	-	-	-	-	380	414	122	542
75-76	69	(13)	30	275	0	(100)	0	-	-	-	390	3	133	9

STATE OF COLORADO
DEPARTMENT OF LABOR AND EMPLOYMENT
DIVISION OF LABOR

COLORADO OCCUPATIONAL SAFETY & HEALTH (COSH)

-A-

COSH-ETA SESSIONS:

PROJECTIONS:

76-77	70	1	36	12	0	-	0	-	425	9	150	13
77-78	100	43	50	39	0	-	0	-	450	12	150	-
78-79	125	25	60	20	0	-	0	-	500	11	160	7
79-80	150	20	65	8	0	-	0	-	525	5	170	6
80-81	150	-	65	-	0	-	0	-	525	-	170	-

PROJECTIONS:

Projections depending upon funding and FTE will be 10% per year.

76-77	2,284	10	2,132	10	152	10	54	10	318	10	464	10	1,448	10
77-78	2,513	10	2,345	10	167	10	59	10	350	10	510	10	1,593	10
78-79	2,764	10	2,580	10	184	10	65	10	385	10	561	10	1,752	10
79-80	3,040	10	2,838	10	202	10	72	10	424	10	617	10	1,927	10
80-81	3,344	10	3,122	10	222	10	79	10	466	10	679	10	2,120	10

VI. LONG RANGE AND YEARLY PLANS

A. Objectives During the Next Five Years

1. Review and re-evaluate the Long Range Plan for the COSH Program on an annual basis.
2. Acquire certification from the U.S. Department of Labor as a fully operational program.
3. Complete the Development of Standards for different occupational settings and modify existing Standards.
4. Implement enforcement of new and modified Standards as appropriate.
5. Strengthen the coordination between the Health and Safety Compliance and Educational Technical and Assistance (ETA) and the Standards Board.
6. Modify the ETA Program.
7. Decentralize the entire program further.
8. Institute an in-service training program for COSH Inspectors.
9. Resolve jurisdictional issues between the Occupational Safety and Health Program, the Environmental Protection, and the U.S. Department of Mines, as they affect the COSH Program.

B. Specific Plans for the Next Five Years

1. 1976-77

- a) Complete the initial draft of the COSH Long Range Plan by September 1, 1976. The Plan will then be available for review and comparison to the 18-B Plan.
- b) Complete the Developmental Phase of the COSH Program and enter the operational phase.
- c) Begin enforcement of the Agricultural Standards promulgated by the Standards Board.
- d) Review the manner in which employee complaints are processed by the Division of Labor.
- e) Establish a central Administrative Unit to strengthen the coordination between Compliance and ETA while maintaining the clear separation between the two sections.
- f) Establish procedures for assuring that non-covered hazards are brought to the immediate attention of the Standards Board thus enabling more rapid promulgation of appropriate Standards.
- g) Review the flow of paperwork in the Compliance Section.
- h) Coordinate efforts with the OSHA Regional Office toward clarifying jurisdictional matters.

- h) Coordinate efforts with the OSHA Regional Office toward clarifying jurisdictional matters.
- i) Explore toward the end of reducing the number of Solicitors which are Administrative.

2. 1977-78

- a) Update the Master Plan for the COSH Program so that it might be used in the budget preparation for Fiscal Year 1978-79.
- b) Develop an in-service program for COSH Inspectors.
- c) Review and modify the decentralization plan for the Program.
- d) Develop a specific plan for operations of the ETA section.
- e) Establish a strong central administration directly in the COSH Program.
- f) Devise and implement a plan for more universal and coordinated use of Hearing Officers to include COSH.

3. 1978-79

- a) Update the Master Plan for the COSH Program by July 1978 so that it might be used in the budget preparation for Fiscal Year 1979-80.
- b) Expand the decentralization as is appropriate.
- c) Review the ADP Program and modify to be more responsive to management needs.
- d) Modify the program in accordance with changes in Federal and State Legislative requirements.

4. 1979-80

- a) Update the Master Plan for the COSH Program by July 1979 so that it can be used in the budget preparation for Fiscal Year 1980-81.
- b) Review the accomplishments of the Program based upon the original 18-B proposal to determine necessary modifications.
- c) Review the organization of COSH for possible modification to be more current.

5. 1980-81

- a) Update the Master Plan for COSH by July 1980 so that it can be used in budget preparation for Fiscal Year 1981-82.
- b) Finalize the decentralization program.

- c) Review the in-service training program to determine it's effectiveness and modify as needed.
- d) Reassess and re-evaluate the needs for the program as it currently exists and modify to meet the current needs.

VII. COST BENEFIT OF PLANNED ACTION

By providing a full time COSH Director with Administrative Staff support, it is possible to focus on some of the Administrative problems that have accounted for delays in inspections, multiplicity of paperwork, lack of coordination between the three aspects of the COSH Program, and inability of the program to disseminate the Standards quickly to inspectors and the general public. The use of ADP for management purposes should eliminate much of the time spent by inspectors in administrative functions. An in-service training program will permit the upgrading of Inspectors currently on board as well as Inspectors that are brought on board to supplement the program staff. It would also eliminate the need for sending people out of the State on a one-to-one basis and permit utilization of available funds to do a broad based upgrading program for both ETA as well as Compliance people. Decentralization of the program makes the program more readily available to persons outside the Denver metropolitan area. More precise deliniation of the functions of the Solicitors vis-a-vis the Administrative unit of the COSH Program should result in eliminating the involvement of Solicitors in the Administrative aspects of the Program to a large degree. The coordination of the Adjudication functions of COSH with those of Workmen's Compensation would make more efficient use of the Hearing Officers that are used by the Division of Labor. Eliminate Administrative functions carried out by Solicitors. Coordination of the Hearing Officer functions.

VIII. LEGISLATION REQUIRED

No specific legislation is anticipated at this time, however, as the program needs unfold, there is a possibility that legislative changes will be sought.

IX. CONSULTING NEEDS

It is anticipated that a consultant in the area of ADP, in-service training, and administration may be needed in the implementation of this overall plan.

X. ORGANIZATIONAL CHART

See Manning Chart for a List of Division FTE.

COLORADO OCCUPATIONAL SAFETY AND HEALTH (C.O.S.H.)
MANNING CHART

EMPLOYEE'S NAME	POS.#	TITLE
<u>OFFICE OF THE COSH DIRECTOR:</u>		
ROGERS, GREGORY M. (VACANT)	228	COSH DIRECTOR SECRETARY 1-A
HISS, ROBERT	78	ADMIN. OFFICER II
MOSS, MARSHA	269	TYPIST A
<u>LEGAL:</u>		
ROCHELEAU, ANNE (MATERNITY LEAVE)	260	SECRETARY 1-B
<u>COMPLIANCE:</u>		
JOHN, WILLIAM A.	68	SUPERVISOR SAFETY INSP
KROL, HERMAN	136	ASST. SUPV. SAFETY INSP.
BLAGG, ROBERT	35	SAFETY INSPECTOR B
HASTIE, HAROLD	135	SAFETY INSPECTOR B
JENKINS, HUGH	164	SAFETY INSPECTOR B
PROCTOR, ROBERT	166	SAFETY INSPECTOR B
SIMMONS, MEL	169	SAFETY INSPECTOR B
MANNING, WILLARD G.	170	SAFETY INSPECTOR B
GARLAND, SAMUEL M.	167	SAFETY INSPECTOR B
SITZLER, EUGENE	161	SAFETY INSPECTOR B
GRODHAUS, ROBERT	235	SAFETY INSPECTOR B
AHRENS, BI BI	237	SAFETY INSPECTOR B
JIMINEZ, JOHN	238	SAFETY INSPECTOR B
NIHISER, JR., JOHN	221	SAFETY INSPECTOR B
CONRAD, DEAN	163	SAFETY INSPECTOR B
BATTS, KENNETH	188	SAFETY INSPECTOR B
GRIZZLE, DANIEL	129	SAFETY INSPECTOR B
HUNT, RANDALL	239	SAFETY INSPECTOR B
HURRICANE, J. "AL"	240	SAFETY INSPECTOR B
(VACANT)	220	SAFETY INSPECTOR A
(VACANT)	236	SAFETY INSPECTOR A
BERGSTRAND, DONALD	189	SAFETY INSPECTOR A
(VACANT)	159	SECRETARY 1-A
CROUSE, GEORGE	181	TYPIST B
MITTELL, VIRGINAI	247	TYPIST A
GUSTAFSON, TAMA	248	TYPIST B
CORNWALL, RICHARD	249	ADMIN. CLERK B
McJUNKINS, ALICE	83	STENO TRANSCRIBER
BAUGHMAN, LeLLON	251	TYPIST B

COLORADO OCCUPATIONAL SAFETY AND HEALTH (C.O.S.H.)
MANNING CHART

<u>EMPLOYEE'S NAME</u>	<u>POS. #</u>	<u>TITLE</u>
<u>EDUCATIONAL & TECHNICAL ASSISTANCE:</u>		
MATLOCK, HOMER	34	SAFETY ED. SUPERVISOR
WILEY, IRVING	109	ASST. SAFETY ED. SUPVR.
(VACANT)	76	SAFETY EDUCATOR B
BATES, ALLEN	107	SAFETY EDUCATOR B
(VACANT)	92	SAFETY EDUCATOR B
DUNPHY, ROBERT	243	SAFETY EDUCATOR B
HARGETT, CLOVIS P.	244	SAFETY EDUCATOR B
KEELE, LYLE	246	SAFETY EDUCATOR B
(VACANT)	245	SAFETY EDUCATOR A
THUL, RALPH	223	ADMIN. OFFICER III
DORWARD, HOWARD	257	SAFETY ENGINEER
MARQUEZ, SARA	9	SECRETARY 1-B

LABOR RELATIONS SECTION

LONG RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for functions carried out by the Labor Relations Section is found Articles 1,16,17, and 18 of Title 8 C.R.S. 1973. The Statute gives the Division of Labor power to supervise the enforcement of Labor Laws to investigate the safety and health of the work place and to carry out other numerous functions as it relates to relations between employers and employees.

