



K A N S A S

JACK RICKERSON, DIRECTOR

DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL SERVICES

KATHLEEN SEBELIUS, GOVERNOR
HOWARD R. FRICKE, SECRETARY

TO: HR Directors and Committee Team Members
FROM: Robbie Berry
DATE: January 16, 2004
SUBJECT: Update on HR Teams - #4

As Jack mentioned in his January 12 memo to all of you, it is coming up on one year now that we have collectively worked to change our system - to improve our capacity and effectiveness and to create efficiencies. The majority of these system changes are a direct result of the work of the HR teams. We sincerely appreciate your time, energy, expertise and commitment. Together, we have accomplished a lot!

The following attachment provides an update, both on the teams that have concluded their work and on the teams that are still active. Some teams have expanded as they move into a second phase or have combined or regrouped to take on a new direction. Please do not hesitate to invite yourself in if you are interested in the teams that are ongoing.

The Compensation Team and the Classification Team have combined into one new team, the Compensation Study Team. This team is working to design a new compensation and classification system.

Ongoing teams, such as the Diversity Network and the Training Committee, are active and will continue long term. The Employee Recognition Team and the Unclassified Appointments Team are still working to complete their goals. The Layoff Intervention Team has expanded its role to include components of employee relations and the Human Resource Meeting Planning Team will continue to plan and facilitate upcoming statewide HR meetings.

Please continue to update the HR Team website by submitting minutes for the meetings and notifying us of meeting dates and locations for the HR Team calendar. Thank you to everyone who has put forth the effort to keep this site current.

We are excited about the future and look forward to working with you in the year ahead. Again, thank you for your input and hard work during this past year. We sincerely appreciate the contributions and accomplishments of these teams and the support you and your staff have demonstrated in our collective efforts. Please feel free to contact me if you have questions or comments - Robbie.Berry@da.state.ks.us or 785-296-2541.

Attachment

HR TEAM UPDATE #4

6/7/03 through 1/9/04

Team Chairs for the following teams have reported their work is complete. Some of these teams may reconvene, depending on the outcome of the proposed regulation changes. Their meeting minutes can still be accessed on the Agency Resource website at <http://da.state.ks.us/ps/draft/subcom/>.

- Centralization/Decentralization
- Diversity Executive Orders, Regulations and Statutes
- Information Distribution
- Disciplinary Process
- Performance Review
- Retirement
 - Retirement Incentives
 - Retirement Information
 - GHI
 - KPERS Membership
- FMLA and Shared Leave
- Training Regulations
- Training Coordination & Development
- Recruitment and Retention
 - Universal Application
 - Web Application
 - Agency Data Tracking (AA, EEO and Veterans Preference)
 - Minimum Qualifications Revision Team

The Regulations Teams – Independent Review Committee and the Review Coordination Subcommittees have concluded their work until the next phase of proposed regulation revisions.

CLASSIFICATION

Chairperson: Donna Clark, Department on Aging donnac@aging.state.ks.us

Members of the Classification Team are now involved in the work of the Compensation Study Team. Information on this new team follows.

COMPENSATION

Chairperson: Allison Conklin, Department of Transportation allison@ksdot.org

Members of the Compensation Team are now involved in the work of the Compensation Study Team. Information on this new team follows.

COMPENSATION STUDY TEAM

Chairperson: Gail Kennedy, Division of Personnel Services gail.kennedy@da.state.ks.us

Next Meeting: The team meets each Wednesday at 9:30 a.m.

Summary of Team Activities

The original Classification and Compensation teams have been combined into one team to ensure that both systems support and complement one another. The name of the new team is the Compensation Study Team. Membership of the Compensation Study team includes members of the original Classification and Compensation teams and staff from agencies and functions of government that were not previously represented on the original two teams.

The purpose of the Compensation Study team is to develop recommendations and options for an employee compensation system that recognizes and meets the current and future diverse needs of agencies and their ability to attract, retain, and reward employees within the limits of the state's resources. The team is also responsible to ensure that the state's classification system supports and complements recommended compensation system options.

