

Human Resources Advisory Committee

April 21, 2010

Meeting Notes

Attendees: Sheila Metoyer, Dee Everett, Santa Patterson, Ann Coulon, Ashley Gautreaux, Kevin Brady, Burgundy Cummings, Genie Silva, Mary Gloston, Mary Ginn, Dwuena Wyre, Ranzy Montet, Darrel Lewis, Beverly James, Frankie Grant, Betty Davis, Sirwana Granger, Beverly James

1. Mary Gloston welcomed all of the attendees.
2. Ranzy Montet, Dwuena Wyre and Darrel Lewis, Accountability & Training Division discussed Act 377 and the e-learning modules they have developed.

The Training team has moved from the Program Assistance Division to the Accountability Division. HB 629 moved CPTP from the Division of Administration to the Department of State Civil Service. They will also be under the Accountability Division.

Act 377 provides that DSCS will create 2 programs for unclassified officials and employees on PPR and hiring and firing. We are outlining some modules that will be available online for executives with the focus on appointing authority's responsibilities. The other module will be targeted towards supervisors but will be available for anyone to take. The executive module will be a minimum of 10.5 minutes but the module allows them to access additional resources on various topics. There will be a more detailed module as well that will last approximately 30 minutes. Instructor led courses are still available. The module won't address alternative forms but does discuss options available to agencies. These modules will be accessible in LEO for all ISIS users and will be available for loading on non-ISIS agencies' LMS or on cd. We will advise agencies when this training is available and will also include this information in The Bridge newsletter and possibly in a letter to executives affected by this legislation. We plan to present the module at the next HR Directors meeting.

3. Joan Haase of the Staffing Division discussed Work Keys and National Career Readiness Certificates. This project was the result of a Streamlining Commission recommendation to take other certifications in lieu of a Civil Service test. ACT has 9 different assessments with 3 applying to most jobs:
1) Reading for information (comprehension) 2) Locating Information

(charts/graphs) and 3) Applied mathematics (computation). The National Career Readiness Certification is based on an 18,000 job database nationwide to determine the level of certification needed for each job. A bronze level indicates the tester received at least a 3 in each area of testing, a silver requires a 4 in each area and a gold requires a 5 in each area. We will be looking at what is required for our jobs and are in the process of getting our job specifications to ACT for review. These certifications would be handled similar to other testing exemptions.

4. Burgundy Cummings of the Program Assistance Division discussed the addition of separation reasons in ISIS HR based on another recommendation by the recent Legislative Auditor report. The group recommended the addition of the following separation reasons: Better Job-Other Industry, Excessive Absenteeism and Exhaustion of Sick Leave. These will also be presented to the ISIS Influence Group for their input.
5. Mary Gloston discussed the following HR Handbook Updates:

Layoff Template #9- Added more contact information and changed the language to department preferred eligibility vs. department preferred rights.

Layoff Template #10- Post Layoff Report- Final Report of Actions Taken, 2 employees per page, Adobe format, employee information prior to and after a layoff. These changes will allow the establishment of a DPRL to happen more quickly.

Layoff Checklist- added a target date column and a completed date column.

Post Layoff Summary Report- added fields to capture employees who declined relocation offers.

Final Report of Actions- can be used for business reorganization and demotion in lieu of layoff as well as a layoff.

Please let us know if these forms need any further changes.

The next meeting will be held on Wednesday, May 19th at 1:30 pm in Marbois Room 1-137.

If any members have anything else to comment on or suggest, please email Mary Gloston at mary.gloston@la.gov.

6. **Next Meeting:** Wednesday, April 21, 2010 at 1:30 PM in the Marbois Room #1-137

