

Law Enforcement Merit System Council



5 year plan

Strategic plan for the future.

Mission Statement

“To establish, adopt and equitably administer rules which protect the interests of the State of Arizona, the agencies under the jurisdiction of the council, and the employees of those agencies.”

Vision Statement

To set the standard for
merit system boards in
Arizona.

Principles

- **Integrity:** honesty, transparency, highly ethical behavior
- **Consistency:** uniformity of results and outcomes
- **Efficiency:** minimize waste of time, effort and resources
- **Customer focused:** understand needs, deliver quality service, exceed expectations
- **Accountability:** responsible for actions that affect customers
- **Respect:** courtesy, consideration and empathy
- **Continuous improvement:** learn new things and improve current practices
- **Effective communication:** share information, clarity and ensure understanding

Description

The Law Enforcement Merit System Council is responsible for establishing a classification and compensation plan for all covered positions, a system of fair personnel policies, a system for performance appraisal, a system of procedures for hearings to handle employee grievances, and a plan for the conduct of hearings on appeal ordered by the agency director.

Continuing Goals

1. Classification and Compensation
2. Selection, Appointment, Retention and Separation
3. Hearings - Appeals
4. Hearings - Grievances
5. Performance Appraisal

Continuing Goal #1 Classification and Compensation

Establish and administer an equitable classification and compensation plan for the employees within the Department of Public Safety and Arizona Peace Officers Standards and Training.

Continuing Goal # 1 Performance Measures

Performance Measures	FY2012 Actual	FY2013 Estimate	FY2014 Estimate	FY2015 Estimate
Number of classification reviewed to determine proper job description and market value	28	10	10	10
Number of position audits conducted to determine proper classification	1	2	2	2
Number of job descriptions reviewed to determine suitability to classification	3	3	3	3
Number of classifications acted on by the Council	51	6	6	6

Continuing Goal #2 Selection, Appointment, Retention & Separation

Provide guidelines for proper selection, retention and dismissal of covered employees within the Department of Public Safety and Arizona Peace Officer Standards and Training.

Continuing Goal # 2 Performance Measures

Performance Measures	FY2012 Actual	FY2013 Estimate	FY2014 Estimate	FY2015 Estimate
Number of test plans reviewed for selection and promotional processes	28	25	25	25
Number of covered employees dismissed	12	6	6	6
Number of civilian promotional examinations conducted	21	15	15	15
Number of sworn promotional examinations conducted	1	3	3	3
Number of civilian promotional examinations that result in challenges/appeals	0	0	0	0
Number of sworn promotional examinations that result in challenges/appeals	1	1	1	1
Number of employees that review tests	81	85	85	85
Percentage of employees tested that reviewed test	51	55	60	65
Number of challenges filed that result in some change to the examination or scoring	1	1	1	1

Continuing Goal #3 Hearings - Appeals

Provide full authority
peace officers in covered
positions of all state
agencies with a fair,
impartial and expeditious
appeal hearing process.

Continuing Goal # 3 Performance Measures

Performance Measures	FY2012 Actual	FY2013 Estimate	FY2014 Estimate	FY2015 Estimate
Number of appeals filed	5	40	40	40
Number of appeal hearings conducted	1	12	12	12
Percent of employees receiving discipline who file an appeal	18	18	18	18
Average days from receipt of an appeal until the Council issues a final order	53	30	30	30
Average cost of an appeal hearing (in dollars)	67	70	70	70
Number of rehearing requests filed	0	0	0	0

Continuing Goal #4 Hearings - Grievances

Provide covered employees of the Department of Public Safety and Arizona Peace Officers Standards and Training with a fair, impartial and expeditious grievance hearing process.

Continuing Goal # 4 Performance Measures

Performance Measures	FY2012 Actual	FY2013 Estimate	FY2014 Estimate	FY2015 Estimate
Number of grievance re-views filed	2	2	2	2
Number of grievance re-views heard by Council	1	2	2	2
Average number of days from receipt of a grievance until the Council issues a final order	212	175	150	125
Average cost of a grievance review (in dollars)	136	130	130	130
Number of rehearing re-quests filed	0	0	0	0

Continuing Goal #5 Performance Appraisal

Establish a plan for the systematic approach of evaluating the accomplishments of employees that is adaptable to all classifications and designed to accommodate change in assignments and responsibilities within the Department of Public Safety and Arizona Peace Officers Standards and Training.

Continuing Goal # 5 Performance Measures

Performance Measures	FY2012 Actual	FY2013 Estimate	FY2014 Estimate	FY2015 Estimate
Percent of performance evaluations issued that received an exceeds standard rating	37	38	39	40
Percent of performance evaluations issued that received a standard rating	45	47	49	51
Percent of performance evaluations issued that received a below standard rating	2	2	2	2
Percent of new hires that complete probation	70	70	70	70
Percent of evaluations that are submitted in a timely fashion	74	80	85	90

Short Term Goals

1. Satisfy funding issues
2. Modify LEMSC Rules
3. Create an internet presence

Short Term Goal #1 Satisfy Funding Issues

Due to the recent Personnel Reform, apply for and receive additional funding from the Legislature. This will allow funding of a full time staff position, pay for increased Council member meeting costs and allow for replacement of aging office equipment.

Short Term Goal #1 Performance Measure

1. Permanently fund a full time staff position
2. Ensure enough funding to cover Council member administrative costs
3. Allow funding to purchase new office equipment

Short Term Goal #2 Modify LEMSC Rules

Modify the LEMSC Rules
(Appeals Section) to comply
with mandated Personnel
Reform Law.

Short Term Goal #2
Performance
Measure

- 1. Obtain Governor's Regulatory Review Council approval of revised rules**
- 2. Publish updated rules**
- 3. Disseminate new rules to appropriate agencies and employees**

Short Term Goal #3

Internet Presence

Successfully obtain a permanent and updateable Internet presence.

Short Term Goal #3 Performance Measure

1. Ensure prominent LEMSC link is visible on Department of Public Safety website
2. Ensure all linked pages are functioning properly
3. Update web page contents as necessary

**Questions on this
presentation...**

**If there are any questions
about this presentation or
more information is
required, please contact:**

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