The Compensation Study Team has participated in basic training on compensation; conducted listening tours throughout the state with agency representatives to learn first hand the issues and components of the total compensation system that are, or are not, working for agencies; studied state workforce demographics; and have looked at different occupational groups and different compensation methods that may be used with each group.

A Classification System sub-team of the Compensation Study Team studied the classification system and occupational groups and made recommendations to the Compensation Study Team that related to defining work and job classes. The sub-team identified factors that fell outside of the classification system and recommended that they be addressed in the compensation system. The sub-team also recommended the use of a new class spec format that was designed by the original Classification Team.

The next steps for the Compensation Study Team are to determine the classification plan structure and format and develop specific compensation options and recommendations to support the structure.

DISCIPLINARY PROCESS

Chairperson: Lisa Brommer, KUMC-Wichita lbrommer@kumc.edu

The work of this team is complete. The team, together with the Division of Personnel Services, developed a Civil Service Board Overview. You can access the document at <http://da.state.ks.us/ps/subject/arc/layoff/civilserviceoverview.htm>. The team also submitted disciplinary guidelines. In the next few weeks, a resource document will be added to the Agency Resource website and will include template letters for disciplinary action.

DIVERSITY NETWORK

Chairperson: Oliver Green, SRS ODG@srskansas.org

Next Meeting: Wednesday, February 11, 2004, 1:30 - 4:00

Location: Topeka Area Office, 500 SW Van Buren, Room 147.

The Diversity Network continues to meet regularly. As a reminder, the Network was established in April 2003 and represents a statewide commitment to manage diversity issues, including EEO and affirmative action compliance through a consortium of agencies, rather than the direction of a single agency. The focus of the Network is to build the State's capacity through initiatives that recognize the importance of understanding and valuing differences, while reemphasizing the State of Kansas' commitment to fairness, diversity, equal treatment and opportunity, as the workforce delivers needed services to citizens of Kansas.

The Diversity Network's objectives include:

- Developing an understanding and acceptance of diversity, and ensuring a meaningful impact of diversity in all elements of the State's programs and services.
- Sharing resources, including knowledge and programs, to build capacity.
- Collective policymaking and program development.
- Review and oversight of compliance efforts.
- Developing the capacity to report on programs and outcomes achieved.

Current Efforts:

- Developing and planning recruitment strategies that will increase employment awareness among a broad and diverse applicant pool and facilitate the recruitment of diverse applicants for the state's present and future workforce needs, with the goal that recruitment methods and tools developed should reach candidates from all areas of the available workforce.
- Developing a program that will provide agencies with statewide communication on diversity initiatives, including the capability to measure results.
- Developing a diversity component of New Employee Orientation to be used statewide.
- Developing a Diversity portal to share resources and activities, including best practices.
- Developing program guidelines for determining organizational needs with respect to creating a diverse workforce which best represents the needs of our customers.

SUBCOMMITTEES

Executive Orders, Regulations And Statutes Team

CHAIRPERSON: Clyde Howard, Kansas State University chjr@ksu.edu

The work of this team has been completed and recommendations have been made. They may reconvene at a later date.

Recruitment

Chairperson: Vickie Jamison, SRS (Lawrence Area Office) VLJ@srskansas.org

Next Meeting:

Location:

This team distributed a Recruitment Questionnaire (see below) to identify best practices and gather resource information. At their next meeting, they will be discussing a resource document that would be made available to agencies across the state. Unfortunately, they did not receive as many responses as they had anticipated. Please respond to Vickie at VLJ@srskansas.org if you have information to contribute. The team would appreciate receiving the information and the resource document they are developing will benefit all of us.

