Energy, Mining and Construction Industry Safety
Colorado School of Mines
Reorganization and Layoff Plan

I. Description of Planned Changes

The Colorado School of Mines, Energy, Mining and Construction Industry Safety office ("EMCIS") is implementing a reorganization plan to facilitate improvements in the delivery of safety courses and certification classes.

In furtherance of this reorganization effort, Mines is publishing this document as the School’s official Layoff Plan ("Plan") pursuant to State Personnel Director’s Administrative Procedure 7-6. This Plan will outline all relevant information pertaining to the proposed layoff associated with the reorganization effort.

The reorganization will shift primary responsibility for the General Program Coordinator (administrative faculty) and Laboratory Coordinator I (classified employee) to other current staff employed by the program. The General Program Coordinator is currently charged with logistics associated with field and classroom training. This includes, but is not limited to, acquisition of consumables, scheduling of students and coordination with training facilities. The Lab Coordinator I is currently charged with maintaining the online registration system, answering phone calls, acquiring consumables associated with the office and other administrative duties as assigned. A second program coordinator is charged with tasks associated with the Brookwood-Sago training grant. Upon the effective date of the reorganization, the position of Lab Coordinator I and General Program coordinator will be eliminated. Logistics and coordination of field training will be diverted to the Mine Rescue Coordinator and Emergency Management Coordinator. Logistics associated with classroom training as well as maintaining computer based systems will be diverted to the Temporary Staff Engineer until a date where a new Logistics and Marketing Coordinator position can be filled. As of January 1, 2017, the Program Coordinator charged with activities associated with the grant will reduce commitment level from 80% FTE to 50% FTE. Any responsibilities of the effected part-time Program Coordinator will shift to the Director of Operations.

EMCIS currently employs 10 employees filling a total of 7.65 FTE, including a Director of Operations, Director of Business Development, Health and Safety Manager, Mine Rescue Coordinator, General Program Coordinator, Program Coordinator, Emergency Management Coordinator, Lab Coordinator I, Staff Engineer, and Contractor. As a result of the proposed changes, the overall size and number of FTE/employees within EMCIS will decrease with the elimination of 2 positions as follows: Position #121040, currently classified as a Lab Coordinator I position, will be abolished. A General Program Coordinator position, classified as an exempt administrative faculty, Position #711070, will also be abolished.

II. Reasons for the Change and Anticipated Benefits and Results

This reorganization will consolidate responsibilities into fewer positions eliminating unnecessary redundancy. Also, with the inclusion of technology, certain responsibilities are being reduced or eliminated. Current staffing levels within the program along with reduction in grant awards has created a funding shortfall. Without reorganization, the program will be overdrawn on financial resources within a 10-month period. This reorganization allows the program to increase the
efficiency of the current workflow as well as seek personnel with a different skill set that will allow the program to grow.

While it has been Mines’ goal to avoid a layoff, our primary focus continues to be providing quality educational services to the operators within high risk industries. We believe this organizational change will allow EMCIS to more effectively utilize personnel resources, create service efficiencies, and improve delivery of safety courses and certification classes by the Colorado School of Mines.

III. Effect of Changes on Division and Department Employees

In developing this Plan, Mines considered how to minimize the impact to the employees of EMCIS. The changes associated with this Plan should accomplish the goals of Mines to maximize the efficiency and effectiveness of EMCIS. The effect of the changes associated with this Plan for the positions directly impacted is as follows:

**Position and Staffing Changes:**

The reorganized office will consist of:

- Eliminating Lab Coordinator I Position
  - Responsibilities distributed to other staff.
- Eliminating General Program Coordinator
  - Responsibilities distributed to other staff.
- Reducing Program Coordinator from 80% FTE to 50% FTE

Addition of one full-time exempt administrative faculty position of Marketing and Logistics Coordinator will be added to the staff. This position will not be filled immediately in order to continue the evaluation of the program needs. The new position as of the execution date of the plan will have the following responsibilities:

- Responsibilities
  - Write and edit grant proposals
  - Write and edit grant reports
  - Maintain program budget
  - Maintain and update program website
  - Generate marketing material
  - Other duties as assigned

- Qualifications
  - Bachelors degree in applicable field
  - Training experience preferred
  - Marketing experience required
  - Budgeting experience required
  - Strong writing skills
  - Strong computer skills
  - Strong interpersonal skills

Regarding the impact to the classified staff member in the position identified for abolishment, if necessary Mines may develop a plan, pursuant to Chapter 7 of the State Personnel Rules, to determine a final disposition regarding any layoff decisions, as well as any impacts resulting from potential exercise of retention rights pursuant to Board Rule 7-18. If necessary, this plan will incorporate ranking formulas designed to break ties, as necessary, during these determinations.
Pursuant to § 24-50-124, CRS, eligibility for retention rights within the state personnel system under current law will be calculated following the State Personnel Rules Chapter 7, which sets forth the priorities for determining layoff and retention rights. The affected classified staff member will receive a written notice at least 45 days in advance of their position being eliminated. While it has been the Department’s goal to avoid a layoff, our primary focus continues to be providing quality human services to the citizens of Colorado. We believe this organizational change will allow Mines to more effectively utilize personnel resources, create service efficiencies, and strengthen Mines’ special programs and continuing education offerings.

IV. Organizational Chart

A revised organizational chart is attached.

Approved By

[Signature]

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