



MEETING: Human Resources Advisory Committee

DATE: May 16, 2012

LOCATION: Claiborne Bldg., Room 1-186 (CPTP Training Room)

TIME: 1:30 p.m.

MEETING MINUTES

- **Test Development Project for COAST and PET Exams**

Rainette Stephens, SCS Staffing

The Staffing Division is currently working on the Test Development Project for the COAST and PET exams. We have received a few comments concerning the Minimum Qualifications definitions.

- COAST
 - ✓ On Monday, a spreadsheet was sent to the HR Directors. Staffing would like to know what proposed items to add/remove, and any comments the HR Directors may have.
 - ✓ We will focus on transitioning to the new COAST exam first, with the PET transition at a later date.
- The Job Inventories may go directly to the agencies, in order to receive more participation. Employees are under the impression that this may affect their pay (which is false).
- COAST and PET Transition
 - ✓ We expect to have the exams in the beginning of July (July 1st-mid July).
 - ✓ Once the contract is complete, we will have more information on the importance of hiring from the top of the ranking.
 - ✓ The new exam will not have “behavior” questions, only “cognitive”.
 - ✓ The new exam will also produce new names on the list.
 - ✓ October 31st – Proposed last day to use current COAST exam
 - ✓ November 1st – Proposed first day to begin using the new COAST exam; this will give us time to establish a passing average.
 - ✓ January 1st – Proposed first day to begin hiring from the new COAST exam.
 - ✓ After January 1st, everyone will need a new exam score.

- Pre-Exams
 - ✓ After January 1st, everyone will need a new test score.
 - ✓ No testing on Mondays (due to payroll deadlines) or Fridays.
 - ✓ It may be helpful for SCS to go to the agency (rather than having the selected employees come to SCS). We're trying to prevent cost expenses (traveling) for agencies.

- Comments/Questions
 - ✓ Can we get a passing point from the pre-testing?
 - It's a different applicant pool.
 - ✓ Possible to set a lower passing score for a set time period?
 - May not work (a passing score may really be a failing score later).
 - ✓ Transitional rules may need to be established.
 - ✓ How will this affect the DPRL?
 - ✓ How will this affect the employees that have previously passed the current (old) PET?
 - Previously, we have required employees to take the new test.
 - Possibly consider "grandfathering" in current employees.
 - With the current budget situation, agencies have not been able to give raises. As a result, they have had an increase in promotions.
 - Consider giving a timeframe for passing the new PET exam (for existing employees if they are not grandfathered in).
 - ✓ Possibly wanting the system to qualify (make the system do some of the work).
 - ✓ Considering removing the flexible qualifications from COAST jobs (just have the minimum qualifications).

Rainette gave everyone a handout at the end of her presentation, and asked for email commentary once everyone has had a chance to review it.

- **Recording PES Information in LAGov**
Mary Gloston, SCS Program Assistance

- Comments/Questions
 - ✓ Employee not eligible for merit – Date Specifications screen. Only thing to track.
 - ✓ It's understood that if an employee is eligible, it's automatically defaulted.
 - ✓ Employees working on June 30th, but leave before August 31st.
 - We don't want the above scenario to have a negative impact on reporting.
 - ✓ Possibly tweak the rules?
 - ✓ June Meeting – Discuss PPR Annual Reporting.
 - ✓ Transition Year – Minimum amount of reporting.

- **Temporary Appointments**
Shannon Templet, SCS Director

State Civil Service is looking into changing the layoff rules. The Commission has an issue with extending job appointments solely because an agency does not have a T.O.

- SCS plans to meet with OPB after the Legislative Session has ended.
- Restricted appointments seem to last 9-12 months.
 - ✓ Job appointments have benefits (health insurance, earn leave, etc.).
 - ✓ Restricted appointments do not have benefits.
- Grant – An organizational unit may be defined by “grant funded”.
 - ✓ Change in layoff rules.
 - ✓ Will go on DPRL List (change DPRL list from 2 years to 1 year).
 - ✓ Money issue.
- DPRL will be on the next agenda.
 - ✓ On list for Demotion in lieu of layoff.
- Layoff Rules
 - ✓ Going in front of the Commission in July or August.
 - ✓ Job appointment extensions – will be given interim approval until we go before the Commission.
- Grant funds do not necessarily mean a temporary position.
 - ✓ Concern – is the position temporary or ongoing? Having a layoff not affect job appointments.
 - ✓ Difference in what the term (job appointment) means. – To OPB – it means positions. To SCS – it means people.
 - ✓ Nature of the work.
 - ✓ Lawsuits are happening when a person has been working for years, but is still considered temporary.
- WAE
 - ✓ Will be looking at more in depth
 - ✓ July 1st – begin
 - ✓ 250+ a month are going directly to Shannon
 - ✓ Program Assistance will no longer be approving
 - ✓ If the request was previously approved, we will want to know how many hours the employee worked the previous year.
- Comments/Questions
 - ✓ Label for an ongoing part-time person in classified service?
 - ✓ WAE, restricted appointments, and job appointments do not count in T.O.
 - ✓ Consider upping the hours in the restricted appointment layoff rules.

- ✓ Increase hours with Westaff? We will need to check the contract; possibly change in the next RFP.
- ✓ Occupational group – check contract.
- ✓ Look at how many hours for 9 months (1,440?).
- ✓ Premium Pay – no lump sum, use Rewards and Recognition.
- ✓ 6.5g – we are starting to see some abuse of this pay rule.
- ✓ We have the employee sign a statement of understanding that they are in a job appointment that could end.

Mary Gloston and Jean Jones will email the following questions to the agencies:

- How are you using job appointments and WAEs now? Situations?
- What is your purpose for the use of job appointments and/or WAEs?
- What impact would you have if the job appointee gained due process after 2 or 3 years?
- Does OPB ever deny your request for an extension of a job appointment?
- Appointments can be ongoing and part-time, but does that really occur? (We're hoping changes in wording to restricted appointments will help this).
- Why aren't appointments with recurring grant funds not included in the regular workforce positions, especially with the flexible layoff rules?

Next Meeting:

Wednesday, June 20, 2012, Claiborne Bldg., Room 186 (CPTP Training Room), 1:30 PM