1. Please describe efforts undertaken by your agency or agency management which indicates that it embraces and or promotes diversity at the recruitment stage.
2. What effective methods of recruitment are utilized in your agency that are in addition to: word of mouth, newspaper, community groups, TV/radio, and internet?
3. Are recruiting activities focused on specific localities and if so how are the localities determined?
4. Please provide any recruitment tips that you think other might find useful.
5. Please describe any outreach efforts not related to direct recruiting, where the effort is aimed at building a future pipeline for applicants.
6. If a list of recruitment resources is developed, would your agency utilize it? Please advise of any ways that you would like the information arranged.
7. List on an attached form any recruitment resources that your agency utilizes.
8. Does anyone periodically examine the effectiveness of your recruiting practices?
9. How do you periodically evaluate the recruitment, referral, and hiring practices?
10. Please provide a sample of any records that document your recruitment efforts.
11. Please provide a copy of any recruiting practices that have been reduced to written policy.
12. Please list any job and/or career fairs that your agency regularly utilizes for direct recruitment. What is the typical cost incurred with those events?
13. Describe any mentoring/training programs that your agency currently has operating that might assist in its recruitment practices.

Please provide us with samples of any new employee surveys that you conduct.

Communication

Chairperson: Doria Watson, Department of Corrections DoriaW@kdoc.dc.state.ks.us

This team has joined efforts with the Clearinghouse subcommittee.

Training:

Chairperson: Vickie Jamison, SRS (Lawrence Area Office) VLJ@SRSKansas.org

Next Meeting: Thursday, February 5 – 9:30 – 11:30

Location: Landon State Office Building, 9th Floor, Conference room A (south side)

The team is currently working on the Diversity component of the New Employee Orientation CBT.

Clearinghouse

Chairperson: Oliver Green, SRS, odg@srskansas.org

Next Meeting: Friday, January 23 – 1:30 – 3:00

Location: Landon State Office Building, 9th Floor, Director's Conference Room

The team is working on a website that will function as a clearinghouse for Diversity information and resources. At the next meeting, the team will discuss next steps, including methods for identifying and gathering information.

Needs Analysis

Chairperson: Anthony Fadale, Department of Administration anthony.fadale@da.state.ks.us

Next Meeting: To be determined

Dennis Rogers attended the last meeting and provided a Needs Assessment, which was provided to the Diversity Network. The document will be added to the meeting minutes website. <http://da.state.ks.us/ps/draft/subcom/>

EMPLOYEE RECOGNITION

Chairperson: Sherry Gegen, SRS Wichita Area Office WSXG@srskansas.org

Next Meeting: To be scheduled pending Governmental Ethics opinion.

Location: To be announced

The Governor has expressed her support of this team's recommendation to move forward with the "STAR" program for state employees. This program would provide state employees discounts at various businesses across the state. The team is interested in putting information regarding businesses participating in the STARS program on a website for state employees to access.

The team has made considerable progress in a number of areas, including:

- Researching other State's employee discount programs.
- Discussed various ways to communicate with businesses across the state. Contacted the Topeka and Wichita Chambers of Commerce. The Wichita Chamber of Commerce has a newsletter that goes out to all members and will include an article regarding the STAR program when we are ready to move forward. They also have a website that has an area

where you can enter a business category and all the Chamber members in that category are displayed.

- Discussed a marketing plan for the program.
- Terry shared that KDOT Support Services Bureau and the KDOT Print Shop are standing by to assist in designing the "STAR" logo and to print STAR decals.

Background work that needs to be done:

- Review the State of Colorado's employee discount program and consider using their vendor application and agreement as a model.
- Contact Colorado, Tennessee and Missouri to inquire about "lessons learned" on their implementation of various employee discount programs.
- Develop a policy for email regarding the STAR program.
- Contact the Division of Purchases regarding businesses that have (or will have) contracts with the State of Kansas.
- The team has requested a written opinion from the Governmental Ethics Commission. The Commission planned to meet on January 15th. As soon as we receive their opinion, the next team meeting will be scheduled to discuss the future direction.

A sub-team (Sherry, Terry and Caleb) met on November 26th to begin work on the business and marketing plan.

The Employee Recognition Team would like to invite new members to join the team to assist with the start-up and implementation stage. Robbie, Berry, Elizabeth Wong and Jim Gardner joined the team in November. Mike Broadwell, Vicki Lierz, Allison Burghart and Caleb Asher are assisting as consultants to the team.

