

AHRS PERIODICAL

Office of Agency Human Resource Services

AGENCY HUMAN RESOURCE SERVICES

OCP Restructured

On May 1, 2003, DHRM's Office of Compensation and Policy and Office of Human Resource Services were restructured to incorporate a broad array of services provided directly to agencies by DHRM. The new office of Agency Human Resource Services (AHRS) includes the following:

- Agency Service Bureau: Provides human resource services to management and employees in small agencies.
- HR Management Consulting: Provides consulting services to agencies' human resource staff, agencies' management, and cabinet officials regarding classification and compensation management, policy administration, organizational design, infrastructure management and program evaluation.
- HR Policy Analysis and Development: Researches, revises, and develops state human resource policies, monitors interpretations, coordinates policy exceptions and provides technical assistance to agencies.
- Recruitment: Provides recruitment program services to include Virginia Jobs and RECRUIT, the DHRM Career Center, the Re-Op Pool and Veterans' Outreach programs.
- Workforce Planning: Provides data management and reporting, workforce demographics, salary administration, HR system guidance and operational support, the AHRS Resource Center, FLSA and reports, studies, and legislative impact statements

Please refer to the Periodical's attachment for a complete list of available services and contacts.

**Statewide Pay Action Summary Report
April - June 2003**

Pay Action	# Actions	# Pay Adjustments	Ave. % Adjustment
Promotions	373	364	14.05%
Demotion – Voluntary	44	18	-9.60%
Demotion – Disciplinary	4	4	-8.52%
Demotion – Performance	3	3	-18.29%
Role Change – Upward	197	142	10.00%
Role Change – Lateral	118	33	4.62%
Role Change – Downward	27	2	-10.4%
Voluntary Transfer – Competitive	533	330	7.90%
Vol. Transfer - Non-Competitive	434	26	3.44%
Temporary Pay	193	193	21.08%
End Temporary Pay	101	101	-12.59%
Competitive Salary Offer	52	52	14.25%
Reassignment within Band	74	1	9.32%
Adjust Special Rate	55	55	-3.14%
IBA – Change in Duties Increase	338	338	8.00%
IBA – Change in Duties Decrease	4	4	7.67%
IBA – New KSA's/Competencies	200	200	8.60%
IBA – Retention	116	116	7.47%
IBA – Internal Alignment Increase	557	557	7.60%
IBA – Disciplinary/Performance	4	4	-9.17%
Bonus – Change in Duties	61	61	3.19%
Bonus – Internal Alignment	6	6	8.57%
Bonus – New KSA's/Comp.	59	59	3.08%
Bonus – Retention	61	61	2.30%
Bonus – Recognition, Monetary	307	307	1.45%
Bonus – Referral	2	2	1.04%
Bonus – Sign-On	11	11	2.20%
Bonus – Recognition Leave	563	-	-
Bonus – Project	11	11	0.63%
Overall Approximate Totals	4508	3061	10.80%

The average pay increase was 6.97% The average pay decrease was –10.24%

Note: Workforce Planning data (Pay Practices) and the Periodical's Pay Action Summary data may vary within the same reporting period based on the timing of data runs, agency retraction requests, and the manual review and extraction of erroneous PMIS entries.



Policy Guide

What is a “Sensitive” Position?

As a result of recent legislation, agencies are now required to identify positions that are “sensitive” and designate them in PMIS. They are further required to conduct a fingerprint-based criminal history check on finalist candidates when filling vacancies in those positions.

The Code of Virginia (§2.2-1201.1) defines sensitive positions as those “generally described as directly responsible for the health, safety and welfare of the general populace or protection of critical infrastructures.” Agencies need to review their positions and determine which should be designated as sensitive for these purposes.

In an effort to assist with the identification process, we offer the following points for consideration when identifying sensitive positions in your agency:

- The legislation is the result of Homeland Security initiatives.
- For Homeland Security purposes, “critical infrastructures” normally refers to public utility, communication, water, emergency management, law enforcement, public health, transportation, agribusiness, financial and government systems that are essential to ensuring public safety, national security and the economic stability of the state or nation.¹

Questions about policies related to criminal history checks may be directed to policy@dhrm.state.va.us. Agencies may wish to consult the Office of the Attorney General for guidance on specific issues related to criminal history information.

¹ National Infrastructure Protection Center, US Department of Homeland Security

DHRM SERVICE BUREAU

DHRM’s Human Resource Service Bureau provides comprehensive human resource services to agencies that have found that outsourcing HR can reduce business expenditures without reducing services to employees. Nine agencies currently have service contracts with the Bureau. If you’d like more information about available services, contact Sandy Johnson at sjohnson@dhrm.state.va.us or 804-225-2210.

Data Management

DHRM is committed to providing agencies accurate and reliable workforce planning and employee pay data. Maintaining the integrity of data entered into PMIS is a critical element in the partnership between agencies and DHRM. You can help ensure that the data we provide you is dependable by doing the following:

- Enter PMIS transactions in a timely manner, avoiding retroactive transactions whenever possible.
- Stay abreast of new or revised transaction codes.
- Correct transaction errors using the “undo” codes where available.
- Contact DHRM’s Help Desk in a timely manner to identify any actions that should be retracted on PMIS. Examples of these actions are provided below.
- Review your monthly Agency Trans Review List (PM0031-00Agy#-mmddyyy.txt) in your agency folder located in the HuRMan Data and Report File repository. Identify the actions that should be retracted by placing an “X” in the first column of the spreadsheet. Return the spreadsheet to the [e-mail account eeo4@dhrm.state.va.us](mailto:eeo4@dhrm.state.va.us) no later than the 16th of each month.
- Review PSL001 to assist in managing employees on leaves of absence and to ensure continued health care coverage.

