Human Resources Meeting

June 10, 2020
Agenda

• Welcome!
  – Shout Outs/Recognition
• Covid/Budget Update
• FFCRA
• State Classified Updates
• Project Update: Website
• Talent Development
Fiscal Updates

• Results of Board of Governor’s Meeting June 3-5
  – https://safety.colostate.edu/2020-2021-budget-faqs/
  – recovery.colostate.edu
  – Fall2020.colostate.edu

• Colorado State Legislature
  – Continued review of State budget; expect updates by June 30
Families First Corona Relief Act (FFCRA)
FFCRA Leave – Recent Questions

• Does EPHL count toward an employee’s FML allotment? If so, how is it tracked?
  – Yes. EPHL leave counts toward an employee’s 12 weeks of FML. It should be tracked using the normal processes.

• Does EPSL count toward an employee’s FML allotment? If so, how is it tracked?
  – Maybe. The only time EPSL would count toward FML is if it is being used to cover the first two weeks of EPHL that is unpaid. In this case FML should be tracked using the normal process. If EPSL is being used independent of EPHL, it would not count toward an employee’s FML allotment.
Admin Assistant II Open Pool

- Posted on June 5th
- Closes June 29th
- Once the position closes, applicants will be reviewed for minimum qualifications
- Computerized exams (eSkills) will be sent to all qualified applicants
- Top 30 are selected for next step of Comparative Analysis
  - Rachel Barrett, Ashley Harvey, and Tommy Crews conduct Oral Boards to rank top 30 applicants
Admin Assistant II Open Pool

• Referrals are sent to departments on a first come, first serve basis
• Departments are sent 6 candidates in order of recruitment request
• Each candidate has 3 opportunities to interview and receive a job offer before being removed from the eligible list
Non-Student Hourly's

- If a temporary employee exists within your department, encourage them to apply.
- The individual will be required to compete by demonstrating their merit during the recruitment process in order to be placed on the top 30 eligible list.
- There is no guarantee the individual will be sent on a department's referral, but departments may place their request on hold until the desired candidate can be referred.
- Please never guarantee a position to a temporary employee.
eSkills

• Used by the State
• Allows remote testing
• Allows department to reduce pool size with skills related to the position
• Allows candidates to take comparative analysis at home or other location, dramatically reducing barriers in recruitment. For example, an candidate does not need to arrange transportation or travel time for an assembled test.
eSkills

• Time limit of test reduces opportunity for use of outside materials
• Simulation testing for MS Word, Office, Excel, etc.
• Testing for skilled trades
• Test individualization
  – Your Employment Consultant is happy to work with you to create the perfect test for your specific job
• Cost savings!!!
Looking in the future... effective July 1, 2021

System Maintenance Study completed for the Information Technology de-consolidation

- Currently, there is one IT classification series with the following four levels:
  1. IT Technician
  2. IT Professional
  3. IT Supervisor
  4. IT Manager
- Current IT series will be deconsolidated into 14 NEW classification series.
SMS – Information Technology

• Number of departments with positions impacted by the IT System Maintenance Study:
  – 19 departments

• Number of positions impacted by classification level:
  – 33 IT Technicians
  – 29 IT Professionals
  – 9 IT Supervisors
  – 0 IT Managers
SMS – Information Technology

New de-consolidated classification series:

- Cyber Security
- Database Services
- Geographic Information Systems
- Identity & Access Management
- Information Technology
- IT Business Analyst
- IT Developer
- IT Engineer
- IT Project Management
- IT Support Services
- Network Services
- Software Quality Assurance
- Systems Administration
- Webmaster
Talent Development
When you think of returning to campus, what word or words come to mind?
What do you think teams will be facing as they return to campus?

- Coherence
- Scheduling
- Anxiety
- Equity
- Logistics
- Access to work at home
- Conflicts
- Sickness
- Mental Health
- Engaged
- High volume workload
- HIPAA
- Unnecessary
- Safety
- Breathing in masks
- Larger workloads
- HIPAA
- Nervousness
- Additional duties
- Contracting Covid
- Support people through re-entry
- People not wanting to wear masks
- Time consuming
- Fear
- Necessary
- Restrooms
- Communication
- Concerns
- Work life balance
- Another wave
- Uncertainty
- Supervision
- Leadership
- Students
- Equipment
- Child care
- Child care
- Worker
- PPE
- Procurement
- Supervision
- Nervousness
- Social distancing
- Uncertainty
- Coherence
- Clear guidance
- Scheduling issues
- Supervision
- Leadership
- Students
- Cultures
- Change
- Stress
- How to decide who can continue working from home
- How to bring on new person during limited opening
- Working at home is more productive
- How to bring on new person during limited opening
- Allowing
- New people
- During limited opening
- Conflict
- Scheduling
- Anxiety
- Sickness
- Scheduling
- Anxiety
- Sickness
- PPE
- Procurement
- No cooperation
- Unwilling
Coming Soon:

- Talent Development is developing a toolkit to help teams navigate a new normal.
- What have we learned and how do we evolve toward something greater as a team?
- The toolkit will inspire rich conversations around:
  - managing transitions,
  - exploring new beginnings for individuals & the collective team,
  - and an inspired future.
Three options to engage with the toolkit:

- Self-Guided
- Consulting Call for Guidance
- TD Facilitator

Questions/suggestions:

Contact marsha.benedetti@colostate.edu
Thank you
Thank you