Please contact Sherry Gegen (Chairperson) at WSXG@srskansas.org Mary Mulryan at Mary.Mulryan@ksmail.state.ks.us or Terry King, tking@ksdot.org if you are interested in joining this team.

FMLA/SHARED LEAVE PROCESS

Chairperson: Carmen Sellens, Department on Aging Carmens@aging.state.ks.us

Co-Chair: Sharon Bolyard, SRS, skb@srskansas.org

As discussed at the November 7, 2003 HR Meeting, the bulk of team's recommended changes to K.A.R. 1-9-23 were accepted by the Governor's Office. However, the proposal to add the word "catastrophic" back into the regulation was removed since that change would require an amendment to K.S.A. 75-5549.

Recently, the team was asked to define "serious, extreme or life-threatening." They met on January 15 and a definition and further recommendations to the regulation have been proposed. At this time, the work of this committee is complete. Possible legislative action or further regulatory changes could result in additional meetings and team activity.

The team proposed to revoke K.A.R. 1-9-27 and issue a Bulletin that sets out the general FMLA policy for the state of Kansas while providing flexibility for those agencies that choose to be more permissive than the Federal requirements.

HUMAN RESOURCE MEETING PLANNING

Chairperson: Bob Cockrell, KBI, bob.cockrell@kbi.state.ks.us

Co-Chairs: Carmen Sellens, Department on Aging, CarmenS@Aging.state.ks.us and Joan Bayens, Juvenile Justice Authority, JBayens@KSJJA.org

Next Meeting: To be determined.

The HR Meeting Planning team met on January 13 to finalize the agenda for the February 13 meeting. The agenda and registration information has been distributed. The meeting will be held at the Kansas Historical Society from 9:00 am to 2:30 pm.

Scheduled presentations include Peggy Graham, Office of Administrative Hearings, on Kansas Civil Service Board proceedings; Gary Wadley, Adjutant General's Office, on Military Leave; and Richard Young and Art Thompson (Dispute Resolution Coordinator) on mediation. These topics were suggested for upcoming HR meeting presentations during the brainstorming session at the November 7th HR Meeting.

The team will continue to meet as needed to prepare and plan upcoming Statewide Human Resource meetings.

INFORMATION DISTRIBUTION

This team has concluded its work. Mike Broadwell continues to develop new websites and webpages in response to the HR Teams needs and requests. You can access the Agency Resource Center at http://da.state.ks.us/ps/draft/resources/rc_home_pg.htm

The Discussion forum has been a great tool for sharing information. Please continue to use this site for questions and/or to assist other HR people with their questions.

You can access the Discussion forum at <http://da.state.ks.us/ps/draft/discussionforum/default.asp>

If you have questions about the forum, please contact Mike or Vicki. They continue to send notices when information has been added to the forum. If you are not on that e-mail list and you would like to be, please contact Mike at mike.broadwell@da.state.ks.us - (785) 296-8193 or Vicki at vicki.lierz@da.state.ks.us - 785-296-5861.

Due to the number of software applications used across the state and the problems some of you had experienced in opening our memos and other communication, Mike has created a webpage <http://da.state.ks.us/ps/subject/arc/memos/default.htm> to access these communications in pdf format. As you know, Heather has changed the way communication from Jack is sent. The

link she now provides takes you to this webpage and the document in pdf format. We have received very positive feedback about this change. However, if you are still experiencing problems, please contact Heather so we can get it worked out.

INTERVENTION (Layoff Resources)

Chairperson: Robbie Berry, DPS robbie.berry@da.state.ks.us

Co-Chair: Lois Ryan, DPS lois.ryan@da.state.ks.us

Next Meeting: To be determined

The Layoff Intervention team is an on-going team; however, no meeting is scheduled at this time. Richard Young (SRS) continues to work on initiatives of interest to this team.

