



**COLORADO**

**Executive Director's Office**

Department of Personnel  
& Administration

1525 Sherman St.  
Denver, CO 80203

## PROPOSED STATEMENT OF BASIS AND PURPOSE

The State Personnel Director's Administrative Procedures ("Procedures") are found at 4 CCR 801-1. A hearing of the State Personnel Director was held on October 30, 2018, at 1525 Sherman Street, Room 103, First Floor, Denver, Colorado 80203. The hearing was held by a Hearing Officer in order to modify Chapters 3, 4, and 5 to address matters concerning Procedures 3-27, 4-3, 5-7, and 5-17. The State Personnel Director is exercising her authority as granted under *the State of Colorado Constitution Article XII, Section 13*.

The Notice of Hearing was issued September 27, 2018, for publication by the Secretary of State on October 10, 2018. The proposed procedures and the proposed statement of Basis and Purpose have been available for review at the Executive Director's office and on the Executive Director's website since September 27, 2018. The proposed rules and the proposed statement of Basis and Purpose also have been available for review at the Division of Human Resources office and on its website since September 27, 2018. The Hearing Officer took testimony at the public hearing on October 30, 2018. The Hearing Officer completed deliberations on the proposed procedures on or before November 9, 2018. The rules were accepted through formal public hearing and approved by the Attorney General.

The general purpose of the State Personnel Director in conducting the hearing was to provide, with regards to the State Personnel Director's Administrative Procedures, for the following:

- A) Standardization of certain specific practices; and
- B) Modification of practices and procedures pursuant to the deployment of HRWorks.

The State Personnel Director adopted on a permanent basis, new procedures contained within 4 CCR-801-1.


The Hearing Officer finds, as required by §24-4-103(4)(b), C.R.S. that the record of the proceeding demonstrates the need for the procedures; the proper constitutional and/or statutory authority exists for the procedures; to the extent practicable, the procedures are clearly and simply stated so that their meaning will be understood by any required

to comply with the procedures; the procedures do not conflict with other provisions of the law; and any duplication or overlapping of the procedures, if any, has been explained.

The specific authority of the State Personnel Director to promulgate these procedures is found at *the State of Colorado Constitution Article XII, Section 13*.

The procedures adopted shall become effective January 1, 2019.

Dated this 27<sup>th</sup> day of September, 2018



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June Taylor  
State Personnel Director  
Department of Personnel & Administration