Article 16-18 gives the Division of Labor jurisdiction in the area of Public Works as to wages to be paid, employees to be hired, and preference for State products in Governmental contracts.

II. KEY SECTION GOALS

- A. To promote industrial peace in this State.
- B. To investigate and provide necessary mediation in the event of labor disputes.
- C. To assure adequacy of wages on public works.
- D. To make use of the State labor force and State products in construction of Governmental facilities.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical

This section was created because there was a need for industrial peace in the State, and a need for rules and regulations being established to protect and promote each of the interests of industry and labor with due regard to the situation and to the rights of both.

B. ACCOMPLISHMENTS

1. Prior to the Calendar Year 1976

- a) Contribution to periods of industrial peace in which there were very few strikes or lockouts in both public and private sectors

2. During the Calendar Year 1976

- a) Settlement of the Aurora, Grand Junction, Montrose, Durango, and Longmont School District contracts.
- b) Settlement of the labor contracts involving the Lakewood Fire District, Adams County, and Trinidad City employees.
- c) Assisting with an agreement without a strike between the Union and the Joy Manufacturing Company.

IV. HISTORICAL COST OF OPERATION, FTE, AND WORKLOAD

A. Cost of Operations

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	n/a	-
72-73	11,345	-
73-74	12,743	12
74-75	14,838	16
75-76	16,485	11

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	1	-
72-73	1	-
73-74	1	-
74-75	1	-
75-76	1	-

STATE OF COLORADO
DEPARTMENT OF LABOR AND EMPLOYMENT
DIVISION OF LABOR

LABOR RELATIONS

HISTORICAL WORKLOAD INDICATORS

<u>YEAR</u>	<u>INTENT TO STRIKE PROCESSED</u>	<u>% CHANGE</u>	<u>COLLECTIVE BARGAINING ELECTIONS</u>	<u>% CHANGE</u>	<u>UNION SHOP ELECTIONS</u>	<u>% CHANGE</u>	<u>UNFAIR LABOR CHARGES PROCESSED</u>	<u>% CHANGE</u>
71-72	722	n/a	11	n/a	9	n/a	8	n/a
72-73	322	(55)	14	27	12	33	6	(25)
73-74	327	2	13	(7)	15	25	10	67
74-75	811	148	10	(23)	12	(20)	9	(10)
75-76	372	(54)	15	50	21	75	12	33

V. PROJECTED OPERATIONS COST, FTE & WORKLOAD

The activities in this section have fluctuated so drastically and so many variables exist which could change the needs for staff in this area. A Task Force has been set up to develop guidelines in this area. The projections are not offered because of this unpredictable situation.

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives During the Next Five Years

1. Review and evaluate the Long-Range Plan for the Labor Relations Section.
2. Obtain legislative resolution for some unanswered questions which prevent meaningful planning.
3. Develop guidelines for involvement of the Division of Labor in labor disputes involving public employees.
4. Resolve issues concerning collective bargaining for public employees.
5. Organize a section, a full-blown section, on labor relations in accordance with the functions determined to be within the purview of the Division of Labor.

B. Specific Plans for the Next Five Years

1. 1976-77

- a) Complete an abbreviated initial draft of the long range plan for the Labor Relations Section by September 1, 1976. The plan will then be available for review.
- b) Develop a task force to determine when legislative and administrative guidelines for functions within the State's Labor Relations section of the Division.
- c) Review legislation concerning public employee collective bargaining and the Colorado Labor Peace Act.
- d) Expand relationships with various interest groups affected by public employee bargaining and the Colorado Labor Peace Act.

2. 1977-78

- a) Develop a long range plan for the Labor Relations Section that is specific.
- b) Organize the Labor Relations section in line with legislative changes.

3. 1978-79

- a) Update the master plan for the Labor Relations Section so that it can be used in budget preparation for fiscal year 1979-80.
- b) Implement reorganization as suggested by the Long Range Plan.

4. 1979-80

- a) Update the master plan for the Labor Relations Section by July 1979 to be used in the budget preparation for Fiscal Year 1980-81.
- b) Carry forth items set forth in the Long Range Plan developed in 1977-78.

5. 1980-81

- a) Update the Long Range Plan for the Labor Relations Section by July 1980 so it can be used in the budget preparation for Fiscal Year 1981-82.
- b) If decentralization is included in the Long Range Plan effectuate a partial decentralization.
- c) Evaluate the organizational structure for needed changes.

VII. COST BENEFIT OF PLANNED ACTION

At this point in time it is impossible to set forth the cost benefit of the planned action since planning is not very feasible before the next Legislative Session. The Colorado Supreme Court has issued three (3) decisions which drastically effect Labor Relations in the State of Colorado. There is one case on appeal to the Supreme Court. In addition, Legislation which would alter the Colorado Labor Peace Act is to be proposed in this year's legislature and if passed, would also drastically affect the functioning of this Division. In addition, the history of this section has been one of continuous fluctuation so that no pattern is discernable at this point and time. Once there has been resolution of the items previously mentioned, a long-range plan would be feasible. To offer a long-range plan now would be of doubtful value.

VIII. LEGISLATION REQUIRED

It is anticipated that legislation will be introduced on collective bargaining for public employees, to alter the Colorado Labor Peace Act and administrative changes to establish guidelines for functioning of the Division of Labor in the labor relations area.

IX. CONSULTING NEEDS

While it is impossible to tell what kind of focus the Division of Labor will take in the area of labor relations, it is probably safe to predict that automated data processing should become an integral part of whatever program is

established. Therefore, it is anticipated that consultation in the area of automated data processing will be needed at some point during the next few years.

X. ORGANIZATIONAL CHART

See the Manning Chart for a list of Division FTE's assigned to this section.

SEPT. 1, 1976

LABOR RELATIONS SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
FREY, ROBERT	19	LABOR RELATIONS OFFICER
MURDY, AUDREY,	274	SECRETARY 1-B

MIGRANT LABOR PROGRAM

LONG-RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for the Migrant Labor Program is contained in 8-4-102 (3)(4), C.R.S. 1973. The statutes provide that field labor contractors and crewleaders are to keep payroll records and give written statements showing the laborer's wage rate, wages earned, number of hours worked, or, in the case of contractual piece work, the accurate amount earned and all withholdings from the laborer's wages.

II. KEY PROGRAM GOALS

- A. One Hundred percent registration of Labor Contractor's in Colorado.
- B. Better labor services to migrant families, including health, housing and wages.
- C. Better relations with growers and farmers plus state and federal agencies in order to utilize all available services to migrant families.
- D. Thorough audit and investigation of wage statements issued by labor contractors or crewleaders.
- E. Through enforcement of State statutes in regard to registration, wages and C.O.S.H. standards.
- F. Technical assistance to C.O.S.H. housing inspectors.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS.

A. Historical Overview

On May 1, 1970, at the direction of Governor John A. Love, James Shaffer, the Director of Division of Labor, was ordered to start enforcing the crewleader act, of which is under the Wage Statute, C.R.S., Title 8, Article 4, 101 through 107.

B. ACCOMPLISHMENTS

1. Prior to Calendar Year 1976

In the years to follow, 1970 through 1975, the Division of Labor registered 73 crewleaders per year across the state, collected thousands of dollars for migrant workers of wages that were due to them by crewleaders and contractors. Also, due to the participation of the people working on the migrant program with other agencies, the results were as follows:

- a) 602 units of migrant housing of which housed 3,250 workers.
- b) Santi Flush toilets and potable drinking cups were made available to migrant workers in the fields.
- c) An amendment to include migrant workers in the Workmen's Compensation Act.
- d) The upgrading of wages and working conditions throughout the state for migrant workers, due to the labor mediating efforts of the people on the migrant program.
- e) The registration of crewleaders and contractors through out the state.

2. During the Calendar Year 1976

132 crewleaders were registered throughout the state and several thousand dollars collected in wages due to workers. Also, attention has been called to other agencies of deplorable housing that migrants were living in throughout the state.

IV. A. Cost of Operations for fiscal years 1972 through 1976.

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	-	-
72-73	20,394	-
73-74	24,471	9
74-75	26,737	6
75-76	28,279	4

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	-	-
72-73	2	-
73-74	2	-
74-75	2	-
75-76	2	-

C. Workload Statistics

<u>Year</u>	<u>Rural Wage Claims</u>	<u>% Change</u>	<u>Crew leaders Registered</u>	<u>% Change</u>
71-72	-	-	-	-
72-73	37	n/a	42	n/a
73-74	42	12	56	25
74-75	58	28	78	28
75-76	63	8	132	41

V. A. Cost of Operations for fiscal years 1976-1981

<u>Year</u>	<u>Total</u>	<u>% Change*</u>	<u>General Fund</u>	<u>% Change</u>	<u>Other</u>	<u>% Change</u>
76-77	32,520	15				
77-78	42,276	30				
78-79	44,390	5				
79-80	46,610	5				
80-81	48,941	5				

V. A. Cont'd

* It is anticipated that one additional migrant labor co-ordinator will be added to the staff during the last half of the current fiscal year and another co-ordinator will be added in fiscal 1977-78.

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>General Fund</u>	<u>% Change</u>	<u>Other</u>	<u>% Change</u>
76-77	2.5*	20	2.25	.11	.25	9
77-78	4**	38	3	25	11	75
78-79	4***	-	4	25	-	(100)
79-80	4	-	4	-	-	-
80-81	5	20	5	20	-	-

* This includes one person hired on a six-month contract(3 months at federal expense.

** The U. S. Department of Labor has offered to support one full-time investigator in 1977-78 so that concurrent registration under the federal statute might be done.

*** In the ensuing years, it is anticipated this will be fully state-funded.

C. Workload Statistics

<u>Year</u>	<u>Rural Wage Claims</u>	<u>% Change</u>
76-77	75	-
77-78	100	33%
78-79	110	10
79-80	125	14
80-81	150	20

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the Next Five Years

1. Review and re-evaluate the long-range plan for the Migrant Labor Program on an annual basis.
2. Review the Services offered through this program in order to improve coordination with other state agencies and federal agencies offering services to migrant in the state.
3. Purpose legislation consistent with the climate to secure and insure adequate wages for migrant workers.
4. Decentralize the services by placing investigators in areas on the western slope and in other areas on the eastern slope.
5. Maintain the relationship established with various agencies and individuals in order to effectuate and improve programs.