PERFORMANCE REVIEW

Chairperson: Joan Bayens, Juvenile Justice Authority JBayens@KSJJA.org

Co-Chair: Robbie Berry, DPS robbie.berry@da.state.ks.us

The team has completed its work. The Agency Resource website has examples of performance reviews used by various agencies. You can access the examples at <http://da.state.ks.us/ps/subject/arc/resources/perfevalations.htm>

RECRUITMENT AND RETENTION

SUBCOMMITTEES

Web Technology Applications

Chairperson: Dee Lowe, Adjutant General's Office dblowe@agtop.state.ks.us

This team has joined efforts with the Universal Application Development subcommittee.

Universal Application Development

Chairperson: Jennifer Hermann, Board of Nursing jennifer.hermann@ksbn.state.ks.us

Co-Chair: Terrie Wedel, Department of Revenue twedel@kdor.state.ks.us

This team has concluded its work until the next SHaRP upgrade.

The team met on September 5th to continue their discussions on developing a universal State of Kansas application. The team had last met prior to the 8.0 upgrade and discussed making adjustments to the delivered 'Apply for a Job' PeopleSoft self-service option.

The team discussed what had occurred since the upgrade.

1. Job Postings Page - Implementation of the PeopleSoft Job Postings page utilizing a Guest user account sign-on immediately caused problems for all Self Service users - especially on Wednesdays. Decision was made to pull down this page to help stop these problems and for

various other reasons. Told them the 'Apply for a Job' feature also uses a Guest user sign-on so it would be very likely we would start having the same problems we had earlier.

2. ADA Compliance - The 'Apply for a Job' functionality would be another PeopleSoft process that is not ADA compliant. We would need to request another exemption from our State ADA Coordinator.

3. Project Team Members in DISC, A&R and DPS met recently to discuss our prioritization for post-upgrade tasks. All team members are in agreement that putting our resources to work on the next upgrade would be the best use of our time and limited resources. Another possibility is the eRecruit functionality in future versions, which is much closer to meeting the State's needs with little to no modification.

The following options were discussed:

- 1) Do not pursue using the 'Apply for a Job' in Version 8.0 and wait for the next release, which hopefully would be in place by March 2005. (Need to obtain approvals in order to occur).
- 2) Purchase another package such as PeopleAdmin, which would be costly.
- 3) Try to fix the problems with 8.0 and make it work.

The group agreed they would all be in favor of waiting until the next major upgrade since it would give agencies most of the functionality they need. The team requested a few changes to the Employment Application designed by Mike Broadwell that would help until other options were available. Changes have been made and the application can be accessed at https://da.state.ks.us/ps/esummary/es_online/frmES1_temp.asp

In addition, to provide some consistency and less confusion for applicants, as well as significantly improve communication issues, the team proposed developing a centralized online source for agency email addresses that would allow applicants the ability to attach resumes, cover letters and ask recruitment questions. Mike has developed this website and ***Agency Recruiter Contacts*** is located at <http://da.state.ks.us/ps/aaa/recruitment/agyaddresses.htm>

Liz distributed a memo outlining the changes. Please contact Heather at heather.richardson@da.state.ks.us if you would like a copy of that memo.

Minimum Qualifications Revision

Chairperson: Wendy Fritz, Kansas Corporation Commission w.fritz@kcc.state.ks.us

This team concluded its work with their proposal to delegate the authority to determine minimum qualifications to each agency, providing the flexibility to establish minimum qualifications based on the needs and work of specific positions.

This team will reconvene when the determination for MQ's at the position level is delegated to agencies. The team will develop guidelines for establishing minimum qualifications and serve as a resource to agencies.

Agency Data Tracking (EEO/AA/ Veterans' Preference)

Chairperson: Carmen Sellens, Department on Aging carmens@aging.state.ks.us

This committee has completed its assignment.

The Personal Data Form is available on the DPS website (<http://da.state.ks.us/ps/aaa/recruitment/default.htm>) and includes the EEO/AA/Veterans' Preference information that the committee has identified as required data that needs to be collected and reported.

