

Human Resources Process Improvements Updates

Vera Potapenko
Karen Ramorino

November 30, 2009

FY10 Job Validation Reviews



• Collaboration

Job Classification	Collaboration Needed
Clerical Unit (in process)	<ul style="list-style-type: none">•Business Managers•Managers of CUE employees•Coalition of University Employees (CUE)
Project/Program Management (in process)	<ul style="list-style-type: none">•Project Management office represented by Anita Gursahani•Facilities Division Director (Jennifer Ridgeway)•Business Managers•Managers of Project/Program Managers
Administrative Exempt Employees (in process)	<ul style="list-style-type: none">•Business Managers (working team currently being developed)•Managers of Administrators and Administrative Services Supervisors
General Management Series	<ul style="list-style-type: none">•Managers of employees in these jobs
Facilities	<ul style="list-style-type: none">•Facilities Division Director (Jennifer Ridgeway)•Facilities Business Manager
EH&S	<ul style="list-style-type: none">•EH&S Division Director•EH&S Business Manager•EH&S Managers

• Initiative

- Review and revise, as needed, job classifications and levels to ensure the Lab can remain competitive with the external market and jobs are internally equitable

• Impact

- All employees that either manage or are within the following:
 - Clerical Unit - 163 employees
 - Project/Program Management - 72 employees
 - Administrative Exempt – 69 employees
 - General Management Series - 20 employees
 - Facilities - 43 employees
 - EH&S - 81 employees

Initiative – Launch and track completions for supervisor training requirements for:

- Newly hired and promoted supervisors
- All supervisors

Impact on – All supervisors and managers (approx. 800)

Collaborations -

- Subject Matter Experts - Keep content updated
- Creative Services (Erik Richman) – Edits to online course
- IT (Dan Abel), EHS (John Seabury) & HRIS (Amy Lowe) – Link to JHA, completion tracking
- HR Center Managers – Support Division management in contacting those supervisors who have not completed requirement

Recruiting and Hiring Process Improvements Initiative



• Initiative:

- Design and implement a streamlined, standardized transactional recruiting and hiring process that will allow us to focus more on effectively sourcing and selecting exceptional talent

• Impact on:

- All Supervisors and Managers – approx 800
 - Recruiting and hiring process will be simpler, clearer, more efficient and more effective
- All New Hires – 562 (FY2009)
 - Includes: Career, Term, Limited, Postdocs, GSRA's and Student Assistants

• Collaborations:

- Interviewed 25 Hiring Managers/Supervisors: Science – 20, Operations – 5
- Interviewed 8 New Hires: Science – 6, Operations - 2
- Customer Advisory Committee: Diana Attia, Brent Draney, Rob Duarte, Doug Goodman, Kelly Montgomery and Ron Zuckerman
- All Business Managers

Talent Acquisition System Initiative



- **Initiative:**

- Implement a Talent Acquisition system that supports our improved recruiting, hiring and on-boarding processes and related candidate experience

- **Impact on:**

- All Supervisors and Managers – approx 800
- All New Hires – 562 (FY2009)
- All Candidates – 26,600 (FY2009)

- **Collaborations:**

- Procurement – Neda Busler
- IT – Daisy Guerrero and Team (TBD)
- Creative Services – Webmaster (TBD)
- Public Affairs - TBD
- Customer Advisory Committee – Diana Attia, Brent Draney, Rob Duarte, Doug Goodman, Kelly Montgomery and Ron Zuckerman