

Human Resources Advisory Committee

August 18, 2010

Meeting Notes

Attendees: Shaunda Jones, Soncere Antoine Grisby, Kathy Lachney, Max Reichert, Rainette Stephens, Genie Silva, Melissa Sylvia, Frankie Grant, Ann Coulon, Julie Chapman, Judy McGimsey, Mary Gloston, Burgundy Cummings and Becky Cresap

1. Mary Gloston welcomed all of the attendees.
2. Julie Chapman, Rainette Stephens and Max Reichert, Staffing Division discussed the Annual Workforce Plans. We want to assist agencies in hiring the right people in the right job at the right time. Currently, Civil Service does one Workforce Plan for the entire state and has done so since the early 1990s. We would like to provide useful data to the agencies. If there is a particular area that you need more data on, let us know. If you look at the past plans, you will see continuing initiatives and future statewide plans. We also provide basic facts and figures such as the number of employees, EEO categories, etc. The reports also contain a toolkit with information on recruitment and retention, records and reports, assistance for managers, etc. This is very general knowledge. We recently submitted a survey to agencies regarding their Workforce Plan needs and are currently reviewing the responses. Pennsylvania, Washington and New York all have very useful Workforce Plans. The links to these plans will be sent to the HR Advisory Committee members to see what data you would think would be helpful for us to include in future Workforce Plans. Some of the data contained in these states' reports are trending and will take us approximately 5 years to collect the data and be able to trend as well. These examples have data broken down by agency and state totals.

We don't just want to know your data needs but also if you have workforce problems you need assistance with- for example, recruitment or retention issues in specific job classes, etc. We would like to help you address these specific problems and not just data production.

Next Wednesday at the SHRMA meeting, Aeli Poydras will be presenting SCORE in LA Careers. This is a beneficial tool that will help establish benchmarks. The Staffing Division will assist agencies with the majority of this procedure.

3. Judy McGimsey of the Program Assistance Division discussed Civil Service Rule 11.18 regarding leave payouts of employees on job appointments. There have been issues at other agencies regarding whether or not the leave must be paid out when an employee separates from their permanent position and transfers to a job appointment. Some agencies would like the option of letting the employee transfer their balance to the job appointment while others do not want the liability to be carried over. We will be looking at the Rules to see if clarification or changes are needed.

The other job appointment issue is regarding agencies requesting an extension when they do not have enough TO positions. A job appointment is an appointment type, not a position type. What the budget office requires and the statewide reporting definition of a job appointment are not always consistent.

In terms of the leave payout, we're leaning towards the position that if an employee is moving from a permanent job to a job appointment with no break in service within one agency, we aren't concerned if there is a payout at that time or not. If an employee transfers to another agency, however, it might be up to the gaining agency whether or not they want to assume the liability. Should they have that option? Is there a downside to that? It could cause an issue with employees bouncing from job appointment to job appointment to get multiple leave payouts. There is also a consistency issue among agencies. We could possibly leave the Rule as it is but allow for an exception provision. We will do some clean-up to the existing language to see if it could work better and get feedback from HR Advisory members or we might clarify the Rule in the Handbook instead.

4. **Next Meeting:** Wednesday, September 15 2010 at 1:30 PM in the Marbois Room #1-137