

**§7034. Bureau of Human Resources; duties**

The Bureau of Human Resources shall be responsible for the administration of the civil service system of State Government. The bureau shall: [PL 1985, c. 785, Pt. B, §38 (NEW).]

**1. Act in a professional, courteous manner.** Perform its duties in a highly professional and helpful manner;

[PL 1985, c. 785, Pt. B, §38 (NEW).]

**2. Cooperate with agencies.** Cooperate and work closely with all state agencies with respect to the personnel needs and matters of each agency. The bureau shall strive to ensure that personnel policies are understood and carried out by the agencies;

[PL 1999, c. 668, §9 (AMD).]

**3. Respond quickly to requests.** Act expeditiously upon requests of state agencies and state employees with respect to civil service matters;

[PL 1985, c. 785, Pt. B, §38 (NEW).]

**4. Provide managerial training.** To the extent that resources are available, provide training in management and supervision to all persons who enter into management and supervisory positions in State Government and provide management and supervisory training on a periodic basis to ensure that managerial and supervisory personnel are knowledgeable of the most current management theories and practices.

Managerial and supervisory training shall include, among other factors, training in employee evaluation. This training at a minimum shall include at least one day of training for every supervisor during their first probationary period as a supervisor;

[PL 1987, c. 349, Pt. H, §5 (AMD).]

**5. Update registers.** Update, at least annually, all registers of eligibility in the classified service, upon implementation of necessary automated procedures;

[PL 1985, c. 785, Pt. B, §38 (NEW).]

**6. Review applications.** Review applications for positions in State Government and determine the eligibility of the applicants in an expeditious manner;

[PL 1991, c. 528, Pt. III, §15 (AMD); PL 1991, c. 528, Pt. RRR (AFF); PL 1991, c. 591, Pt. III, §15 (AMD).]

**7. Implementation.** Implement, in a conscientious manner, the tasks and duties assigned by the officer;

[RR 2023, c. 1, §4 (COR); RR 2023, c. 1, §50 (AFF).]

**8. Administer state employee health program.** Develop and maintain policies and programs directed to a healthful and safe working environment for state employees to include the administration of a first aid and health service in the State House complex for state employees and State House visitors;

[PL 1991, c. 528, Pt. III, §16 (NEW); PL 1991, c. 528, Pt. RRR (AFF); PL 1991, c. 591, Pt. III, §16 (NEW).]

**9. Administer state employee health insurance program.** Administer a health insurance program that is consistent with the rules adopted by the State Employee Health Commission and the requirements of sections 285 to 286-A;

[PL 1991, c. 780, Pt. Y, §93 (AMD).]

**10. Administer state employee assistance program.** Administer assessment and referral services for employees in need of these services in accordance with the program defined by section 957; and

[PL 1991, c. 780, Pt. Y, §93 (AMD).]

**11. Administer state employee workers' compensation program.** Administer the program of workers' compensation for state employees in conjunction with the programs for health and wellness and health insurance.

[PL 1991, c. 780, Pt. Y, §94 (NEW).]

**12. Represent departments, agencies and commissions.** Represent all departments, agencies and commissions of the Executive Branch, as directed by the Governor, pursuant to Title 26, section 979-A, et seq.

[PL 2007, c. 240, Pt. HH, §5 (NEW).]

#### SECTION HISTORY

PL 1985, c. 785, §B38 (NEW). PL 1987, c. 349, §H5 (AMD). PL 1991, c. 528, §§III15,16 (AMD). PL 1991, c. 528, §RRR (AFF). PL 1991, c. 591, §§III15,16 (AMD). PL 1991, c. 780, §§Y93,94 (AMD). PL 1999, c. 668, §9 (AMD). PL 2007, c. 240, Pt. HH, §5 (AMD). RR 2023, c. 1, §4 (COR). RR 2023, c. 1, §50 (AFF).

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