



LOUISIANA DEPARTMENT OF STATE
CIVIL SERVICE
"Partnering for a Better Louisiana"

MEETING: Human Resources Advisory Committee

DATE: April 18, 2012

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

TIME: 1:30 p.m.

MEETING MINUTES

- **Testing Contracts for COAST and PET Exams**

Rainette Stephens, DSCS Staffing

The Staffing Division has reviewed the qualifying fields of experience currently used in the minimum qualifications for all jobs in state classified service. As a part of this process, definitions have been developed for all qualifying fields in an effort to help state human resources staff in the review of the experience of applicants applying in response to vacancy announcements. We also want to establish consistency in the development and interpretation of minimum qualifications. A final goal is for you to be able to provide your agency managers with the best list of eligible candidates possible.

Attached is a spread sheet with a list of the qualifying fields, definitions of each field and the occupational group(s) of the jobs for which the qualifying fields may be used. A separate tab provides a reference guide for the occupational groups. The terms used for qualifying fields of experience have changed in some cases. We no longer intend to use the term business operations. Over the years, this has been very difficult to interpret and defend. Instead, our intention is to include the individual fields (accounting, purchasing, human resources, etc.) valuable to the job. This should make it easier for applicants as well as HR staff to understand what is accepted as a qualifying for a particular job. We do see the need to keep the term "administrative services" since we have jobs in state government that are specifically designed for this type of experience.

[Copy of Definition spreadsheet for HR Review.xlsx](#)

This is the first phase of a project to review and revise all qualifications as needed to in order to develop more effective and reliable supplemental questions for agency use in the application screening process. Prior to the development of the supplemental questions, it is important for you to review the qualifying fields and definitions for jobs you anticipate using in your agency and provide us with feedback. Please include any recommendations or concerns you have.

Once the definitions have been finalized, the Staffing Consultants will begin a review of the minimum qualifications of each job and will rewrite the minimum qualifications using the qualifying fields and definitions established as a result of your feedback.

Please submit your comments to Genie Silva at genie.silva@la.gov by Monday, April 30, 2012.

If you have any questions, feel free to contact Genie Silva at the above e-mail or (225)342-8550.

We have contracts to develop two new exams. One for the COAST exam and a second for the PET exam. The job inventory on the COAST is almost complete. The contractor will request specific incumbents to work on the study for validation purposes to complete a job inventory and rank critical duties and KSA's. This list was developed based on job title, race and sex. If the incumbent requested is not available, please send an individual that matches the same criteria. There will be sessions organized to do this on site in Baton Rouge and in New Orleans. Other areas will be done by mail. These sessions will occur in the next few weeks.

- **Agency Survey on Emergency Preparedness Jobs**

Byron Decoteau, DSCS Compensation

Since Hurricanes Katrina and Rita, state agencies have requested unclassified authority for positions performing "emergency preparedness" duties and most often for those positions directing or administering such programs. At the request of the Civil Service Commission, the Compensation Division is collecting data in order to assess if the Department should proceed with a job study to include these types of positions in the classified service. A survey will be forwarded to the HR Community to get feedback on existing unclassified and classified positions currently allocated to emergency preparedness duties.

[Survey to Agency HR Directors on Emergency Preparedness Jobs \(4-2012\).doc](#)

- **Re-Tooling the HR Curriculum**

Gwen Parker, DSCS Workforce Development & Training

The proposed new HR Curriculum program will be rolled out in LEO January 1, 2013.

HR focus groups to review this information will begin May 28, 2012. We will continue to communicate progress on this project to HR Advisory.

CPTP staff is currently creating the following online modules. These modules will cover the information taught in HR Curriculum Modules 3 & 4. The modules will be a comprehensive review of the existing instructor led materials taught by CPTP facilitators.

1. Common Myths in State Government
2. Civil Service Essentials
3. Hiring and Retaining Top Talent
4. Leave Management
5. Documentation for HR Professionals
6. Workforce Planning and Mentoring
7. Civil Service Department Overview: Functions of each department

Once a new HR professional completes these courses they will be eligible to participate in a Capstone 1-day course that allows them to practice the fundamentals learned in each one of the online courses. The Capstone will also include a presentation for the accountability team on audits and best practices and frequently asked questions around audit findings as well as a

presentation by legal reviewing politically prohibited activities and ADA and FMLA. (This presentation will replace Module 1: Foundations of being an Effective HR Professional)

Other changes:

Frequency of course offerings: Civil Service is committed to offering these courses to meet the needs of the HR community. Each division will teach their module 4 times per year (except for the Capstone that will be as demand increases from pre-bookings in LEO). Staffing will continue to offer their module 6 times per year.

A schedule of module course offerings for the fiscal year will be posted in LEO with set dates. Employees will be able to register for these courses through LEO's My Training system to reserve their spot.

NEW Module: Program Assistance will be teaming up with Accountability to offer a brand new course reviewing important information on chapter rules, hiring from the DPRL and best practices, etc.

NEW Module – Delegation will be added as a new module to the curriculum.

NEW – HR PANEL Question the Experts – An open forum panel will be added to the HR curriculum that will be conducted 2 times per year. This panel will be a great opportunity for executive human resource professionals and managers to “question the experts” and ask a panel of Directors from each Civil Service Department clarifying questions and questions surrounding new processes and procedures.

- **Questions and/or other topics discussed**

- Request that Civil Service look into the use of optional pay tool as incentive to retain employees with essential skills – due to the retirement bills currently being considered in the legislative session. (Research available retention tools.)

Next Meeting: Wednesday, May 16, 2012, Claiborne Bldg., Room 186 (CPTP Training Room), 1:30 p.m.