B. Specific plans for the next five years

1. 1976-77

- a. Complete the initial draft of the long-range migrant labor program by September 1, 1976, the plan will then be available for review.
- b. Develop a specific plan for decentralization.
- c. Develop a specific plan for co-operating with the federal Department of Labor and registration of crew leaders.
- d. Review the relationship with other agencies and individuals working in this area.

2. 1977-78

- a. Update the master plan for the migrant labor program so that it might be used in the budget separation process for fiscal year 1978-79.
- b. Reassess the migrant labor problem to determine what legislation is needed.
- c. Place an additional investigator on the western slope full time.

3. 1978-79

- a. Update the master plan for the migrant labor program so that it can be used in the budget separation process for fiscal year 1979-80.
- b. Review the relationship between the state and federal government and between the Division within the Department of Labor and Employment to ascertain needs for modified collaborative agreements.

4. 1979-80

- a. Update the master plan for migrant labor programs on July 1, 1979 so that it can be used in the budget preparation for fiscal year 1980-81.
- b. Co-ordinate the migrant labor program more closely with the Wage Claim Section of the Division of Labor.
- c. Explore the possibility of merging those sections of the migrant labor program with the COSH program and the Division of Housing program.

5. 1980-81

- a. Update the master plan for the migrant labor programs on July 1, 1980 so that it can be used in the budget preparation for the fiscal year 1981-82.
- b. Reassess and re-evaluate the need for the migrant labor program as it currently exists and modify it to meet their current needs.

II. COST BENEFIT OF PLANNED ACTION

By increasing the number of migrant labor investigators, the Division should be able to register more careers and enforce the wage claims law on a preventative basis by informing crew leaders that their responsibilities onto the law. This should decrease the number of wage claims that are filed following the various seasons. If the wage claim section and the migrant labor section could be merged, it will make the specialized investigators available to do additional wage claim work. If the wage claim investigators can be used as an integral part of the COSH program, it will assure a broader perspective of the problem in the COSH program.

II. LEGISLATION REQUIRED

A Task Force has been established to review the need for new legislation in this area. It is anticipated that in some point and time, the agricultural area will be included in the state's minimum wage law.

IX. CONSULTING

Consulting assistance is being provided to the program through individuals who sit on the task force. As additional expertise is required, additional individuals will be called in. The program staff are co-operating and collaborating with other agencies within the state government and the federal government to determine the types of agreements that would be most beneficial in upgrading the service to migrants.

X. ORGANIZATIONAL CHART

See Manning Chart or a list of Division FTE's assigned to the migrant labor program.

MIGRANT LABOR SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
TORRES, JERRY	177	INVESTIGATOR B
GALLEGOS, ART	158	INVESTIGATOR B

OIL INSPECTION SECTION

LONG-RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

The functions of the Oil Inspection Section are conducted pursuant to 8-20-101 through 414. This section conducts annual quality assurance inspections at all petroleum marketing locations, pipeline terminals, bulk storage plants and transport facilities throughout the state. The inspections include regular and random sampling of products, certification of meter accuracy and examination of package, containers and labels. The section also examines all anti-freeze, brake fluids, lubricants, additives and improvers of products. The agency maintains and operates a fleet of calibration trucks equipped for certification of commercial petroleum fuel meters. The Section maintains a petroleum and a metrology facility in the state.

II. KEY SECTION GOALS

- A. To assure the safe design, construction, location, installation and operation of equipment for storing, handling and transporting by tank truck or tank trailer and utilizing liquid fuel products.
- B. To assure the safe distribution and handling of liquified petroleum gas.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

The Colorado Oil Inspection program was originated in 1899 emphasizing control of illuminating oil from petroleum refineries.

In 1915, the program was updated setting forth specifications and testing for gasoline, kerosene, turpentine, paint varnish and linseed oil.

Collection of gasoline taxes came about in 1925, but later this duty was given to the Department of Revenue.

In 1943, jurisdiction over the use, transportation and storage of liquified petroleum gases was designated. In 1945, codes relating to use of LP gas were adopted and in 1956 LP gas delivery truck meters were inspected and given certification.

In 1973, S.B. 326 provided definitions and technology to LP gas service companies in order that they might have an accurate accounting of products unaffected by changes in temperature. Codes for all petroleum products for the handling of dangerous and hazardous conditions relating to these products which increased duties of oil inspectors in consumer protection activities.

Codes on underground storage, corrosion protection, leak detection, traceability of gasoline dyes, quality of liquified petroleum gas were also included in the bill.

Standards for measurement as published by the National Bureau of Standards were also adopted in this bill.

B. Accomplishments

1. Prior to 1976

Oil inspection program was updated to maximize effectiveness within budget limitations.

Semi-annual inspections were changed to annual inspections after statistical data proved the consumer would be adequately protected.

In 1956, a master meter certification program was developed.

In 1973, master meter test facilities were constructed in the Highway Department yards at Aurora.

Analytical equipment was acquired e.g. a gas chromatograph for LP gas analysis, a resistivity kit for soil corrosivity test, a lead analysis kit for testing unleaded gasoline, new and larger mastermeters for LP gas and flammable liquids.

An Oil Inspector II, chose to be on the Vapor Control Design Criteria Task Force performed a vital role in protecting Colorado's consumers.

Termination of an exclusive lease on truck calibration space saved \$900/year rent.

An agreement with Region VIII of the Environmental Protection Agency to conduct non-leaded gasoline inspections generates \$3,500 funds for the State of Colorado.

Calibration trucks are all equipped to use LP gas fuel which is 11¢ less per gallon thereby realizing an annual savings of \$1,400.

The petroleum laboratory generates approximately \$2,300 annually in analytical fees and realizes a savings of \$450 in the use of all sample residues in section vehicles.

The Division of Labor acquired the oil inspection section in July, 1933.

2. During Calendar Year 1976.

Legislature authorized purchase of LP gas prover.

A bill-type vapor meter prover for testing of LP gas vapor meters was acquired.

Excellent housing facilities were obtained through the state budget and planning office when the section was evicted from the lease because of uninsurability of the gasoline laboratory activities.

Nine oil inspectors completed a third course in LP gas technology offered at Morgan Community College.

One inspector completed a short course offered by the National Bureau of Standards in LP gas and vapor measurement.

Two inspectors completed training on metric conversion.

IV. HISTORICAL BUDGET, FTE AND WORKLOAD

A. Cost of Operation

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>Cash Fund</u>	<u>% Change</u>
71-72	\$207,769	n/a	\$207,769	n/a
72-73	215,007	3.5	215,007	3.5
73-74	225,404	4.8	225,404	4.8
74-75	237,637	5.4	237,637	5.4
75-76	285,184 ⁽¹⁾	20.0	285,184	20.0

(1)

Oil Inspectors were reclassified with an increase in salary plus there was a substantial capital outlay for updating test equipment.

B. FTE⁽²⁾

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	19	n/a
72-73	20	5.3
73-74	20	n/a
74-75	19	5.0
75-76	19	n/a

(2)

Cost of operations

C. Workload Statistics

1. Inspections and Investigations

Year	Total Gals (1)		Market (2)		Bulk (3)		Pipeline (4)		Unleaded Gasoline		Mobile Home Parks	
	Gasoline Shipped	% Change	Locations	% Change	Plant Meters	% Change	Refinery Inspections	% Change	Gasoline	% Change	FL Plans Approved	% Change
72-72	1 315 348 000	+7.5	4,170	n/a	600	n/a	n/a	n/a	0	n/a	0	-
73-74	1 360 563 000	+9.0	4,922	+18	560	7	270	n/a	0	n/a	2	n/a
74-75	1 314 423 000	+3.4	4,301	-12	500	7	320	+18	0	n/a	121	6000
75-76	1 355 154 000	+4.9	3,730	-14	530	+6	416	+30	3,000	0	130	+10

- (1) Total gallons.*
 - (2) There has been a real decrease in market locations.
 - (3) Bulk Plant Meters are being phased out in high growth and metro areas.
 - (4) In 1974 a new law required metering at pipeline refineries and this resulted in ability of inspectors to do more inspections. The refineries can now be checked approximately every two months.
 - (5) The increase in price of gas precipitated numerous complaints.
 - (6) Went from semi-annual - annual inspections resulting in greater need for assistance between inspections.
 - (7) Gasoline leak detectors required by Division of Labor in 1973 and Health Department adopted in 1976.
- * Indicator of total workload. The more gasoline sold, the greater the number of complaints and requests for assistance and the greater the number of service stations and tanks. The increases here are in part based on increased population and greater driving distances. If the energy shortage persists and mass transit becomes more extensive, these figures could be modified drastically.

2. Product Quality - Testing

<u>Year</u>	<u>Antifreeze Brands</u>	<u>% Change</u>	<u>Brake Fluid Brands</u>	<u>% Change</u>	<u>Unleaded Gas</u>	<u>% Change</u>
72-73	96	n/a	58	n/a	0	n/a
73-74	105	+10	52	-10	0	n/a
74-75	68	-37	53	+2	0	n/a
75-76	80	+17	54	+2	105	-

3. Meterology

<u>Year</u>	<u>Transports Calibrated Contamination Space</u>	<u>% Change</u>	<u>Vapor Recovery</u>	<u>% Change</u>
72-73	147	n/a	0	0
73-74	100	-33	0	0
74-75	90	-10	35	-
75-76	140	50	193	+450

V. PROJECTED OPERATING COSTS, FTE AND WORKLOAD

A. Cost of Operation ⁽¹⁾

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>Cash Fund</u>	<u>% Change</u>
76-77	\$299,443	5	\$299,443	5
77-78	311,411	4	311,411	4
78-79	323,867	4	323,867	4
79-80	333,583	3	333,583	3
80-81	343,590	3	343,540	3

B. FTE 's ⁽²⁾

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	20	5%
77-78	21	4%
78-79	22	4%
79-80	23	3%
80-81	24	3%

(1)

Oil inspectors were reclassified with an increase in salary plus there was a substantial capital outlay for updating test equipment.