Delayed or erroneous entries can significantly skew reporting. For example:

An agency needs to apply a special rate of \$3,000 to an employee’s record. The rate is erroneously entered as \$30,000. To correct this, another Special Rate transaction reducing the amount to \$3,000 is entered. In this example, two Special Rate transactions will be recorded and reported, neither of which is accurate.

OR

An agency enters an upward role change using the incorrect role code and title. In an effort to correct this, a downward role change is entered to restore the record. The correct upward role change is then entered. In this example, three role changes will be recorded and reported.

These are two examples of actions that regularly appear in DHRM reports and require manual review and correction. For each example, the erroneous transaction should be identified for retraction, as described above, and then the correct transaction can be entered. By doing so, PMIS reports can bypass actions that should not be reported. For more information regarding “undo” and retracted actions, contact the Help Desk at <http://web1.dhrm.state.va.us/itech/> or Jo Ann Stamper at 804-225-2256.

Our goal is to provide practical information that supports human resource objectives across the Commonwealth and to encourage innovative strategies in the management and delivery of agency services.

To tell us what you would like to see featured in upcoming issues email us at compensation@dhrm.state.va.us or policy@dhrm.state.va.us

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Office of Agency Human Resource Services
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Attachment: AHRM Organization and Staff Directory

Agency HR Services

Director: Rick Pugh
rpugh@dhrm.state.va.us
(804-225-2248)

Mission: to provide human resource management consulting; human resource program development and administration; compensation management consulting and technical assistance; policy analysis, development and interpretation; workforce planning; recruitment services; on-site HR services to agencies without HR staff; salary administration and planning; employee outreach services; human resource information system liaison; legislative studies; and related communication and training.

Organization:

- *Agency Service Bureau – Provides HR services to agency management and employees in small agencies.*
 - HR services to employees in small agencies
 - Studies, reports, research and legislative impact statements
 - Program evaluation
 - Related communication and training

Contacts:

Sandy Johnson
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(804) 225-2210

Tracy Dumouchelle
tdumouchelle@dhrm.state.va.us
(804) 225-2007

Debbie Wyatt-Smith
dwyattsmith@dhrm.state.va.us
(804) 371-0750

Janice Coles
jcoles@dhrm.state.va.us
(804) 225-2703

- *HR Management Consulting - Consulting to agencies' HR staff, agencies' management, and cabinet officials.*
 - Classification and compensation management
 - HR policy guidance, assistance, and administration
 - Infrastructure management:
 - HR Management Manual
 - Development/application of compensation tools
 - Career group descriptions and career guides

Salary reference data and surveys

- Organizational design
- Studies, reports, research, and legislative impact statements
- Program evaluation
- Related communication and training

Contacts:

Bill Baber (*Administration, Finance, and Technologies agencies*)

bbaber@dhrm.state.va.us

(804) 225-2731

Pam Hill (*Commerce & Trade and Transportation agencies*)

phill@dhrm.state.va.us

(804) 786-4385

Greg Noland (*Education agencies; higher education institutions; Museum of Natural History*)

gnoland@dhrm.state.va.us

(804) 225-2179

Carol Rauschberg (*Public Safety agencies; Dept. of Conservation; Game and Inland Fisheries; Marine Resources Commission*)

crauschberg@dhrm.state.va.us

(804) 225-2149

Rue White (*Health & Human Resource agencies; Dept. of Environmental Quality; Chesapeake Bay Local Assistance Dept; Historic Resources*)

rcwhite@dhrm.state.va.us

(804) 225-3465

- *HR Policy Analysis and Development - Research, revise, and develop policies*
 - Monitor interpretations and provide technical assistance
 - Coordinate policy exceptions
 - Compliance with federal and state laws and guidelines
 - (ESP)
 - Related communication and training
 - Studies, reports, research and legislative impact statements

Contacts:

Aelise Noonan

anoonan@dhrm.state.va.us

(804) 225-2730

Olivia MacDonald

(804) 225-2729

omacdonald@dhrm.state.va.us

- *Recruitment - Recruitment Program Services*

- Virginia Jobs and RECRUIT
- Policy development
- Career Center
- Re-Op Pool
- Veterans' Outreach
- Studies, reports, research and legislative impact statements
- Program evaluation
- Related communication and training

Contacts:

Sandy Johnson
sjohnson@dhrm.state.va.us
 (804) 225-2210

Pat Waller
pwaller@dhrm.state.va.us
 (804) 786-2427

- *Workforce Planning*
 - Data management and reporting
 - Workforce demographics
 - Salary administration:
 - Salary structure
 - Salary reference data/surveys
 - HR system guidance and operational support:
 - System liaison
 - Assistance to agencies
 - Data entry corrections
 - FLSA
 - Resource Center
 - Reports, studies, and legislative impact statements
 - Related communication and training

Contacts:

Bob Weaver
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Jo Ann Stamper
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