

I. Functional Area Workflows Identified in Phase I

- OSHA Reporting
- Ethics Disclosures
- Ethics Review
- Ethics Audit
- Management Consulting
- Exempt Position Creation
- Records Requests
- Evaluation Processing
- Layoff
- Investigations
- Discipline

II. Summary of Phase II Business Process changes (** add rows as needed*)

Workflow	Change Recommendation	Needs Assessment*
Workflow Name OSHA Reporting	<ul style="list-style-type: none"> • Bullet list of significant change recommendations with 1 sentence explaining the change • DOPLR HR will no longer generate the annual report or verify that the report is accurate has been posted in all locations. <i>This body of work belongs with Risk Management, will allow for time to be spent on other HR functions.</i> 	<ul style="list-style-type: none"> • Indicate (New) or (Update), statement of need and 1 sentence describing the recommendation • <i>May require a position to be transferred to the Division of Risk Management</i>
Ethics Disclosures	<ul style="list-style-type: none"> • HR will no longer have this delegation once reporting to DOPLR. 	<ul style="list-style-type: none"> • <i>Not applicable. Will remain with agency.</i>
Ethics Review	<ul style="list-style-type: none"> • HR will no longer be required to review all Ethics Disclosures. <i>This body of work will go to the Designated Ethics Supervisor within each agency and the Ethics Attorney in the Department of Law, will allow for time to be spent on other HR functions.</i> 	<ul style="list-style-type: none"> • <i>HR may be asked to provide guidance, even though the responsibility for approving is removed.</i>
Ethics Audit	<ul style="list-style-type: none"> • See above 	<ul style="list-style-type: none"> • <i>Not applicable. Will remain with agency.</i>
Management Consulting	<ul style="list-style-type: none"> • Recommend training for supervisors. <i>More robust training and spot training to be conducted by Training & Development and HR will prevent multiple contacts to HR in the future</i> 	<ul style="list-style-type: none"> • <i>Staff should be ready to provide this training now, no needs identified</i>
Exempt Position Creation	<ul style="list-style-type: none"> • Will be processed by Classification Staff 	<ul style="list-style-type: none"> • <i>Not applicable.</i>
Records Requests	<ul style="list-style-type: none"> • Recommend training on records and redaction. 	<ul style="list-style-type: none"> • <i>Will require time from EPIC/LR/Law staff.</i> • <i>Change to EPIC Records Request form</i>

	<ul style="list-style-type: none"> • Recommend change to EPIC Records Release form. <i>Will reduce time spent collecting records when not offered a “menu selection”</i> 	
Evaluation Processing	<ul style="list-style-type: none"> • Allow administrative staff within agencies to process. <i>Processing evaluations takes a significant amount of time, this will allow for time to be spent on other HR functions.</i> • HR to cease review and signing evaluations. <i>This is an inefficient use of time for HR. Evaluations could go directly to Payroll for pay analysis and processing.</i> • Evaluation Report <i>Utilize the end of probation field on the EPM</i> 	<ul style="list-style-type: none"> • <i>Need to change security and workflow</i>
Layoff	<ul style="list-style-type: none"> • Two workflows–One flow to HRBP who is engaged at earliest planning steps, one hand off to Center of Expertise. <i>Being involved in possible layoff discussion allows HR to reconsider recruitment and/or reorganization options.</i> 	<ul style="list-style-type: none"> • <i>No additional</i>
Investigations	<ul style="list-style-type: none"> • Establish Investigations Unit <i>Will free up time to serve as HRBP.</i> 	<ul style="list-style-type: none"> • <i>Will require redeployment of staff.</i>
Discipline	<ul style="list-style-type: none"> • HR staff to participate in LR case review when feasible. <i>Including HR in the case review process will increase the knowledge of HR</i> • LR staff to provide training on “Review and Recommendation” essentials. <i>Will reduce time spent if HR conveys necessary information on initial assessment.</i> 	<ul style="list-style-type: none"> • <i>Will require more time for LR to include HR in case reviews</i> • <i>Will require resources/time from LR staff</i>
Other/new	<ul style="list-style-type: none"> • Need an Audit unit • Need an Absence Management Unit (FMLA/AFLA, Military Leave, Injured Worker, ADA) • Need a Training Unit for HR Functions • Electronic Records 	<ul style="list-style-type: none"> • <i>Need PCNs and budget to fulfill these functions</i>

*Significant needs noted that apply to more than one workflow update should only be listed once

Work We Should Stop Performing

Simple list of functions/tasks recommended to stop being performed in this functional area
 Special project work unrelated to the HR mission (some HR positions being used to cover administrative missions)
 Remove delegated LOAs that are payroll based.

ADDED FUTURE STATE HR FUNCTIONAL AREAS

- *Bullet list of functional areas recommended to be taken on by this workgroup*
- **Absence Management**
- **Investigations** (while this isn’t a new function, it would be in a separate unit for more complex or recurring investigations).
- **Training**

- Electronic Records

INTERNAL LIAISON

Does this function need a liaison in another area of the Division of Personnel and/or in the Department? If so, list here

DOPLR Deputy Directors, HRBP(s).

SYSTEM & DATABASE REQUIREMENTS

- Bullet list of system/database needs to carryout the recommended changes
- Searchable database for issues/grievances.

Sustained Benefits of the Proposal

- Bullet list of benefits/efficiencies gained from the recommendations
- Training is the largest singular theme that came from this group. Training would include both HR staff and agency supervisors. The concept that bringing up the knowledge base all around, while requiring an initial investment in time, will save time in the future freeing up the HR staff for other work.