(2)

Cost of Operations

C. Workload Statistics

1. Inspections and Investigations

Year	Total Gals. (1)		Market (2)		Bulk (3)		Pipeline (4)		LP Gas		Mobile	
	Gasoline Shipped	% Change	Locations	% Change	Plant Meters	% Change	Refinery Inspections	% Change	Plans Approved	% Change	Home Parks	% Change
76-77	1 400 000 000	+7	3800	+2	560	+6	588	+41	3,000	0	150	+15
77-78	1 500 000 000	+6.5	3800	0	560	0	600	+2	3,500	+16.5	150	0
78-79	1 600 000 000	+6.2	3900	+2	550	-2	600	0	3,500	0	160	+15
79-80	1 700 000 000	+5.8	3900	0	550	0	600	0	3,500	0	160	0
80-81	1 800 000 000	+5.5	4000	+2	550	0	600	0	0	-100	160	0
76-77	25	+13	150	+15	500	+11	75	-13	200	0	100	-19
77-78	25	00	150	00	600	00	75	00	200	0	100	0
78-79	25	-	140	-7	700	+20	75	0	200	0	100	0
79-80	25	0	140	0	600	0	75	0	200	0	100	0
80-81	25	0	140	0	900	0	75	0	200	0	100	00

- (1) Total gallons*
 - (2) There has been a real decrease in market locations.
 - (3) Bulk Plant Meters are being phased out in high growth and metro areas.
 - (4) In 1974 a new law required metering at pipeline refineries and this resulted in ability of inspectors to do more inspections. The refineries can now be checked approximately every two months.
 - (5) The increase in price of gas precipitated numerous complaints.
 - (6) Went from semi-annual - annual inspections resulting in greater need for assistance between inspections.
 - (7) Gasoline leak detectors required by Division of Labor in 1973 and Health Department adopted in 1976.
- * Indicator of total workload. The more gasoline sold, the greater the number of complaints and requests for assistance and the greater the number of service stations and tanks. The increases here are in part based on increased population and greater driving distances. If the energy shortage persists and mass transit becomes more extensive, these figures could be modified drastically..

C. Workload Statistics

2. Product Quality - Testing

<u>Year</u>	<u>Antifreeze Brands</u>	<u>% Change</u>	<u>Brake Fluid Brands</u>	<u>% Change</u>	<u>Unleaded Gas</u>	<u>% Change</u>
76-77	80	0	55	+2	400	300
77-78	82	+2	56	+2	800	100
78-79	84	+2	57	+2	800	0
79-80	86	+2	58	+2	800	0
80-81	88	+2	59	+2	200	-75

3. Meterology

<u>Year</u>	<u>Transports Calibrated Contamination Space</u>	<u>% Change</u>	<u>Vapor Recovery</u>	<u>% Change</u>
76-77	100	-29	150	-22
77-78	100	0	150	0
78-79	100	0	50	70
79-80	100	0	50	0
80-81	100	0	50	0

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the next five years.

1. Review and re-evaluate the long-range plan for oil inspection in Colorado on an annual basis.
2. Review the oil inspection services in order to increase safety associated with oil and petroleum products and to improve the quality of the products for the consuming public.
3. Propose and implement a program that changes the Division's focus from that primarily of service to that primarily of surveillance. This will result in stabilizing the number of inspectors that will have to be added over the next few years.
4. Decentralize the service and surveillance functions of the oil inspection section throughout the state insofar as possible.
5. Improve the relationship with local entities and other agencies dealing in this area in order to effectuate the surveillance function.
6. Establish and implement a method of charging the local entities for the surveillance function.
7. Qualify state inspectors to provide in-service education to the local entities to facilitate affecting the surveillance function.
8. Increase the technical skill of inspectors and acquire special equipment in the petroleum-metrology field.
9. Purchase an LP gas prover certified by the National Bureau of Standards and mount on a trailer for transporting LP gas bulk plants around the state.

B. Specific plans for the next five years.

1. 1976-77

- a. Complete the initial the initial draft of the long-range oil inspection plan by September 1, 1976. The plan will then be available for review.
- b. Develop a specific plan for changing our primary function from that of service to surveillance by December 15, 1976.
- c. Establish a specific training program for oil inspection people to do in-service training in order to up-grade their skills in the area of oil inspection

2. 1977-78

- a. Update the master plan for the oil inspection section so that it might be used in the budget preparation process for the fiscal year 1978-79 and so that it reflects any changes to that date.
- b. Implement the in-service training program for inspectors by December, 1977.
- c. Identify target areas as potential sites for pilot programs to implement the surveillance function by December, 1977.

d. Develop a plan for de-centralization of services.

3. 1978-79

- a. Update the master plan for oil inspection section so that it can be used in the budget preparation process for the fiscal year 1979-80.
- b. Implement the surveillance plan in co-ordination with the service plan on a state-wide basis.
- c. Begin charging local entities for the surveillance function.

4. 1979-80

- a. Update the master plan for the oil inspection section by July, 1979, so that it can be used in the budget preparation for the fiscal year 1980-81.
- b. Expand the modified surveillance plan to include additional areas of the state.
- c. Re-assess and re-evaluate the in-service training program for oil inspectors.

- 5. a. Update the master plan for oil inspections section by July, 1980 so that it can be used in the budget preparation process for the fiscal year 1981-82.
- b. Finalize implementation of the surveillance program.
- c. Evaluate the in-service training program for inspectors and modify as necessary.

I. COST BENEFIT OF PLANNED ACTION

By gradually moving from a service orientation to a surveillance orientation, the state will avoid increasing the number of inspectors necessary in the state program. It will shift the responsibility to the local units of government and thus permit them to tailor the program to their individual needs. It will also enable the state program to focus on developing skill and expertise and keeping abreast of the technological changes that affect the oil inspection program. It is anticipated that through the in-service education program, the oil inspectors at the state level will be better prepared and due to the nature of the surveillance program, can make their expertise available on a broader scale, thus eliminating the time lapse involved in bringing the program up to date when we are restricted by time pressures inherent in delivering services with a limited number of men who do not have an opportunity or the time to upgrade their skills and knowledge.

I. LEGISLATION REQUIRED

Although specific legislation is envisioned at this point and time, it is anticipated that co-operative agreements will need to be negotiated between the Division of Labor and the Department of Health and possibly the Environmental Protection Agency as we continue to expand activities in the area of environment protection.

IX. CONSULTING NEEDS

It is anticipated that consultation by individuals with expertise in selected technological areas will be required in order to bring the in-service training to the inspectors that will be needed over the next few years. It is also anticipated that we will need consultation on automated data processing in order to refine the record-keeping process and to eliminate the amount of clerical time involved in manually keeping tabs of the function of this section.

X. ORGANIZATIONAL CHART

A. See Manning Chart which contains a list of the Division FTE's.

OIL INSPECTION SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
SCHNEIDER, MILT	201	CHIEF OIL INSPECTOR
(VACANT)	264	PETROLEUM ENGINEER
STRUCK, PAUL	207	OIL INSPECTOR II
POWELL, MIKE	203	OIL INSPECTOR II
SORENSEN, HARVEY	211	OIL INSPECTOR II
JOHNSON, GLEN	202	OIL INSPECTOR 1-B
MITCHELL, PAUL	205	OIL INSPECTOR 1-B
(VACANT)	215	OIL INSPECTOR 1-B
GOLD, GILBERT	208	OIL INSPECTOR 1-B
SULLIVAN, JAY	214	OIL INSPECTOR 1-B
ERICKSON, GARRETH	216	OIL INSPECTOR 1-B
SCHNEIDER, ROBERT	212	OIL INSPECTOR 1-B
JEFFERSON, LESLIE	213	OIL INSPECTOR 1-B
BARNETT, CHARLES	224	OIL INSPECTOR 1-B
KOCH, OLIVER	209	OIL INSPECTOR II
ALDAZ, ALFRED	210	OIL INSPECTOR 1-A
PRITCHARD, GAYLE	204	SECRETARY 1-B
CARRERA, BARBARA	217	ADMIN. CLERK TYPIST A

PRIVATE EMPLOYMENT AND THEATRICAL AGENCIES

LONG RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for functions carried out by this Section exists in 12-24-101 C.R.S. 1973. The statutes provide that the Division of Labor is to license, regulate and investigate Private Employment and Theatrical Agencies.

II. KEY SECTION GOALS

- A. Regulate the individuals and companies who operate in the Private Employment Industry.
- B. Regulate persons and companies who operate in the Theatrical Agency Industry.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical

The Employment Agency Section was created in 1935 to regulate and license Employment Agency operations and provide for a bond and for penalties. Regulation and licensing of Theatrical Agencies are also administered through this Section

Investigators perform comprehensive investigations of these agencies through examination of records, discussions, and other processes and compile informative data and records on these agencies.

B. ACCOMPLISHMENTS

1. Prior to the Calendar Year 1976

- a) Approximately 167 Employment Agencies licensed annually.
- b) Approximately 268 Managing Personnel Counselors licensed annually.
- c) Approximately 10 Theatrical Agent Licensed annually.
- d) Approximately 50 Theatrical Agencies licensed annually.

2. During Calendar Year 1976

- a) Thirty-eight manager's test were conducted
- b) Advisory Council was established.
- c) Much contact with personnel in the industry was handled thru the office with follow-up of complaints, interviews, investigations and correspondence.

IV.

