

MDEStat Meeting

January 10, 2008

Table 1: Recruitment Related Responsibilities Division of Labor between OHR & Administration

Tasks	Who did it Before HRC Centralization?	Who Does it Now?	Who'll Do it Per New Recruitment Policy?
Send Notice of Vacancy Letter	New Function	NA	OHR/HRC
Draft MS-22	Administration	Administration	Administration OHR/HRC provides guidance and assistance
Submit hiring exception to Budget	Administration	Administration OHR/HRC often reviews the request before it is submitted	OHR/HRC will receive the draft request from the Administration and submit an electronic version to Budget
Recruitment from an Eligible List-Send Letters	OHR prepared the master letter to applicants Administration printed and mailed the letters	OHR prepares the master letter to applicants Administration prints and mails the letters	OHR will prepare the master letter to applicants Administration will print and mail the letters
Draft interview questions	Administration OHR provided guidance to administration in drafting interview questions	Administration OHR/HRC provides guidance to administration in drafting interview questions	Administration OHR/HRC will provide guidance to administration in drafting interview questions
announcement	OHR/Recruitment and Examination Unit prepared newspaper advertisement	OHR/Recruitment and Examination Unit prepares newspaper advertisement	OHR/Recruitment and Examination Unit will prepare newspaper advertisement
Check References	OHR contacted previous employer to verify minimum qualifications Administration checks references	OHR/HRC contacts previous employer to verify minimum qualifications Administration checks references	OHR/HRC will contact previous employer to verify minimum qualifications Administration will contact references
Schedule Interviews	Administration	Administration	Administration
Submit Special Payment Payroll to Budget when needed	Administration prepared special payment payroll contracts, obtained appointing authority's approval and submitted contract to Budget	OHR/HRC prepares special payment payroll contracts, obtains appointing authority's approval and submits contract to Budget	OHR/HRC will prepare special payment payroll contracts, obtain appointing authority's approval and submit contract to Budget
Preparing Letters to applicants not selected	OHR prepared the master letter to applicants not selected Administration printed and mailed the letters	OHR/HRCs for OS/CO and WAS prepares, prints and mails the letters to applicants not selected OHR/HRCs for ARMA, SSA and WMA prepares the master letter to applicants not selected Administration prints and mails the letters	OHR/HRC will prepare, print and mail the letters to applicants not selected

Table 2: MDE Personnel Related Initiative Revised 1-3-08

Initiative	Next Milestone Date
Finalize "Recruitment and Hiring Policy and Procedures"	Comments received. Finalizing document for Secretary's approval, distribution and rollout.
Submit Engineering and Scientific Classification study to DBM – OHR has developed a comprehensive proposal to create new MDE-specific interdisciplinary scientific and engineering classifications, which will streamline reclassification processes, provide a dual career pathway for supervisory and non-supervisory personnel, improve retention, and ensure a more competitive salary structure.	Secretary Wilson submitted to DBM. Meeting on 1-4-08 with affected departments' HR and Class and Comp officials. Planning underway for Summit with DBM and other potentially affected departments – target date late Jan. '08
Acquire new HR database management software – ASA is working with DBM to develop an RFP to acquire new HR database management software.	Target date TBD by DBM. Lou serving on steering committee.
Recruitment and Retention Survey – On November 7, ASA posted on MDE's intranet the results of the summer 2007 recruitment and retention survey. Based on the analysis, the survey workgroup identified the top six areas of employee concerns and will begin developing proposals to address these concerns.	Presentation to senior staff on December 12. Comments due 12-28-07 with reminder sent 1-2-08.
Sick Leave Policy and Procedures – development of a new policy and procedures regarding sick leave.	Draft distributed to senior staff with comments due 01-08-08.
Training coordination – ASA is developing a departmental training coordination function.	OHR and OFP are working cooperatively to develop a training curriculum and schedule for a variety of subjects. Anticipate the development of a proposed timetable by the end of January. Also, Barbara Rodgers is currently working with two potential vendors (Skillsoft and Skillpath) to identify software for on-line training.
Leadership Development (formerly "Succession Planning") pilot project in ARMA. Ian Forrest handling.	Will submit recommendation to Secretary on dept-wide applicability by March 1.
MS Cap Analysis – Work with Admin Directors and key staff to assess ongoing impact on MDE operations & develop strategy to address issue.	Late February '08.

Table 3: MDE Vacancies

	Sept. 11, 2007	Nov. 20, 2007	Jan. 10, 2008
Total positions (includes contractuels) vacant	111	107	106
Positions (includes contractuels) vacant over 120 days	56	72	70
Positions (includes contractuels) vacant over 6 months	45	40	52
Positions (includes contractuels) vacant over 12 months	18	15	12