

STATE OF COLORADO

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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January 14, 2021

DEPARTMENT OF MILITARY AND VETERANS AFFAIRS REORGANIZATION AND LAYOFF PLAN

History and Reasons for Change

DMVA has had a change in administration. Our Executive Director was hired within the past year. Our Deputy Executive Director was hired one year ago. We are undergoing a culture shift kicked off by last year's listening tour and continuing the change cycle through groups of our employee communities in redefining our internal processes and practices. At higher levels, we are revisiting the organizational structures and identifying areas where redundancies and unnecessary overlaps exist. The timeline in evaluation was expedited due to funding shortfalls and reversions of money required by the Governor, and redundancies in our Veterans Affairs East and West divisions such as differing Veteran Service Officer (VSO) directions to counties, no unified communications to veterans, functional responsibilities between State and County Veterans Service Officers, the training of State and County Veterans Service Officers, and the unity between the two divisions, causing inefficiencies and operational incongruity.

Expected Changes

The positions affected by this reorganization are within our Division of Veterans Affairs. We will combine the East and West Veterans Affairs divisions into one division, resulting in the abolishment of one Director position effective March 25, 2021. One VSO position will be upgraded to a VSO supervisory position. Property administrator will be taking on a supervisory role of DEERS/ID and Triage employees.

How the Work Performed by the Eliminated Positions will be Absorbed

One Division Director will oversee VSOs, and support the Board of Veterans Affairs, as well as engage with a variety of veteran entities who support and partner for veteran services. This will allow singular coordination of changes and implementation to legislation pertaining to veterans. This position will assume oversight of Veterans Affairs operations on the Western slope, consisting of Veterans Memorial Cemetery and the Western Region One Source operations. This single Division Director will work with DMVA leadership to establish a new operating plan and organizational structure to maximize services to our Colorado Veterans.

Anticipated Benefits and Results

The anticipated results will be a cohesive Veterans Affairs Division. Since a new division was created with the advent of the Western Region One Source, including an additional FTE and VSO on the Western Slope in Grand Junction, there have been disjointed operations and lack of continuity between the East and West Divisions with ineffective collaboration of vision and strategic operations aligning with organizational mission. The changes would allow more equilibrium in work functions, due to the leadership of a single managing Director.

Upgrading a VSO position to VSO supervisory status will provide upward mobility within the current VSO organizational structure and modify current reporting structure, resulting in a more manageable span of control within the division.

The financial impact to State operating funds would be the salary and fringe of one FTE that would ease the burden on other areas that may otherwise be impacted by hiring freezes and other employment measures that would have to be taken to counteract budget reversions. This does not mean that future budget reversion requirements would not impact the department further, requiring future counter measures.

The primary impact of this measure is to align DMVA to become a highly efficient, productive, and nimble workforce in support of the Colorado National Guard and Colorado Veterans.

Cost Savings

The current cost savings would result in salary savings of \$80,124 yearly plus an estimated fringe of \$24,152 for a total estimated annual savings to the department of \$104,276.

Positions to be Abolished

Veterans Affairs: Division Director, Program Management II.

Effects on Employees

After applying the ranking factors and weights, one incumbent in a Program Management II classification within the Veterans Affairs Division will be laid off. Upgrading one of the VSO positions to supervisory status will provide an additional level of upward mobility within the VSO structure. The Department anticipates posting a promotional opportunity for a VSO supervisor position sometime in the Spring of 2021. DEERS/ID and Triage employees will be supervised by the property administrator.

Ranking Factors and Weights

The Department of Military and Veterans Affairs has adopted the following criteria on July 15, 2009 to rank individuals within the same three-year time band: performance as determined by performance evaluation ratings weighted at 51%, longevity in State service weighted at 30%, and seniority in current classification weighted at 19%.

1. Performance. Briefly, the employee's annual numeric performance ratings for the last three years are averaged.

2. Longevity with the State. This puts a value on seniority as a State employee for each employee within their time band. The following values are assigned to each employee based upon seniority in the State.

Employees are given four (4) points for each year they have been employed by the State to a maximum of 25 years. Any portion of a year will count as a full year (i.e.: 27 months = 3 years). Any classified temporary appointment that occurred prior to December 31, 1998 that resulted in a permanent appointment, and did not result in a break in service, will count towards years of service.