Veterans' Preference Information has been added to the State of Kansas Civil Service Employment home page and can be accessed at <http://da.state.ks.us/ps/aaa/recruitment/veterans.htm>

REGULATIONS

Chairperson: Kraig Knowlton, DPS kraig.knowlton@da.state.ks.us

The Regulation Team has completed its assignment at the current time.

As Kraig discussed at the November 7, 2003 HR Meeting, the vast majority of the proposed amendments to the regulations were approved by the Governor's Office. The only proposed changes that were removed from the package were:

- The proposed provision in K.A.R. 1-5-24 that would have allowed agencies the complete discretion to count holiday credit as time worked for FLSA purposes for any reason;
- The proposed amendment to K.A.R. 1-9-2 that would have provided for additional discretionary holidays;
- The proposal to amend K.A.R. 1-9-4 to increase maximum accumulations of vacation leave;
- The proposal to allow ALL vacation leave overage to be converted to sick leave at the end of the fiscal year (the regulation is being amended to increase the amount that can be converted from 20 to 40 hours);
- The proposed amendment to K.A.R. 1-9-23 to add "catastrophic" back into the regulation; and
- The proposed change to the layoff regulations that would have allowed appointing authorities to limit bumping and to exempt up to 5% of targeted positions from a layoff.

We are moving forward with action to change or revoke 88 regulations. The regulation changes are now being reviewed by D of A Legal and will then be sent to the Attorney General for final consideration before being published for comment. Because the Legislature is now in session, priority will need to be given to their issues, and it may be some time before we see action on the regulations. Once we hear back from the Attorney General, Kraig will send out updates as the proposed language moves through the process. If either D of A Legal or the Attorney

General's Office modifies or decides not to go forward with a particular regulation, we will explain the logic given.

The notice of public hearing and economic impact statements for the regulations will be published in the Kansas Register and that will start the 60-day public comment period. Following the public hearing and the hearing before the Joint Committee on Administrative Rules and Regulations, it may be necessary to reconvene the Regulation Team to discuss any additional proposed changes or comments from the public or the Legislature. However, until that time, it is not anticipated that there will be any meetings of the committee or either of its subcommittees.

In the meantime, if you have any questions about the proposed amendments or the process, please feel free to contact Kraig by telephone at (785) 296-1082 or by email at Kraig.Knowlton@da.state.ks.us.

SUBCOMMITTEES

Independent Review

Co-Leaders: Dolan Gassert, State Treasurer's Office dolan@treasurer.state.ks.us and Dee Lowe, Adjutant General's Office, dblowne@agtop.state.ks.us

Review Coordination Subcommittee

Chairperson: Deborah Carlson, SRS debc@srs.kansas.org

Both of these subcommittees have completed their work at this time.

RETIREMENT

Chairperson: Jeff Montague, Juvenile Justice Authority jmontag@ksjja.org

Co-Chair: Dick Koerth, Wildlife and Parks richardke@wp.state.ks.us

The Retirement Committee has concluded its work.

Jeff Montague, Chair, provided a handout of the Retirement Team's proposal in the HR Meeting packet distributed at the August 1st Human Resource meeting, which concludes this team's work.

The team's proposal with options for the overall package to present to the Legislature was provided to Glenn Deck and Terry Bernatis for their review, consideration and feedback. The team is available to conduct additional research or to prepare information if the proposal goes forward to the Legislature and there are additional questions to pursue.

SUBCOMMITTEES

The Retirement Subcommittees have concluded their work.

Retirement Incentives:

Chairperson: Dennis Peerenboom, Department of Agriculture dpeerenbm@kda.state.ks.us.

Retirement Information

Chairperson: Debbie Rosacker, Department of Revenue, debbie_rosacker@kdor.state.ks.us

GHI

Chairperson: Sharon Bolyard, SRS skb@srskansas.org

KPERS Membership

Chairperson: Jack Muehlbach, KDHE jmuehlba@kdhe.state.ks.us

TRAINING COMMITTEE

Facilitator: Robbie Berry, DPS robbie.berry@da.state.ks.us

As you know, Julie Reid and Les Lauber are no longer with DPS. I am assuming the responsibilities for the training committees and I apologize for not being able to report much activity in this area. However, I am committed to making these teams a priority and certain we will have progress to report in the next update.

