MDEStat Meeting

June 3, 2008

Table 1: MDE Personnel-Related Initiatives
Quarterly Status for February-May 2008

Initiative	February 2008 Status Report	March 2008 Status Report	April 2008 Status Report	May 2008 Status Report
1.Make MDE's "jobs" web page, and MDE's online job listings, more appealing and user-friendly.	NA	NA	NA	Worked with Communications and revised the "Top Reasons to Work with MDE." Website recruitment improvements to be forwarded to OIMT on May 29.

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2. Finalize "Recruitment and Hiring Policy and Procedures"	Comments received. Finalizing document for Secretary's approval By February 15, 2008	Document forwarded for Secretary's approval on March 7, 2008.	Done - Document forwarded for Secretary's approval on March 7, 2008.	Forwarded for Secretary's approval on March 7, 2008. Secretary approved policy and procedures and announcement sent to all MDE employees and posted on MDEnet in April. OHR recruitment staff will begin training hiring managers starting in June 2008.

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3. Acquire new HR database management software – ASA is working with DBM to develop an RFP to acquire new HR database management software.	RFP under development. Target date TBD by DBM. Lou serving on steering committee.	RFP under development. Target date TBD by DBM. Lou serving on steering committee, which plans to meet late March 2008.	RFP under development. Target date TBD by DBM. Lou serving on steering committee, which had an initial meeting on 12/17/07. Specific focus groups for Class/Comp, Recruitment, Transactions Processing, etc. are meeting on an on-going basis.	RFP under development. Target date TBD by DBM. Lou serving on steering committee, which had an initial meeting on 12/17/07. Specific focus groups for Class/Comp, Recruitment, Transactions Processing, etc. are meeting on an on-going basis.

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4. 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 were due 12-28-07 with reminder sent 1-2-08. Second reminder sent to WMA.	Revised- ASA staff working on finalizing recommendations. Target date March 28, 2008.	Revised- ASA staff working on finalizing recommendations. Target date April 25, 2008.	ASA staff working on finalizing recommendations. Target date April 25, 2008 was not achieved due to conflicting priorities among. The assignment, "Consider and report on the possibility of surveying employees to determine how often requests for such arrangements are denied." Will be given to an ASA Summer Student for follow-up in June and July 2008

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5. Training coordination – ASA is developing a departmental training coordination function.	ASA and OFP developed CY 2008 training curriculum and schedule for a variety of subjects. First training to begin in February 2008 (see attached).	ASA and OFP developed CY 2008 training curriculum and schedule for a variety of subjects. First training began in February 2008.	Done - ASA and OFP developed CY 2008 training curriculum and schedule for a variety of subjects. First training began in February 2008.	As of 5/28/08, 103 employees attended training on the Sick Leave Policy & Procedures, with another 20 scheduled to attend on 5/29/08. PEP training has been provided to 9 WAS employees this year. PEP training will be offered Department-wide starting 9/08. Additionally, the Office of Fair Practices has provided training in three areas: Americans with Disabilities Act (20 participants); Domestic Violence (11 participants); and Substance Abuse (152 participants).

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6. Leadership Development (formerly "Succession Planning") pilot project in ARMA. Ian Forrest handling.	Will develop recommendation to Secretary on dept-wide applicability by late March 2008.	Will develop recommendation to Secretary on dept-wide applicability by late March 2008.	Revised - Will develop recommendation to Secretary on dept-wide applicability by late May 2008.	Will develop recommendation to Secretary on dept-wide applicability by June 2008.

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7. MS Cap Analysis – Work with Admin Directors and key staff to assess ongoing impact on MDE operations & develop strategy to address issue.	Late February 2008.	Revised – Analysis and recommendations will be sent to Secretary by end of March.	Revised - Analysis and recommendations were provided to Secretary on April 14. Meeting to discuss scheduled April 25.	Analysis and recommendations were provided to Secretary on April 14. Meeting was conducted on April 25. Additional information requested by the Secretary will be provided by May 30.

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8. Explore the possibility of paying referral bonuses for hard-to-fill positions.	Item was not on list in February.	Item was not on list in March.	Data pertaining to the recruitment for Engineers/Scientists will be gathered and analyzed. If supported, a meeting will be scheduled with DBM to discuss this proposal in May 2008.	Data pertaining to the recruitment for Engineers/Scientists will be gathered and analyzed after the implementation of the ASR on July 1, 2008.

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9. Develop a structured summer internship program. To help measure the success of the program, develop a plan for measuring the quality of interns' experiences. Provide a brief summary of the plan.	Item was not on list in February.	Item was not on list in March.	A series of "seminars" was proposed and reviewed by the Secretary. Orientation will be conducted on May 23 and the "seminars" on every Friday of the program. Students will be interviewed to determine the value of their experience at the conclusion of the program.	Orientation was conducted on May 23 and the key environmental issues seminars schedule was disseminated. ASA Summer student will serve as the liaison to the group of summer students. Students will be contacted regularly, and interviewed to determine the value of their experience at the conclusion of the program.