3. Seniority in Current Classification. This puts a value on seniority in current classification of each employee within their time band. The following values are assigned to each employee based upon seniority in current classification, which can include various levels within a single classification. Employees will be given four (4) points for each year they have been in their current position number to a maximum of 25 years. Any portion of a year will count as a full year (i.e. 14 months = 2 years).

Organizational Charts

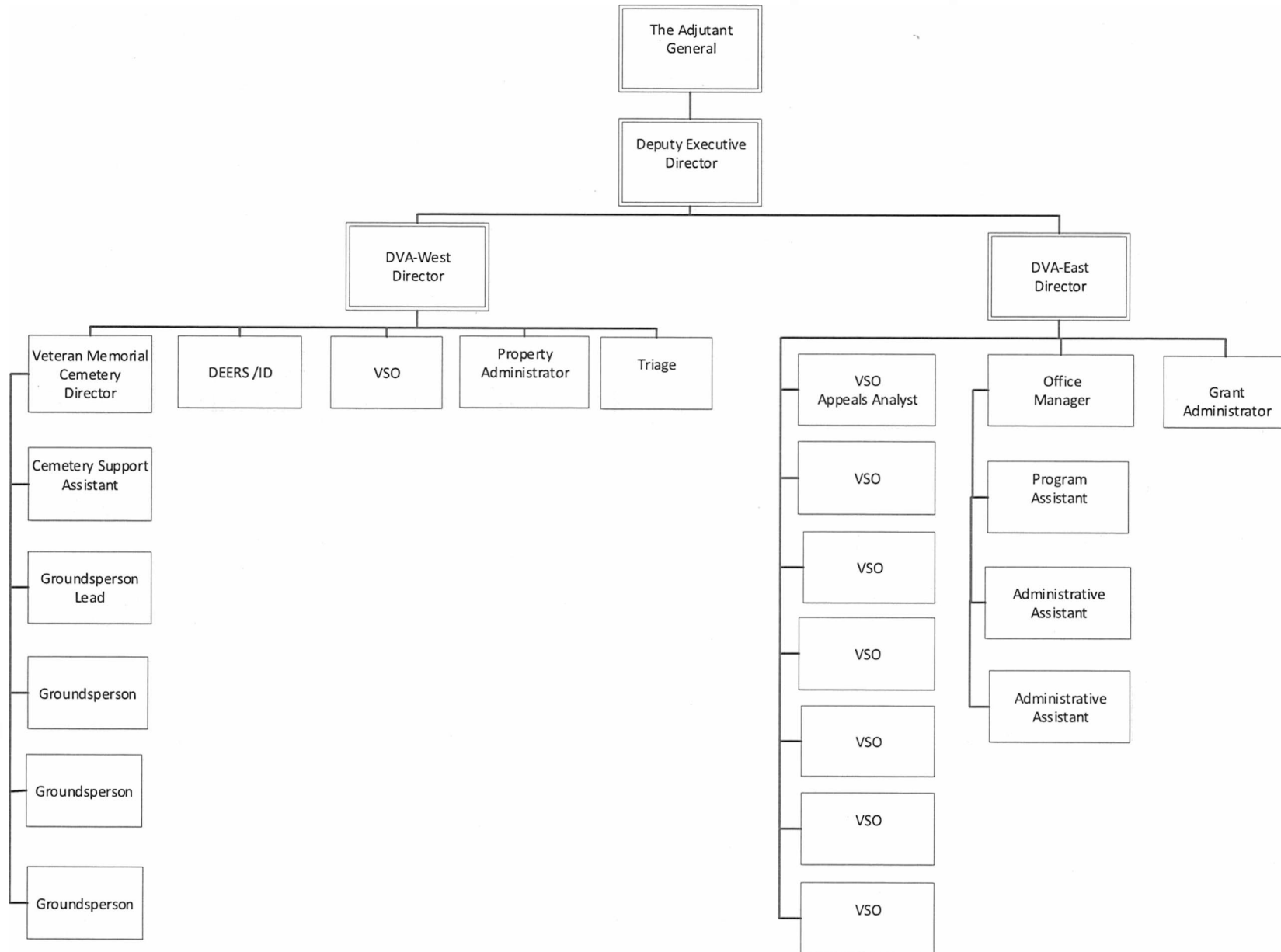
Organizational charts reflecting the planned changes are attached to this Layoff Plan.

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Brigadier General, Laura L. Clellan, The Adjutant General
Executive Director, Colorado Division of Military and Veterans Affairs

January 14, 2021

Division of Veterans Affairs Current Structure



Division of Veterans Affairs Proposed Structure