A. Cost

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	N/A	N/A
72-73	20,279	-
73-74	23,198	14
74-75	22,831	(2)
75-76	33,168	45

Long vacancy was filled

B. FTE'S

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	3	-
72-73	3	-
73-74	3	-
74-75	3	-
75-76	3	-

C. Workload Statistics

<u>Year</u>	<u>Empl. Agen. Licen</u>	<u>% Chg.</u>	<u>Empl. Agen. Licen.</u>	<u>% Chg.</u>	<u>Theat. Agen. Licen.</u>	<u>% Chg.</u>	<u>Theat. Licen.</u>	<u>% Chg.</u>	<u>Total Licen.</u>	<u>% Chg.</u>
71-72	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
72-73	186	-	284	-	6	-	54	-	530	-
73-74	165	(11)	258	(9)	7	17	43	(20)	473	(11)
74-75	160	(3)	256	(1)	8	14	49	14	473	-
75-76	143	(11)	236	(8)	19	138	56	14	454	(4)

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives During the Next Five Years

1. Review and re-evaluate the Long Range Plan for this Section on an annual basis.
2. Obtain legislation which will provide greater protection to persons using the facilities of Private Employment Agencies and Theatrical Agencies.
3. Decentralizing the services of this section.
4. Providing in-service training for investigators.
5. Exploring the feasibility of coordinating the activities of this section with other sections in the Division.

B. Specific Plans for the Next Five Years

1. 1976-77

- a) Complete the initial draft of the Long Range Private Employment and Theatrical Agency Section Plan by September 1, 1976. The Plan will then be available for review.
- b) Develop a specific plan for legislative approaches using the assistance of a Task Force.
- c) Review the examination that has been used to license Private Employment Agency personnel and Theatrical Agency Personnel toward the end of bringing it in to the context of 1976.

2. 1977-78

- a) Update the Master Plan for this section so that it might be used in budget preparation for Fiscal Year 1978-79.
- b) Develop a Plan of Organization that coordinates this Section with other Division of Labor sections, if feasible.
- c) Design an ADP program to process data used by this Section.

3. 1978-79

- a) Update the master plan for this section so that it can be used in budget preparation for Fiscal Year 1979-80.
- b) Design a decentralization plan.
- c) Implement aspects of the reorganization plan.
- d) Implement aspects of the ADP program.

V. PROJECTED COST OF OPERATIONS, FTE'S AND WORKLOAD

A. Cost of operations for the 1977 through 1981 fiscal years

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	35,000	6
77-78	50,000*	43
78-79	53,000	6
79-80	57,000	8
80-81	61,000	7

* Reflects addition of one investigator

B. FTE'S

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	3	-
77-78	4	33
78-79	4	-
79-80	4	-
80-81	4	-

C. Workload Statistics

<u>Year</u>	<u>Empl. Agen. Licen.</u>	<u>% Chg.</u>	<u>Empl. Agen. Licen.</u>	<u>% Chg.</u>	<u>Theat. Agen. Licen.</u>	<u>% Chg.</u>	<u>Theat. Licen.</u>	<u>% Chg.</u>	<u>Tot.* Licen.</u>	<u>% Chg.</u>
76-77	140	2	230	3	25	32	60	7	455	-
77-78	125	(.10)	225	(.02)	50	100	80	33	480	5
78-79	100	(0.2)	200	(0.1)	100	100	90	13	490	2
80-81	100	-	200	-	200	100	100	11	600	22
81-82	100	-	200	-	200	-	100	-	600	-

* The surge in theatrical agencies and agents is expected to increase sharply over the next five years.

4. 1979-80

- a) Update the master plan for the Private Employment and Theatrical Agencies by July so that it can be used in budget preparation in Fiscal Year 1980-81.
- b) Review the in-service training program and modify as needed.
- c) Decentralize at least one investigator.

5. 1980-81

- a) Update the Master Plan for the Private Employment Agencies July 1980 so that it can be used in budget preparation for Fiscal Year 1981-82.
- b) Finalize implementation of the in-service training program.
- c) Review and re-evaluate the services offered thru this section in coordination with other sections.
- d) Evaluate the current examination as to needs for updating as means of screening applicants for Employment Agency and Theatrical Agency Personnel.

VII. COST BENEFIT OF PLANNED ACTION

Coordination of activities of this section with other sections could make more efficient use of Divisional Personnel. New legislation in this area will facilitate the assistance that can be provided to users of Private Employment and Theatrical Agencies. Providing an in-service training program that is coordinated with in-service training for other investigators should make it possible to inter-change the skills of the various inspectors. It is also anticipated that a weaving together of the functions might enable more efficient decentralization of the Division's activities.

VIII. LEGISLATION REQUIRED

Legislation will be sought during 1976-77 Fiscal Year to modify certain portions of the Statute governing Private Employment Agencies and Theatrical Agencies. The recommendations for legislative changes will be based upon discussions of a Task Force that has been established for that purpose.

IX. CONSULTING NEEDS

It is anticipated that there will be a need for consultation on the subject of ADP and in-service training for personnel.

X. See Manning Chart for a list of Division FTE's.

SEPT. 1, 1976

PRIVATE EMPLOYMENT AND THEATRICAL AGENCIES
MANNING CHART

EMPLOYEE'S NAME	POS. #!	TITLE
FINNEGAN, JOHN	184	INVESTIGATOR B
SCHIECK, WILLIAM	84	SCHIECK, WILLIAM
LONG, DOROTHY	137	ADMIN. CLERK TYPIST B

PUBLIC SAFETY SECTION

LONG-RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for the functions of the Public Safety Section is contained in 9-1-101 thru 106, C.R.S. 1973; 9-2-101 thru 9-2-106, C.R.S. 1973; 9-5-101 thru 110, C.R.S. 1973; and 9-6-101 thru 9-7-112, C.R.S. 1973. The statutes cited set forth construction requirements for places of public assemblage, provide for safety glazing materials to be installed in certain doors and panels in residential, commercial, and public buildings; provides for regulation of explosives; and regulation of explosive storage facilities.

II. KEY PROGRAM GOALS

- A. To assure that places of public assemblage are constructed in compliance with standards of safety.
- B. To assure that safety glazing materials are used wherever windows or doors are in hazardous locations in buildings or residential purposes, commercial buildings or public buildings.
- C. To provide for suitable control of procurement of and access to explosives without avoiding undue limitations upon the manufacturer, sale, transport, and legitimate use of explosives.
- D. To assure safe transportation of explosive materials.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS.

A. Historical Overview

This section was known as Factory Inspection. The Colorado Industrial Commission Law of 1915 set forth the duty of the employer as regards the safety of his employee. The Industrial Commission was given the duty of inspecting all places of employment, places of public assemblage and buildings where people may be employed to insure that they were reasonably safe and healthful; and of enforcement of the Act in general; and of the rules promulgated under the Act.

The Industrial Commission, under provisions of the Act, could adopt its own rules of procedure and could change the same from time to time at its discretion. It also had the duty, power, jurisdiction and authority to:

- 1) Inquire into and supervise the enforcement, as far as respects between employer and employee, of the laws relating to laundries, stores, factory inspection, employment of females, fire escapes, and means of egress from places of employment and all other laws protecting the life, health and safety of employees in employments and places of employment.

- 2) Investigate, ascertain, declare and prescribe safety devices, safeguards or other means or methods of protection best adapted to render safe the employees of every employment and place of employment, as may be required by law.
- 3) Ascertain and fix such reasonable standards and to prescribe, modify, and enforce such reasonable orders for the adoption of safety devices, safeguards, and other means or methods of protection, or may be necessary to carry out all laws relative to the protection of the life, health, safety and welfare of employees in employments and places of employment.
- 4) Ascertain, fix and order such reasonable standards, rules or regulations, as provided by law, for the construction, repair and maintenance of places of employment, as shall render them safe.

In 1942 the Industrial Commission published a Factory Safety Manual. In this Manual they adopted twenty-five (25) standards published by the American Standards Association.

In 1953 the Industrial Commission was charged with the inspection of all factories, mills, workshops, bakeries, laundries, stores, hotels, boarding or bunkhouses, school houses, theatres, moving picture houses and places of public assemblage, or any kind of an establishment wherein laborers are employed or machinery used, for the purpose of protecting said employees or guests against damages arising from imperfect or dangerous machinery, or hazardous and unhealthy occupation and regulating sanitary conditions.

In 1968 Reorganization of the Executive Department pursuant to Constitutional change resulted in the Public Safety administrative functions becoming the responsibility of the Division of Labor.

In March 1974 Colorado Occupational Safety and Health (C.O.S.H.) became effective and by statute were responsible for inspections of places of employment as regards safety and health of employees working within these places of employment.

B. ACCOMPLISHMENTS

1. Prior to Calendar Year 1976

- a) In 1945 the Industrial Commission published a Factory Inspection Manual.
- b) In May of 1958 the Industrial Commission adopted standards published by the American Standards Association, now the American National Standards Institute.
- c) In August of 1966 the Industrial Commission adopted rules and regulations governing excavation work.
- d) In 1966 an elevator law was introduced and was defeated.
- e) In 1970 an explosive law was introduced and passed. The rules and regulations were written and adopted by the Industrial Commission.
- f) In 1974 an elevator law and an amusement ride law were introduced and failed.
- g) In 1975 these laws governing elevators and amusement rides were introduced but failed.

2. During the Calendar Year 1976

- a) The section has reviewed 190 plans for schools
- b) The section has inspected 45 schools.
- c) Inspections of fifteen (15) explosive storage facilities have been completed.
- d) Thirty-five (35) elevators have been inspected.
- e) Three Hundred Sixty-Nine (369) explosive permits have been issued.

IV. HISTORICAL BUDGET, FTE AND WORKLOAD

A. Cost of Operation

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	n/a	n/a
72-73*	140,500	-
73-74	44,111	(68%)
74-75	53,590	18
75-76	64,446	20

*COSH was initiated and FTE's from the Public Safety Section were transferred to the COSH Program which picked up a substantial portion of the Public Safety Program activities.

