

Transforming HR Together

Summary Overview of Phase II Workgroup Recommendations

Phase II Recommendation: NEW services or units
HR Investigations Unit: perform complex personnel investigations, conduct Performance Evaluation Investigations, investigate EEO/ASCHR complaints
Workforce Services Administration Unit: Administer and track military leave, FMLA/AFLA, worker's comp leave, layoff process, injured worker placements, ADA reassignments
Onboarding
HR data analytics
Professional/strategic recruitment services
EEO complaint alternative dispute resolution process
Key performance indicators defined and shared with staff
Phase II Recommendation: Process Updates
Case management, guidance and precedent tracking, redaction, and transcription software for use as appropriate throughout DOPLR
Supervisor training tracks with electronic delivery on basic HR topics (e.g. EEO, discipline, employee relations)
Formal HR staff training tracks and mentorship program
Virtual employee training tracks with webinars
Paperless performance evaluations with reduced IRIS entry requirements
Increase employee use of ESS for timesheets
Electronic employee document system for submission and retention (e.g. Payroll documents)
Electronic LTC application/referral process
Agency admin staff permitted to draft job postings
"Chat" with HR feature to ask HR questions via an electronic chat portal
New OPD system with the ability to automate some of the review
Phase II Recommendation: Services no longer performed by HR
OSHA annual report / agency OSHA posting verifications
Ethics Disclosure review and auditing
Parallel/closely related job class determinations
Full day classroom instructor lead training courses