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10. Classification and Compensation Policy and Procedures	Draft to be sent to senior staff for review and comment by mid-March 2008.	Draft to be sent to senior staff for review and comment by late-March 2008.	Revised - Draft to be sent to senior staff for review and comment by April 2008.	Draft to be sent to senior staff for review and comment in June 2008.

Table 2: Class Unit Activity

Class Unit Task	Number Completed With Completion Dates (regardless of start date) 11/20/07 to 5/20/08	Number Approved As Originally Requested	Average Processing Time
above-base salary offer*	Unavailable	Unavailable	Unavailable
vacant PIN where Class Unit approval date followed DBM approval to hire	63 (Reclass database does not track DBM approval)	55	21
vacant PIN where Class Unit approval date preceded DBM approval to hire			
contractual reclasses	13	10	14
filled PIN for reclass, non-delegated	0	N/A	N/A
acting pay request	17	16	18
non-competitive promotions	19	18	12
filled PIN for reclass	60	42	50
unmark from study	Unavailable	Unavailable	Unavailable

* Note: The summer 2007 study of recruitment and retention at MDE found that "Managers do not feel that they have enough flexibility to offer higher starting salary and often lose top candidates due to delays in receiving permissions to go beyond pre-set salary levels."

Table 3: ASA/OS/CO Vacancy Summary as of 5/30/08

	4/22/08	5/30/08
Total positions vacant	15	16
Vacancies with DBM approval	6	5
Positions vacant more than 4 months	8	6
Positions vacant more than 6 months	3	5

Attachment E/Table 4: ASA/OS/CO Vacancies as of 5/30/08

PIN	Program/ Division	Vacancy Date	Classification/ Grade/	Except-ions to OB	Excep. To DBM	Excep. Apprvd by DBM	MS 22 to OHR	MS 22 Apprvd by OHR	Interv. Quests to OHR	Interview Questions Recvd & Approved by OFP	Announ-cement Posted/ Closed	Notes
063979	OS/OB	2/02/07	OS III Changed to: Fiscal Serv. Adm./21	3/12/07	3/16/07	6/14/07	NA Sent to DBM 3/16/07	Approved by DBM 5/10/07	8/20/07	R 8/20/07 A 8/20/07	P 12/17/07 C O/C Reposted P 5/12/08 C O/C	6, 11, 14, 19
014589	OS/Office of Communications	8/17/07	Admin. II/17	10/18/07	10/24/07	2/13/08	2/19/08	2/21/08	2/5/07	R 2/21/08 A 2/25/08	P 2/28/08 C 3/20/08 Reposted P 5/8/08 C 5/21/08	3, 4, 6, 11, 12, 13, 14
C-1004	OS/Customer Serv.	10/4/07	Admin. Spec. II/12	4/18/08	5/6/08		4/18/08	EDC 6/9/08				12, 13, 14
015177	OS/ECU	11/21/07	Management Assoc./13	11/28/07	2/20/08	3/18/08	NA				P 4.23.08 C 5/12/08	Recruitment by OAG 5, 6,10, 19
066354	ASA/Director's Office	11/27/07	TBD									17
014801	OS/ECU	12/31/07	Admin. III/18	3/3/08	DNR	3/28/08	NA	NA	NA	NA	P 4/28/08 C 5/16/08	Recruitment by OAG 5, 6, 13, 19
066356	ASA/Fiscal Services	1/9/08	Administrator/16 Changed class to: Fiscal Accounts Clerk Trainee/6	2/20/08	3/5/08	4/21/08	3/26/08	4/30/08	5/20/08	R 5/20/08 A 5/21/08	Applicants Contacted EDC 5/29/08	11,12,13, 19
084021	OS/OB/WQF	2/26/08	Accountant ADV /16	2/28/08	4/7/08		3/26/08	4/2/08	4/16/08	R 4/16/08 A 4/16/08		10, 11
014633	OS/OB/WQFA	2/26/08	Admin. IV/19	3/4/08	3/4/08	4/28/08	4/4/08	4/29/08	EDC 6/13/08			10, 12, 3
018153	OS/OAG	2/26/08	Paralegal/12	3/7/08	4/7/08		NA	NA	NA	NA	NA	Recruitment by OAG 10, 19
066357	OS/OMIT	3/25/08	DP Prog. Analyst/18	4/8/08	5/6/08		5/1/08	5/10/08	5/14/08	R 5/19/08 A 5/20/08	EDC 6/6/08	10
066353	OS/Customer Serv.	4/3/08	Admin. Spec./12	4/18/08	5/6/08		4/18/08	EDC 6/9/08				
018292	ASA/ Human Resources	04/18/2008	Personnel Officer I/14	4/16/08	5/6/08		5/18/08	EDC 6/18/08	NA	EDC 6/18/08	EDC 620/08	
0555448	OS/Policy & Leg.	5/1/08	Admin. IV/19									17
014455	CO/Customer Serv.	5/6/08	Admin. III/18	EDC 6/13/08								
066364	OS/Policy & Leg.	5/20/08	Admin. IV/19	5/19/08								17