B. F.T.E.

<u>Year</u>	<u>Total</u>	<u>% Change</u>
71-72	n/a	n/a
72-73	14.0	n/a
73-74	4.0	-71
74-75	5.0	25
75-76	4.0	-20

PUBLIC SAFETY

IV. HISTORICAL WORKLOAD INDICATORS
C. Workload Statistics

FY	SCHOOLS	CHG	%	PUBLIC ASSEMBLAGES	CHG	%	ELEVATORS	CHG	%	ESCALATORS	CHG	%	STATE INSTLT.	CHG	%	INSPEC. OF EXPLVSV. STORAGE	CHG	%	EXPLVSV. PERMITS	CHG	%	GLAZING INSPECTIONS	CHG	%	CHECK OF SCHOOL PLANS	CHG	%	
																												(1)
71-72	480	n/a		38		n/a	200		n/a	15		n/a	50		n/a	783		n/a	627		n/a	0		n/a	274		n/a	
72-73	510	59		40		5	210		5	25		40	40		20	786		4	715		12	75		-	275		.004	
73-74	215	58		10		75	175		17	12		52	10		75	210		73	515		28	15		90		242		12
74-75	78	64		2		80	40		77	18		33	0		100	25		88	525		2	5		20		291		17
75-76	84	7		0		100	35		13	0		100	0		n/a	40		38	875		40	2		40		248		15

- (1) 1972-73 - COSH was initiated and assumed a substantial portion of the functions previously carried out by Public Safety.
- (2) With the economic depression and depressed construction industry, there was a drop in explosive storage and requests for permits.
- (3) The safety glazing statute was effective in 1973 fiscal year and once enforcement began, the response was immediate.

V. PROJECTED OPERATING COSTS, FTE AND WORKLOAD

A. Cost of Operation

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	79,446	23
77-78	90,000	13
78-79	99,000	10
79-80	111,850	15
80-81	123,035	10

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>
76-77	5	25
77-78	7	40
78-79	7	-
79-80	8	14
80-81	8	-

PUBLIC SAFETY SECTION

V. WORKLOAD PROJECTIONS

C. Workload Statistics

<u>FY</u>	<u>SCHOOLS</u>	<u>PUBLIC ASSEMBLAGES</u>	<u>INSPECTIONS- ELEVATORS</u>	<u>ESCALATORS</u>	<u>STATE INSTITUTIONS</u>	<u>EXPLOSIVE STORAGE</u>	<u>EXPLOSIVE PERMITS</u>	<u>GLAZING INSPECTIONS</u>	<u>SCHOOL PLANS</u>
1976-77	92	11	38	20	44	44	651	0	272
1977-78	102	12	42	22	48	49	716	0	259
1978-79	112	14	46	24	52	54	737	0	284
1979-80	123	15	51	27	57	59	810	0	279
1980-81	135	16	56	30	63	65	891	0	292

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the Next Five Years

1. Review and re-evaluate the long-range plan for public safety in Colorado on an annual basis.
2. Review the Public Safety Program in order to increase safety in places of public assemblage; and in use of explosives in this State.
3. Propose and implement a program that uses the limited resources of the Division in the surveillant function as opposed to the service function.
4. Decentralize the service and surveillant functions of the Public Safety Section.
5. Establish relationships with local entities in order to effectuate agreements whereby a surveillant function might be assumed at the State level with servicing function being done at the local level.
6. Establish and implement a method of financing the service by local entities.
7. Improve the expertise and technical competence of inspectors in the Public Safety Program by continuing education programs.

B. Specific Plans for the Next Five Years

1. 1976-77

- a) Complete the initial draft of the long-range Public Safety Plan by September 1, 1976. The Plan will then be available for review.
- b) Develop a specific Plan of Surveillance as opposed to service by the Public Safety Section by December 15, 1976.
- c) Map out a program of in-service training for Public Safety Inspectors.

2. 1977-78

- a) Up-date the Master Plan for the Public Safety Section so that it might be used in the budget preparation process for Fiscal Year 1978-79 so that it reflects any changes in the Law.
- b) Begin implementation of the in-service training program for the Inspectors.
- c) Identify regions in the State whereby the surveillance focused program might be implemented.
- d) Review the location of needs for Public Safety Inspectors towards the goal of establishing a Decentralization Plan.

3. 1978-79

- a) Up-date the Master Plan for the Public Safety Section so that it might be used in the budget preparation process for the Fiscal Year 1979-80.
- b) Implement the Surveillance Focused Plan in target areas by December, 1978.
- c) Continue the in-service training program for the Public Safety Inspectors.
- d) Decentralize at least one Public Safety Inspector.

4. 1979-80

- a) Up-date the Master Plan for the Public Safety Section by July 1979 so that it can be used in the budget preparation for the Fiscal Year 1980-81.
- b) Review the Surveillance Focused Plan and identify additional local entities with which agreements might be entered to provide inspection of places of public assemblage.
- c) Explore the possibility of Decentralization for a Surveillance Type Program in the area of Explosives.
- d) Seek agreements which would decentralize inspection of elevators and escalators.

5. 1980-81

- a) Up-date the Master Plan for the Public Safety Section by July 1980 so that it can be used in the budget preparation for Fiscal Year 1981-82.
- b) Finalize implementation of the Surveillance Focused Program.
- c) Evaluate in-service training of inspectors and modify as necessary.
- d) Re-assess and re-evaluate the needs for this Public Safety Program in the State and modify it to meet the current needs.

III. COST BENEFIT OF THE PLANNED ACTION

Since the inception of COSH the Public Safety Section has been desseminated and the functions carried on by the Section have not been picked up totally to date. In an effort to expand the services without a drastic increase in the number of inspectors in that Section a Surveillance Focus Program should be implemented to replace the current service oriented program. As soon as it is feasible, agreements should be worked out between the State's Public Safety Section and various local government entities that would build upon the Gentleman's Agreement now in existance whereby local jurisdictions are assuming some responsibility for inspections of places of public assemblage.

VIII. LEGISLATION REQUIRED

Legislation is required to clearly define the State's role in safety as it relates to amusement parks, elevators, escalators, and other public assemblage or public conveyance types of activities. It has not as yet been determined as to when such legislation should be introduced. If introduced in the 1976-77 Legislature, it should involve the inclusion of a Fiscal Note to increase the size of the Public Safety Section to assume any new responsibilities placed on the section by legislation which might be enacted.

IX. CONSULTING NEEDED

It is anticipated that assistance may be needed in establishing surveillance programs and in setting up ADP programs to reduce the paperwork that is being done manually. The supervisor will need assistance in developing an in-service education program for the current inspectors as well as the inspectors that will be hired later in the year. There will have to be extensive consultation with representatives of local entities in order to establish various working agreements between them and the State Public Safety Section.

X. ORGANIZATIONAL CHART

See Manning Chart for a list of Division FTE's assigned to the Public Safety Section.

SEPT. 1, 1976

PUBLIC SAFETY SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
UNDERWOOD, JAMES	1	SAFETY INSPECTION SUPERVISOR
OGARD, JAMES	165	SAFETY INSPECTOR B
COOPER, ROBERT	234	SAFETY INSPECTOR B
JONES, CHARLES	162	SAFETY INSPECTOR A

WAGE CLAIMS

LONG RANGE PLAN

SEPTEMBER 1976

I. STATUTORY AUTHORITY

Authority for the statutory functions carried out by the Wage Claims section is contained in Articles 4,5, and 12 of Title 8, C.R.S. 1973. Statutes provide for regulating the wages and working conditions for employees of the State as to their adequacy and equality. These statutes also provide for regulation of employment of youths in the State.

II. KEY SECTION GOALS

- A. To assure timely and full payment of wages earned by employees in this State.
- B. To assure that persons are not discriminated against on the basis of sex when it involves wages.
- C. To assure a minimum wage and adequacy of working conditions for women and minors.
- D. To regulate the employment by youth in the State and to coordinate it with their educational well being.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

Although there was Minimum Wage Laws and Labor Claim Laws in existence for a number of years and it was the concept of the Executive Director of the Department of Labor and Employment to create the Wage Claims Program by combining these two efforts, thus the creation of the Wage Claims Section became effective in 1971.

Child Labor Laws were first passed in Colorado in 1911, and Colorado was one of eight states to pass the first minimum wage legislation in 1913. In 1937 an appropriation was made available to administer the Minimum Wage Laws and the Minimum Wage Section was created. The Wage Claims Section was created in 1937 when it was necessary to administer and enforce laws pertaining to Child Labor. Both sections have been instrumental in collecting back wages for employees. From

B. ACCOMPLISHMENTS

1. Prior to Calendar Year 1976

- a) This Section has been able to obtain back wages, due to overtime work, in the amount between \$500,000 to \$1,000,000.
- b) Additionally, \$2,000,000 has been collected for claimants with Wage or Labor Claims.

2. During the Calendar Year 1976

- a) \$84,776.60 has been collected on Labor Claims.
- b) \$7,758.59 has been collected in Overtime Wages.
- c) \$2,608.00 have been collected after complaints have been investigated.

IV. HISTORICAL COST OF OPERATIONS, FTE AND WORKLOAD

A. Cost of operations

<u>Year</u>	<u>Total</u>	<u>% Chg.</u>
71-72	Not Avail.	
72-73	79,010	
73-74	73,847	
74-75	74,247	
75-76	84,731	

B. FTE

<u>Year</u>	<u>Total</u>	<u>%Chg.</u>
71-72	Not Avail.	-
72-73	7	-
73-74	7	-
74-75	6	14
75-76	6	-

C. Workload Statistics

<u>Year</u>	<u>Wage Claims Processes</u>	<u>% Chg.</u>	<u>Claimed Wages</u>	<u>%Chg</u>	<u>Business- Inspected</u>	<u>% Chg.</u>
71-72	Not Avail.	-	not avail	-	Not Avail.	-
72-73	2808	-	\$275,112	-	4,945	-
73-74	2666	(5)	319,031	16	4,452	10
74-75	2266	(2)	370,173	-	3,638	18
75-76	2274	-	432,695	17	3,609	1

V.

A. Cost of Operations

<u>Year</u>	<u>Total</u>	<u>% Chg.</u>
76-77	85,000	-
77-78	100,000	18*
78-79	105,000	5
79-80	110,250	5
80-81	115,763	5

*Program will be expanded to increase the field investigation function and enforcement of a new minimum wage.

