



# National Association of State Personnel Executives

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## *2015 Eva N. Santos Communication Award Nomination*

### **Annual Report**

Kentucky  
Timothy Longmeyer  
Secretary  
Kentucky Personnel Cabinet  
501 High Street  
Frankfort, Kentucky 40601  
502.517.6046  
timothy.longmeyer@ky.gov

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# Commonwealth of Kentucky - Personnel Cabinet

## 1. Provide a brief description of the submission.

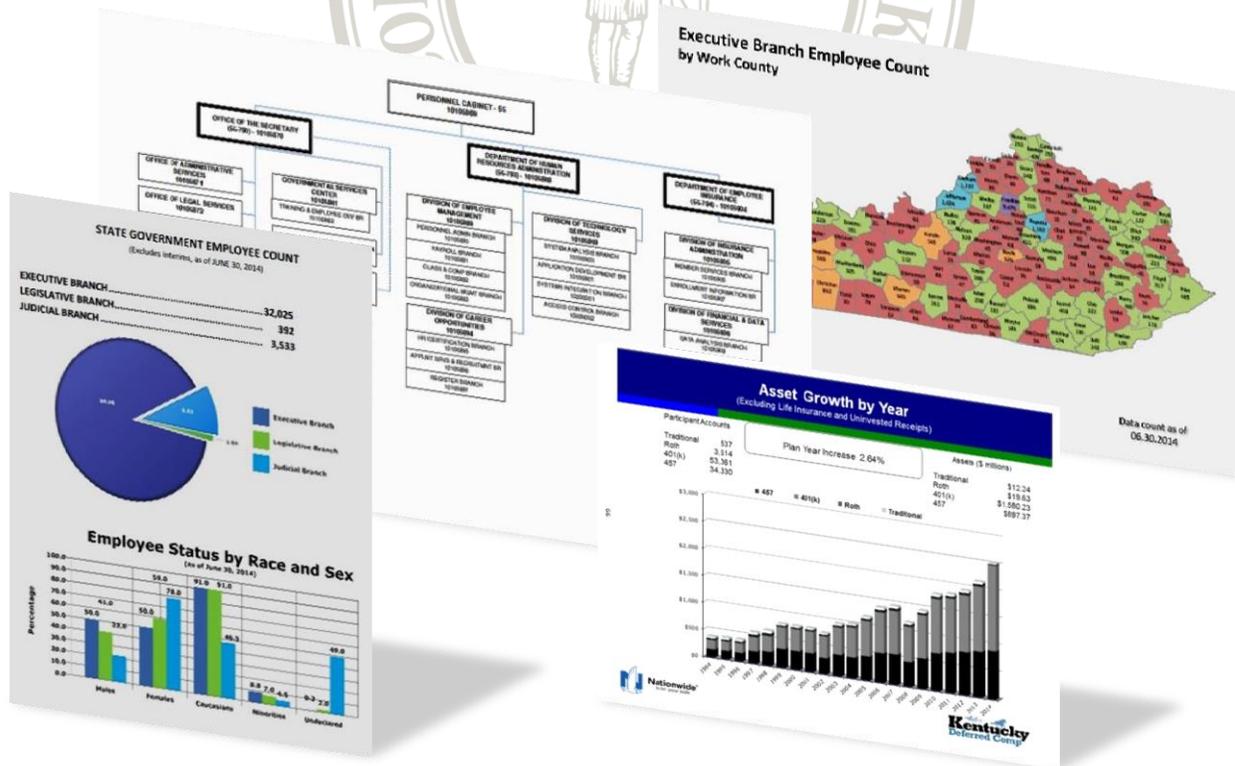
The Kentucky Personnel Cabinet Annual Report is a 76-page document that covers the 2013-2014 fiscal year (July 1, 2013 to June 30, 2014), and describes the roles, operations, and accomplishments of each department within the cabinet. It includes an executive summary from the Secretary of the Personnel Cabinet, which highlights the major accomplishments in 2013-2014, an organizational chart that shows the departmental structure within the cabinet, and data from cabinet operations throughout the year.

## 2. How long has the submission been in existence?

The Kentucky Personnel Cabinet has published an annual report since 1983.

## 3. Why was the submission created?

Kentucky statute mandates that the Secretary and his staff prepare this comprehensive piece, but makes no requirements as to the scope or format of the report. The Personnel



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Cabinet has made the effort, however, to create the most useful document possible. The report today stands as a valuable resource for the cabinet, the legislature, the governor, and the citizens of Kentucky, because it is a thorough and easily accessible form of government transparency.

## 4. How does this submission support the goals and objectives of your agenda/department?

The Kentucky Personnel Cabinet’s mission, vision, and values are given prominence in the report itself – they appear on page five, and are supported in the following ways:

### ***Our Mission***

*The Personnel Cabinet provides leadership and guidance to attract, develop, motivate and retain a talented, diverse workforce; foster an understanding of and adherence to regulatory requirements; and create a positive, supportive work environment that values all employees.*

The report provides a benchmark each year to show how well the cabinet is meeting its goals. The document is also featured on the cabinet website, on the ‘about us’ page, alongside the mission, vision, and values. This placement is designed to support the cabinet’s objective of attracting a talented and diverse workforce – the prominence and public nature of the report serves to inform potential employees.

### ***Our Vision***

*To be regarded by our employees and stakeholders as a trusted and valuable resource for innovative, accessible and responsive human resource services.*

The report serves as a tool for the cabinet to build trust and demonstrate its value.

### ***Our Values***

#### ***Integrity***

*We believe in adherence to the highest standards of conduct and the conviction to do what is legally and morally right.*

The report is one avenue that the Cabinet uses to maintain transparency and accountability to

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the people of the commonwealth.

## *Quality*

*We are committed to providing quality customer service. We will continually review our business processes based on customer needs and establish measures by which we will monitor our effectiveness.*

The report helps the cabinet and the state legislature review state personnel practices from year-to-year to ensure that customer service quality stays high.

## *Diversity*

*We believe that embracing people from diverse backgrounds adds to the richness and creativity of our workforce. We will ensure all people have equal access to the Commonwealth's employment opportunities and other human resource services.*

The report includes data that shows percentages of female and minority employees in the executive branch, and in the Personnel Cabinet. These numbers are broken down into types of jobs, and are shown with state goals in those areas.

## *Innovation*

*We are committed to finding new and creative ways to serve our customers. We will apply progressive thinking to our systems, processes and services.*

The report is an historical record of innovation in the cabinet. Current and future projects are described each year, and subsequent reports show the effectiveness of those innovations.

## **5. Have you been able to measure the effectiveness of this submission?**

Website hits on the annual report page is one quantifiable metric – each year there are more than 200 hits. The report is also frequently cited by the state budget office, media, and the legislature as an annual benchmark for the size of state government. Some of the statistics in the report that are used most frequently include 1) the number of employees, and 2) average state employee salary. These references, especially when used in conjunction with previous editions of the report, provide historical perspective on Kentucky state employee dynamics.

[Click here for a PDF version of the 2014 Annual Report.](#)