



Minutes

DSD Reform (Human Resources)

05 October 2015 (1:00 p.m. – 3:00 p.m.)

Location: Webb Building 4.G.4

Present:

- Mary Dulacki – DOS
- Emily Lauck – DOS
- Christopher M.A. Lujan – DOS
- Laura Wachter – DOS
- Jane Cisneros – DOS
- Chief Marie Kielar – DSD
- Melissa Lopez – DOS
- Melissa Ortega – DSD
- Heather Britton – OHR
- Diane Vertovec – OHR

Agenda:

1. To present the IPs from the Recruitment Team and well as their additional recommendations for transforming future recruitments in DSD.
2. To finalize Wellness Team IPs 6.19 and 6.20/TFS.5/CA14.
3. To get an update from the Compensation Team on whether we completed the deadline of 30 September 2015 listed in IPs 6.22; 6.23; and 6.25.
4. To get an update on professional associations IP 6.30 and 6.31.
5. To get an update on performance management IPs 6.26; 6.28 & 6.29. H2 and the EDOS sent feedback on earlier drafts.

Discussion:

Implementation Plan 6.31 Sheriff Associations:

M. Ortega and J. Cisneros work with C. Lujan to make the following changes:

- a. Add implementation step to include revision of d/s PEPRs to include d/s certifications. Make due date 1/1/2016
- b. Add work validation measure: include certifications in each d/s annual PEPR.

Once these changes are made, we are ready to submit 6.31 to the Implementation Team.

Discussion on Implementation Plans 6.26 through 6.29:

The team, headed by Deputy Chief Kielar, moves to push back development of training syllabus to 10 November 2015 because of the availability of staff necessary to assist in this task. This new date will be reflected in the group's Gantt chart.



This will be a completely brand new syllabus as DSD has never used a syllabus for this training before. The syllabus reflects a collaboration in training between OHR and DSD.

According to D.C. Kielar, approximately 90 supervisory employees will go through this 3 hour training. The lead employees for IP 6.26 will be changed

The draft of Implementation Plan 2500.1 has been given to M. Dulacki for review and edits. Most of changes in 2500.1 are language changes to explain difference between PEP and PEPR and will also include the removal of the 360 review feedback requirement.

C. Lujan asks how will this change benefit the deputy sheriff?

This change will result in once a year meeting with supervisors when the deputy sheriff receives a PEP and PEPR. In addition, this reform will require interim PEPRs and will also be part of 12/2/15 training.

The performance ratings for DSD will change to now match OHR performance ratings, e.g. Outstanding; Exceeds Expectations; Successful; Below Expectations; and Failing.

In terms of how these changes will be communicated to the deputy sheriffs, they have to sign that they have read and signed the changes to the departmental order.

This will go in effect on 31 December 2015.

The group votes to take out work environment questionnaire in DO 2500.1.

IPs 6.27, 6.28, 6.29

No additional changes to update other than changing deadline dates.

WELLNESS CHANGES

6.19. There will be a change in step 8 in that the video referenced therein will be posted by 09 October 2015.

This change is made and this IP is ready to submit today.

6.20: The changes to this IP include:

This handbook will be renamed to be called "Employee Resource Guide" as opposed to Employee Handbook.



Substantive changes will include:

Formalizing and streamlining list of employee resources guide

This will provide deputies and employees contact information to resources.

This is integrated with Take five program.

Using external 360 review for utilizing employee resources. This helps us understand which resources are being utilized by DSD personnel. This information will also help us target who to extend resources to.

C. Lujan asks what the communication is for launching the ERG:

1. Direct mailing – it is at five pages right now; probably going to be 4 pages.
2. Provide printed copies in common locations
3. DSD-all emails.

Recruitment presentation:

C. Lujan asks for the Recruitment subteam and Reform team members to develop a narrative on how IPs 6.1 – 6.11 and additional recommendation will assist in transforming how DSD conducts future recruiting. The narrative includes:

1. A process that is more candidate friendly.
2. A process that is expedient.
3. A process that better informed candidates.
4. This process allows for a better hiring experience. Applicants do not drop out of the process. Keeps qualified candidates interested in DSD.
5. Allows for a better use of taxpayer dollars.
6. We leveraged process improvement to streamline our recruitment process.
7. We better target quality talent to fill positions.
8. We are looking at an elevated quality of candidate.
9. We leverage current city assets to bring best practices into recruiting; e.g. OHR and DSD working together to improve.
10. We use data to analyze where our efforts are generating quality candidates.
11. We use data to ensure diversity in our workforce.
12. We leverage existing technology to increase our recruiting capacity.
13. We have initiated an aggressive statewide and federal recruitment strategy to fill mega-class.
14. We will utilize open houses and community events to give candidates and the community a realistic insight into life as a deputy sheriff.

Next Meeting: 19 October 2015, 9:00 a.m. – 11:00 a.m., Webb Bldg 4.G.4