B. FTE

<u>Year</u>	<u>Total</u>	<u>% Chg.</u>
76-77	6	-
77-78	7	17
78-79	7	-
79-80	7	-
80-81	8	14

C. Workload Statistics

<u>Year</u>	<u>Wage Claims</u>	<u>% Change</u>	<u>Business Inspections</u>	<u>% Change</u>
76-77	2500	10	3,609	-
77-78	3205	28	4,000	11
78-79	3265	2	4,100	3
79-80	3365	3	4,200	3
80-81	3465	3	4,300	2

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the Next Five Years.

1. Review and re-evaluate the Long Range Plan for the Wage Claims Section on an annual basis.
2. Reorganize the section to make it more responsive to the needs of persons served by this section of the Division.
3. Change the focus of the activities in that section from that of information giving to investigation, fact finding, determinations.
4. Decentralization of the service throughout the State to make it more accessible to those people in need of this particular service.
5. In-Service Training for Investigators in the Section to enable them to make the change in focus.
6. Update the protection to employees by Legislative Changes that clarify the Regulatory authority in the Division of Labor.
7. Coordinate the functions carried out by the Wage Claims Section with other relevant sections in the Division of Labor and possibly within other Divisions within the Department.

B. Specific Plans for the Next Five Years

1. 1976-77

- a) Complete the initial draft of the Long-Range Wage Claims Section Plan by September 1, 1976. The Plan will then be available for review.
- b) Develop a specific Plan of Attack based upon input from a Task Force that is being established to review Wage Claim issues in the Division.
- c) Develop an in-service program to assist newly hired investigators and investigators currently on the staff to enable them to make the transition from the information giving function to the heavier investigatory function.

2. 1977-78

- a) Update the Master Plan for the Wage Claims Section so that it might be used in budget preparation for Fiscal Year 1978-79.
- b) Develop a specific reorganization plan.
- c) Explore the possibility of decentralization to the Western Slope or to the Southern area.
- d) Implement the in-service program for Investigators on the staff.

3. 1978-79

- a) Update the Master Plan for the Wage Claims Section so that it can be used in budget preparation for Fiscal Year 1979-80.
- b) Develop a plan for coordination of the Wage Claims Section with the Migrant Labor Section.
- c) Review the relationship between the Wage Claims Section and the Hearing Officer Section to determine whether or not cases are being processed in the best possible way.
- d) Implement an Automated Data Processing System(s) for dealing with the Data process through this section.

4. 1979-80

- a) Update the master plan for the Wage Claims Section by July 1979 so that it can be used in budget preparation for Fiscal Year 1980-81.
- b) Implement the decentralization plan.
- c) Review the in-service training program and modify as needed.
- d) Review the Legislative posture and audit the activities of the Section to see that we are fully carrying out the responsibilities mandated by the Law.

5. 1980-81

- a) Update the Master Plan for the Wage Claims Section by July 1980 so that it can be used in budget preparation for Fiscal Year 1981-82.
- b) Finalize the Reorganization and Coordination Plans as is feasible.
- c) Evaluate the in-service training program for investigators and modify it as necessary.
- d) Reassess and re-evaluate the need of employees and act to rectify unmet needs.

VII. COST BENEFIT OF PLANNED ACTION

The Wage Claims Section of the Division of Labor currently receives an enormous amount of demand by the general public for assistance. Due to a limited staff and due to traditional orientation, the focus in that section has been on information giving and inspection of business establishments to determine if they are in compliance with the State's working conditions requirement. There is a need to expand the investigatory functions of this section and to develop a more consumer oriented approach to the problems. It is anticipated that this

that if this tact is taken, we will serve the public much better and ultimately will be able to get a handle on working conditions from people within the State. The use of ADP will serve to relieve staff from the manual recordkeeping functions and free-up investigators to spend a great deal of their time in the pursuit of investigations. The coordination between this section and other sections of the Division would assist in making more efficient use staff within the Division. The use of Hearing Officers to hear Wage Claims following a determination by the Wage Claim Investigators would facilitate the employee seeking redraft who now must go to court in order to get matters involving wages settled.

VIII. LEGISLATION REQUIRED

It is anticipated that Legislation may be required during this Fiscal Year, but it is impossible to state categorically that that is the case. A task force has been formed and will be meeting in the middle of the month. At that time we should be able to determine whether or not we need legislation this year. At any rate, legislation is anticipated during subsequent years.

IX. CONSULTING NEEDS

It is anticipated that consultation on development of an ADP System and an In-Service Training Program will be required.

X. ORGANIZATION CHARTS

See the manning charts for a list of Division FTE's.

SEPT. 1, 1976

WAGE CLAIMS SECTION
MANNING CHART

EMPLOYEE'S NAME	POS. #	TITLE
FLINK, JOHN	176	SUPERVISOR
McCABE, RICHARD	18	ASST. SUPERVISOR
BINKLEY, CLEO	16	SECRETARY 1-B
BROCKISH, VERDA	58	INVESTIGATOR B
ANDERS, GEORGE	183	INVESTIGATOR B
(VACANT	128	(VACANT)

WORKMEN'S COMPENSATION

LONG-RANGE PLAN

SEPTEMBER, 1976

I. STATUTORY AUTHORITY

Authority for the Workmen's Compensation Program is found in Articles 40 through 53 of Title 8 CRS 1973 and Articles 65 and 66 of Title 8 CRS 1973. The statutes provide that the Division of Labor shall enforce and administer the provisions of the Act, that the Division shall administer the Medical Disaster Insurance Fund and that the Division shall administer the Colorado Major Medical Insurance Fund.

II. KEY PROGRAM GOALS

- A. To insure that workers who are injured on the job are compensated for those injuries.
- B. To spread the risk of injury throughout the employer universe through the use of insurance provisions.
- C. Oversee mandatory provisions of the Workmen's Compensation Act.

III. HISTORICAL OVERVIEW AND ACCOMPLISHMENTS

A. Historical Overview

The Workmen's Compensation Section was created by Statute in 1915 as a part of the Industrial Commission of Colorado. Under reorganization in 1968 the Workmen's Compensation Section was placed with the Division of Labor.

The Workmen's Compensation Act of Colorado is administered by the Division of Labor in order to provide benefits to injured workers and/or their dependents in case of death.

The Special Funds administered under the Workmen's Compensation Act of Colorado include the Medical Disaster Insurance Fund; the Major Medical Insurance Fund; and the Subsequent Injury Fund.

All lost-time claims are processed thru the Workmen's Compensation section, and, if necessary, are docketed for hearing in order to adjudicate contested matters.

Vocational Rehabilitation benefits were added to the Workmen's Compensation Act as of September 1, 1975.

1. Prior to Calendar Year 1976

- a. A great deal of updating the Workmen's Compensation Act thru the legislative channels has been accomplished over the years.
- b. Vocational Rehabilitation benefits have been a primary concern with the Division of Labor as well as insurance carriers and claimants. Much effort has gone into setting up guidelines and Rules of Procedure as regards this aspect of the Workmen's Compensation Act.
- c. A decentralization effort was made on the Western Slope in 1974 for certain aspects of the Workmen's Compensation Section.
- d. Some 3,000,000 claims were processed through the Workmen's Compensation Claims Section and approximately 300,000 claims were adjudicated or settled by the Workmen's Compensation Adjudication Section.

2. During the Calendar Year 1976

- a. An approximate 35,000 claims will be processed during this calendar year with approximately 8,000 of those claims being adjudicated.
- b. A decentralization of certain aspects of the Workmen's Compensation program was accomplished in August of 1976. Three (3) FTE -- a Hearing Officer, a Shorthand Reporter, and a Secretary 1-B -- staff the office in Grand Junction and handle the Workmen's Compensation claims originating from the Western Slope.
- c. A Vocational Rehabilitation Task Force was created and has been able to set forth guidelines for insurance carriers when handling the aspects of rehabilitating an injured employee.
- d. Some computerization of the Insurance Desk has been accomplished and there is an effort underway to computerize more of the present systems within the Workmen's Compensation Program.

IV. HISTORICAL COST OF OPERATION, FTE AND WORKLOAD

A. Cost of operations

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>General Fund</u>	<u>% Change</u>
71-72	369,589	-	369,589	-
72-73	429,633	16.2	429,633	16.2
73-74	532,424	23.9	532,424	23.9
74-75	532,745	00.1	532,745	00.1
75-76	596,272	11.9	596,272	11.9

B. FTE's

<u>Year</u>	<u>Total</u>	<u>% Change</u>	<u>Total</u>	<u>% Change</u>
71-72	35.0	-	35.0	-
72-73	39.0	11.4	39.0	11.4
73-74	41.5	6.4	41.5	6.4
74-75	41.63	0.3	41.63	0.3
75-76	40.42	(2.9)	40.42	(2.9)

C. Workload Statistics

<u>Year</u>	<u>First Rprt of Accid. Processed</u>	<u>% Chg.</u>	<u>W.C.Cases set For Hearing</u>	<u>% Chg.</u>	<u>W.C.Cases Heard</u>	<u>% Chg.</u>
71-72	110,332	n/a	6,595	n/a	4,329	n/a
72-73	119,799	9	6,911	5	4,557	5
73-74	126,380	5	8,044	16	5,637	24
74-75 (1)	119,029	(5)	6,575	18	5,630	-
75-76	45,367	(62)	7,000	6	6,400	14

IV. C. Cont'd

FY	Total	% Chg.	Major Medical			% Chg	Medical Disaster *				% Chg	Subsequent Injury			
			Adm.	% Chg	Closed		Adm.	% Chg	Closed	% Chg		Adm.	% Chg	Closed	% Chg
71-72	39	-	26	-	1	-	10	-	1	-	7	-	2	-	
72-73	69	85	66	61	3	200	8	(20)	1	-	2	71	3	50	
73-74	48	(30)	52	21	8	167	7	(13)	7	700	6	200	2	(33)	
74-75	46	(4)	46	(12)	3	(63)	8	14	8	14	17	183	19	850	
75-76	69	(5)	51	11	1	67	6	(25)	6	25	19	(12)	3	(84)	

* This fund is being gradually phased out with the advent of the Major Medical Insurance Fund.

