

**18A.025 Appointment of secretary of Personnel Cabinet -- Responsibilities -- Organization and duties of cabinet.**

- (1) The Governor shall appoint the secretary of personnel as provided in KRS 18A.015, who shall be considered an employee of the state. The secretary shall be a graduate of an accredited college or university and have at least five (5) years' experience in personnel administration or in related fields, have known sympathies with the merit principle in government, and shall be dedicated to the preservation of this principle. Additional education may be substituted for the required experience and additional experience may be substituted for the required education.
- (2) The secretary of the Personnel Cabinet or the secretary's designee shall be responsible for the coordination of the state's affirmative action plan established by KRS 18A.138.
- (3) There is established within the Personnel Cabinet the following offices, departments, and divisions, each of which shall be headed by either a commissioner, executive director, or division director appointed by the secretary, subject to the prior approval of the Governor pursuant to KRS 12.040 or 12.050, depending on the level of the appointment, except that the Kentucky Employees Deferred Compensation Authority shall be headed by an executive director who shall be appointed by the authority's board of directors:
  - (a) Office of the Secretary, which shall be responsible for communication with state employees about personnel and other relevant issues and for the administration and coordination of the following:
    1. Office of Employee Relations, composed of the following programs:
      - a. Workers' Compensation Program pursuant to KRS 18A.375;
      - b. Sick leave Sharing Program, pursuant to KRS 18A.197;
      - c. Annual Leave Sharing Program, pursuant to KRS 18A.203;
      - d. Health and Safety Program;
      - e. Employee Assistance Program;
      - f. Employee Incentive Programs, pursuant to KRS 18A.202;
      - g. Employee Mediation Program; and
      - h. Living Organ Donor Leave Program, pursuant to KRS 18A.194;
    2. Office of Administrative Services, which shall be responsible for the Personnel Cabinet's administrative functions, composed of the following programs:
      - a. Division of Technology Services;
      - b. Division of Human Resources; and
      - c. Division of Financial Services;
    3. Office of Legal Services, which shall provide legal services to the Personnel Cabinet and to executive branch agencies and their representatives upon request;
    4. Office of Diversity, Equality, and Training, which shall coordinate and implement diversity initiatives for state agencies, the affirmative action

- plan established by KRS 18A.138, the state Equal Employment Opportunity Program, and the Minority Management Trainee Program;
5. Governmental Services Center, which shall be responsible for employee and managerial training and organizational development;
  6. Kentucky Public Employees Deferred Compensation Authority, which shall maintain a deferred compensation plan for state employees; and
  7. Office of Public Affairs, which shall assist in all aspects of developing and executing the strategic direction of the cabinet;
- (b) Department of Human Resources Administration, which shall be composed of the:
1. Division of Employee Management, which shall be responsible for payroll, records, classification, and compensation. The division shall also be responsible for implementing layoff plans mandated by KRS 18A.113 and shall monitor and assist state agencies in complying with the provisions of the federal Fair Labor Standards Act. The division shall:
    - a. Maintain the central personnel files mandated by KRS 18A.020 and process personnel documents and position actions;
    - b. Operate and maintain a uniform payroll system and certify payrolls as required by KRS 18A.125;
    - c. Maintain plans of classification and compensation for state service and review and evaluate the plans; and
    - d. Coordinate and implement the employee performance evaluation systems throughout state government; and
  2. Division of Career Opportunities, which shall be responsible for employment counseling, applicant processing, employment register, and staffing analysis functions. The division shall:
    - a. Operate a centralized applicant and employee counseling program;
    - b. Operate, coordinate, and construct the examination program for state employment;
    - c. Prepare registers of candidate employment; and
    - d. Coordinate outreach programs, such as recruitment and the Administrative Intern Program; and
- (c) Department of Employee Insurance, which shall be responsible for the:
1. Health Insurance Program, pursuant to KRS 18A.225;
  2. Flexible Benefit Plan, pursuant to KRS 18A.227;
  3. Division of Insurance Administration, which shall be responsible for enrollment and service functions;
  4. Division of Financial and Data Services, which shall be responsible for fiscal and data analysis functions; and
  5. Life Insurance Program pursuant to KRS 18A.205 to 18A.220.
- (4) The cabinet shall include principal assistants appointed by the secretary, pursuant to

KRS 12.050 or 18A.115(1)(g) and (h), as necessary for the development and implementation of policy. The secretary may employ, pursuant to the provisions of this chapter, personnel necessary to execute the functions and duties of the department.

**Effective:** June 29, 2023

**History:** Amended 2023 Ky. Acts ch. 35, sec. 9, effective June 29, 2023. -- Amended 2020 Ky. Acts ch. 107, sec. 2, effective July 15, 2020. -- Amended 2017 Ky. Acts ch. 111, sec. 2, effective June 29, 2017. -- Amended 2012 Ky. Acts ch. 10, sec. 2, effective July 12, 2012. -- Amended 2005 Ky. Acts ch. 97, sec. 2, effective June 20, 2005. -- Amended 2002 Ky. Acts ch. 122, sec. 2, effective July 15, 2002. -- Amended 2001 Ky. Acts ch. 70, sec. 2, effective March 15, 2001. -- Amended 2000 Ky. Acts ch. 97, sec. 2, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 82, sec. 2, effective July 15, 1998; and ch. 154, sec. 13, effective July 15, 1998. -- Amended 1994 Ky. Acts ch. 116, sec. 1, effective July 15, 1994. -- Amended 1986 Ky. Acts ch. 98, sec. 1, effective July 15, 1986; and ch. 494, sec. 9, effective July 15, 1986. -- Amended 1984 Ky. Acts ch. 346, sec. 3, effective July 13, 1984; and ch. 404, sec. 8, effective July 13, 1984. -- Amended 1982 Ky. Acts ch. 393, sec. 13; and repealed, reenacted, and amended as KRS 18A.025, ch. 448, sec. 5, effective July 15, 1982. -- Amended 1972 Ky. Acts ch. 13, sec. 4. -- Amended 1966 Ky. Acts ch. 255, sec. 22. -- Created 1960 Ky. Acts ch. 63, sec. 7.

**Formerly codified as** KRS 18.180.

**Legislative Research Commission Note** (6/20/2005). The Reviser of Statutes has renumbered the subparagraphs of subsection (3)(a) of this statute and deleted the word "which" under the authority of KRS 7.136(1)(a) and (h).

**Legislative Research Commission Note** (6/20/2005). 2005 Ky. Acts ch. 97, sec. 2, amends this section to insert a reference to "KRS 18A.115(g) and (h)" in subsection (4). Because only subsection (1) of KRS 18A.115 contains paragraphs (g) and (h), and those paragraphs relate to principal assistants exempted from classified service, the reference has been changed in codification to "KRS 18A.115(1)(g) and (h)" under KRS 7.136(1)(e) and (h).