

Human Resources Advisory Committee

January 19, 2011

Meeting Notes

Attendees: Makayla Weber-Harris, Kevin Brady, Ashley Gautreaux, Frankie Grant, Melissa Sylvia, Kathy Busbin, Mary Gloston, June Gillis, Ann Coulon, Burgundy Cummings

1. Mary Gloston welcomed all of the attendees.
2. Mary Gloston discussed the 2010 updates:
 - Added several HR Handbook Updates regarding layoff issues
 - Added documentation for layoff process- this is helpful for new employees or administrators as well
 - Updated several layoff templates and added some as well
 - Revised procedures for using DPRL and implemented a new DPRL system
 - Sent out several ISIS HR Entry Guidelines updates
 - Added ISIS HR separation reasons as a result of a Streamlining Commission recommendation
 - Sent out guidelines on optional pay reason entries
 - Updated the SF-14 Exit Form
 - Added documentation on classified and unclassified employees
 - Added CSU-A1 Unclassified Authority Request Form
 - Added guidelines for presenting to the Commission regarding layoffs and contracting services
 - Job study procedures and optional pay changes were made
 - New functionality in LA Careers
 - Added veterans points information and clarified reassignment, position change and change in duty station rules

More website changes will be coming in 2011. Makayla Weber-Harris discussed the Commissioner election of the classified employee representative. Ballots will be sent to all employees that were permanent and classified as of 12/4/10 on 2/7/11. 11 employees will be up for election on this year's ballot. The final date for voting will be 2/24/11. Votes will be tallied no later than 3/1/11. An employee must receive at least 35% of the vote to be eligible for the Commission. If no employee receives at least 35%, there will be a runoff.

The contract for temporary service employees was awarded to WestStaff as outlined in General Circular 1826. The contract is effective 1/1/11.

3. Members discussed their “wish lists” for 2011:

- Would like CS to revisit the leave rules and issues regarding job appointments
- Would like a post layoff report in ISIS HR so they would not have to create the report manually after each layoff
- Look at shortening the DPRL period from 2 years back to 1 year
- Would like to get a group together and revisit the documentation and reporting requirements
- Look into expanding the Dual Career Ladder policy
- Look into the allocation criteria for supervisors based on programs and not just subordinates including the scope and complexity of the work
- Revisit standard flexible hiring SERs by regions and pay for performance
- Would like CS to consider how merits would be granted with new hires once we receive merit increases again
- Research actions that go before the Commission for approval that might not necessarily need to (Ex: rescission of SERs)
- Create a master list of all reports required by Civil Service and OSUP with their deadlines
- Rule change request for employees that have exhausted their FMLA but still have sick leave on the books
- Exemptions or exceptions to minimum qualifications on a case-by-case basis- especially for agency specific jobs
- Chapter 12 clarifications in the HR Handbook- per Mary Gloston, this is being worked on and should be published soon
- Clarification on due process issues from an Appeals Division point of view
- Request to review the PPR rules that focus on the supervisor’s responsibility for PPR and look to see if that responsibility could be shared with the employee as well
- Look into getting rid of job appointments and replace with 3 year probational appointments
- Work with OPB to align requirements so that agencies can have long term temporary appointments that are outside of their TO
- More information on immigration issues
- Have ability in LA Careers to show when an employee is qualified for a particular job title so we don’t have to review their applications every time they submit them for the same job title

4. **Next Meeting:** Wednesday, February 16th at 1:30 PM in the Marbois Room #1-137