1) In 1975, an amendment to the Workmen's Compensation Act resulted in a modification of the procedures whereby only lost time and injury cases were put on a First Report of Accident.

V. COST OF OPERATIONS, FTE AND WORKLOAD, 1976 THROUGH 1981 FISCAL YEARS

A. Cost of operations

Year	Total	% Change
76-77	665,899	10%
77-78	732,488	10
78-79	805,736	10
79-80	886,309	10
80-81	974,939	10

B. FTE's

Year	Total	% Change
76-77	42	n/a
77-78	42	-
78-79	43	.02
79-80	43	-
80-81	44	.02

IV. C. Cont'd

FY	Total	% Chg.	Major Medical			% Chg	Medical Disas.			% Chg.	Subsequent Inj.			
			Adm.	Closed			Adm.	Closed			Adm.	Closed		
71-72	39	-	26	1		-	10	1	-	7	-	2	-	
72-73	69	85	66	61	3	200	8	(20)	1	-	2	71	3	50
73-74	48	(30)	52	21	8	167	7	(13)	7	700	6	200	2	(33)
74-75	46	(04)	46	(21)	3	(63)	8	14	8	14	17	183	19	850
75-76	69	(5)	51	11	1	(67)	6	(25)	6	25	19	(12)	3	(84)

*This fund is being gradually based out with the advent of the Major Medical Insurance Fund.

- 1) In 1975 Amendments to the Workman's Compensation Act resulted in a neodification of the procedure whereby only loss time and injury cases were put on a first report of accident.

V. WORKMAN'S COMPENSATION COST OF OPERATIONS, FTE'S AND WORKLOAD

C. Workload Statistics

<u>Year</u>	<u>Total Colo Employees</u>	<u>Total work related Injuries</u>	<u>Total Reportable Injuries</u>	<u>% Change</u>
76-77	1,129,471	133,000	33,000	10%
77-78	1,143,419	135,735	34,000	5
78-79	1,157,541	154,235	36,225	5
79-80	1,171,836	158,089	38,036	5
80-81	1,186,309	162,087	39,939	5

<u>Year</u>	<u>W.C. Cases set for Hearing</u>	<u>% Change</u>	<u>Estimated Eligible Rehabilitation Cases</u>	<u>Percent Increase Per Year</u>
76-77	7,954	10	500	1.235%
77-78	8,749	10	506	1.235
78-79	9,624	10	512	1.235
79-80	10,586	10	519	1.235
80-81	11,645	10	529	1.235

- 1) Derived from projector Colorado employment data provided by Division of Planning, Department of Local Affairs.
 *Includes new indices

VI. LONG RANGE OBJECTIVES AND YEARLY PLANS

A. Objectives during the Next Five Years

1. Review and re-evaluate the long range plan for Workmen's Compensation in Colorado on an annual basis.
2. Review the manner in which the Claims Section, Vocational Rehabilitation Section and Adjudication Section are coordinated and modify it in such a way as to be more efficient and inter-related.
3. Decentralize the Workmen's Compensation services throughout the State.
4. Develop needed guidelines for Vocational Rehabilitation.
5. Obtain an actuarial review of the insurance funds administered by the Division of Labor under the Workmen's Compensation Program.
6. Increase the use of automated data processing as a management tool in this program.
7. Develop an in-service training program for Hearing Officers who adjudicate Workmen's Compensation claims, so that they might be proficient in this area as well as Occupational Safety and Health area.

B. Specific Plans for the Next Five Years.

1. 1976-77

- a) Complete the initial draft of the Long-Range Workmen's Compensation Program Plan by September 1, 1976. The Plan will then be available for review and necessary modifications.
- b) Develop a specific plan of reorganization for the Workmen's Compensation section by March, 1977.
- c) Develop an in-service training program for Hearing Officers.

2. 1977-78

- a) Implement the plan for the Workmen's Compensation Program so that it might be used in the budget preparation process for Fiscal Year 1978-79.
- b. Implement the reorganization of the Workmen's Compensation Section.
- c. Assess the loan agreement for Hearing Officers that the Division of Labor has with the Department of Administration.
- d. Review the decentralization issue to see if additional Hearing Officers might be placed outside of the Denver area.
- e. Have an actuarial study done of the insurance funds done within the Division of Labor and implement the recommendations of that study.

3. 1978-79

- a) Update the master plan for the Workmen's Compensation Section so that it can be used in budget preparation for the Fiscal Year 1979-80.
- b) Finalize the implementation of an automated data processing system for information processed through the Workmen's Compensation Section and assess it's adequacy as a management tool.
- c) Reassess the role of the Hearing Officers with an eye toward expanding their Hearing functions to include hearings on all Division of Labor matters.

4. 1979-80

- a) Update the master plan for the Workmen's Compensation Section by July, 1979 so that it can be used in the budget preparation for Fiscal Year 1980-81.
- b) Evaluate the efficiency of the decentralized plan and modify it as necessary.
- c) Evaluate the Vocational Rehabilitation aspect of the program for the feasibility of placing it on an automated data processing system.
- d) Review the investment policies of the insurance funds under the Workmen's Compensation program and modify as necessary.

5. 1980-81

- a) Update the master plan for Workmen's Compensation by July, 1980 so that it can be used in budget preparation for Fiscal Year 1981-82.
- b) Reassess the in-service training program for Hearing Officers.
- c) Review all documents developed as a part of the Workmen's Compensation program to see if they can be consolidated; to identify any omissions and redundancies; and to determine their useability.

VII. COST BENEFIT OF PLANNED ACTION

The Claims Section, the Vocational Rehabilitation Section, and the Adjudication Section of the Workmen's Compensation Program are working very loosely together but not in a very coordinated fashion. In addition, the insurance funds that have been established under the Workmen's Compensation Program have not had the necessary actuarial attention for some years. It is necessary to take a look at the entire program to see how it can be better coordinated and use made of automated data processing to assist in managing the program and making the information more accessible to constituents who use it. Since the Division of Labor contracts with the Department of Administration for the services of hearing officers, it will be necessary to establish a system of orienting hearing officers to the programs administered by the Division of Labor that will form the basis for their hearing. If the plan as set forth is implemented, it will enable the Division of Labor to improve the services offered through the Workmen's Compensation plan and focus needed attention on enforcement of the

statute in that area in which it has not been enforced in the past previous years. This should effectuate detection of non-insured employers and decrease the number of claimants who are never compensated for injuries.

III. LEGISLATION REQUIRED

Legislation will be required to establish a fund to compensate employees of non-insured employers who do not assume their responsibility for the injured employee. It is anticipated that a bill will be proposed to the Legislature this year that will contain in it a device for dealing with this particular problem. Federal legislation in this area has been very visible in the last few years and it is anticipated that national standards will be promulgated in the near future. Once those standards are promulgated, it will be necessary to introduce legislation at the state level in order to bring the state into compliance with the federal standards. It is expected that such legislation would not occur before fiscal year 1978-79. It is also anticipated that legislation may be introduced in the future to consolidate the Medical Disaster Insurance Fund and the Major Medical Insurance Fund.

IX. CONSULTING NEEDS

It is anticipated that consultation by management services section by the Department of Administration may be requested during fiscal year 1976-77 to reconsider re-organization of the Workmen's Compensation Program. It is also anticipated that consultation in automated data processing will be sought in order to establish a viable ADP program that will be usable for management as well as for providing information to the recipients of our services.

X. ORGANIZATION CHART

See Manning Chart for a list of FTE's.

WORKMEN'S COMPENSATION
 MANNING CHART

EMPLOYEE'S NAME	POS.#	TITLE
<u>OFFICE OF THE ASSISTANT DIRECTOR COMPENSATION PROGRAMS:</u>		
MURPHY, JAMES H.	88	ASST. DIRECTOR OF W.C.
BURR, MAXINE	119	SECRETARY 1-B
<u>WORKMEN'S COMPENSATION ADJUDICATION:</u>		
GOODENOUGH, MARGARET	132	CERT. HRG. REPORTER-B
PRITCHARD, JOHN	101	CERT. HRG. REPORTER-B
ROOKLIDGE, THOMAS	96	CERT. HRG. REPORTER-B
HOWARD, BEVERLY	262	HEARINGS REPORTER
GUZOWSKI, DONNA	11	SECRETARY 1-B
ENGEL, IRENE	20	SECRETARY 1-B
RIZZO, PATTI	259	SECRETARY 1-B
CARPENTER, JO ANN	69	SECRETARY 1-B
ARCHULETA, BRENDA	160	SECRETARY 1-A
<u>WORKMEN'S COMPENSATION CLAIMS:</u>		
FERRIS, HARRY	80	ADMIN. OFFICER III
MOGENSEN, HELEN	3	CLERICAL SUPVR. II
HAHN, EMMA	8	ADMIN. CLERK TYPIST B
TUDEK, KAREN	126	ADMIN. CLERK TYPIST B
HARADA, EDITH	71	ADMIN. CLERK TYPIST B
BANNING, KATHY,	141	CLERICAL ASST. B
MARINO, HELEN	131	ADMIN. CLERK A
(VACANT)	98	CLERICAL ASST. A
SMITH, ZANE	122	CLERICAL ASST. B
MARTINEZ, STEVEN M.	123	CLERICAL ASST. A
MARCHITTI, FRANCES	180	CLERICAL ASST. B
(VACANT)	95	CLERICAL ASST. B
KURTZER, DENNIS	145	ADMIN. CLERK A
HUCALO, ANNA (MATURNITY LEAVE	15	ADMIN. CLERK B
SANDOVAL, ELAINE	31	ADMIN. CLERK B
NEWPORT, RUTH	233	STENO TRANSCRIBER
HOGAN, MARY O.	105	TYPIST A
HAVENS, KATHERINE	270	TYPIST A
SHELTON, CAMILE	82	TYPIST B
BAROCH, ROBERT F.	266	ADMIN. OFFICER IV
BOYLE, WILLIAM	185	INVESTIGATOR B
ASBECK, ERNA	124	ADMIN. CLERK TYPIST B