TRAINING SUBCOMMITTEES

Centralized Website

Chairperson: Allyson Christman, KHP

Next Meeting: To be announced

The team met on November 5, 2003 to discuss the centralized training website, or Learning Portal. The Website has a home! We had to change directions after finding out that we can not place this website on accessKansas. For now, we are planning to place the website on the DofA website under Agency Resources. Mike Broadwell is assisting the team by providing Internet website expertise and services.

LEARNING PORTAL:

Mike Broadwell developed a new training calendar based on the team's needs and recommendations. Mike emailed the website to the team on January 8, 2004 for their review and feedback. The training calendar is a work in progress and is close to completion. The most time consuming part is making the calendar ADA compliant for the website and

modifying the database. Once the changes are finalized, DISC will convert the database to SQL and it will be ready.

The calendar may be viewed at the following website:

Calendar -----> <http://da.state.ks.us/ps/subject/arc/training/ocean12/>

Agencies will add events ----->
<http://da.state.ks.us/ps/subject/arc/training/ocean12/admin/default.asp>

A meeting will be scheduled to discuss next steps in the next few weeks.

Regulations

Chairperson: Katrina Kosmala, TJCF kkosmala@tjcf.ksjia.org

The work of this committee is complete.

Training Resources Coordination

Chairperson: Myrna Stephens, SRS mzs@srskansas.org

Next Meeting: To be announced

This team met to discuss the results of the survey. A number of action steps were identified.

Technology Coordination & Development

Chairperson: Marie Ortiz, SRS maxo@srskansas.org

The work of this committee is complete. This team has developed a Technology Matrix that they will continue to update as other agencies step forward to share what they have in regard to technology. This document is available under this subcommittee on the meeting minutes website. Please contact Marie to include your agency in this resource document.

Curriculum Development

Chairperson: Lori Strunk, Department of Health & Environment lstrunk@kdhe.state.ks.us

Next Meeting: To be announced

Location: To be announced

The team's goals are to stay flexible and allow individual agencies to determine their own needs and how to meet them. The Curriculum Sub-Committee developed a list of 4 core components and their definitions to be recommended for inclusion in Basic Supervisory Training. Those components are Legal Issues, Performance Management, Leadership, and Position Management. Specific topics may also be included in more than one of these categories, as each agency sees the need. These topics are not considered to be either required or all encompassing, the topics are for individual agencies to decide.

Members of this subcommittee have joined efforts with the Training Subcommittee of the Diversity Network to begin making recommendations for a New Employee Orientation Program. The team reviewed Hill's Pet Food new employee orientation program, Digital Kibbles, to use as a model.

The team has discussed working with Fort Hays State University Public Sector class to design the curriculum and advertising/ marketing materials for the State of Kansas New Employee Orientation Program as a class project. Jenny Straight, FHSU professor, is considering the team's proposal as the class project for the spring semester.

Members of the team are also considering other options.

Return on Investment

Chairperson: Candace Davis, Department of Transportation candaced@ksdot.org

Next Meeting: To be announced

Location: To be announced

UNCLASSIFIED APPOINTMENTS

Chairperson: Debby Fitzhugh, Kansas Inc. DFitzhug@ink.org

Next Meeting: To be scheduled after the draft proposal is developed

Location: To be determined

Dee Lowe provided a proposal to streamline the process for unclassified appointments submitted to the Division of Budget and the Governor's Office for review and approval. One agency is successfully using the streamlined process as follows: the agency has been delegated the authority to make unclassified appointments at the starting rate of the pay matrix. Any appointments that are made at a higher salary as well as requests to establish new positions still follow the standard process of submitting requests to the Governor's Office. The team is reviewing the proposal and will forward their recommendations.

THANK YOU!!!!!!!!!!!!