



# C O M P R E F O R M

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# A C T I O N B U L L E T I N

## **Bulletin No. 31**

TO: Agency Human Resource Directors

FROM: Sara Redding Wilson, Director  
Department of Human Resource Management

DATE: January 17, 2002

SUBJECT: Career Development

In 2002, we will work on developing viable career development options for our workforce, using the Comp Reform job structure process as the foundation. The Commonwealth of Virginia Career Development Team (CDT), a sub-team of the Comp Reform Implementation Management Team (IMT) will develop a series of Career Guides, one for each of the 56 Career Groups. The guides will be posted on the Career Development section of the *Virginia Jobs* web site (<http://jobs.state.va.us>). We will also produce and distribute limited paper copies of the career guides.

The CDT plans to concurrently develop most of the guides, which will depend on additional volunteer expertise from other human resource professionals in the Commonwealth workforce and timely input from identified Subject Matter Experts (SMEs) in each Career Group. The Commonwealth of Virginia Career Development Team is asking for your help in 2002 to both identify career group Subject Matter Experts (SMEs) who are strong performers and to designate human resource professionals from your staff to volunteer to work with the career group SMEs in a focus group setting to accomplish specific activities, listed as an attachment. By having staff participate in the development of the career guides you will assure that your agency's concerns are considered.

Please use the attached sign-up form to provide SME and HR professional information. We need Occupational Family team leaders and team members working with the CDT and DHRM. The Career Development Team anticipates a limited time commitment in 2002 for the SMEs and HR professionals willing to assist with this project. We are flexible about the time available to work on this project and are willing to negotiate with you, the SMEs, and HR professionals about the scope of commitment to the Career Development project.

The CDT developed a priority matrix (attached) by Occupational Families and Career Groups that will guide the work schedule and timeline for developing the career guides. The criteria used to develop the priority matrix included:

- the population density of each career group;
- the complexity of career groups, particularly pertaining to viable career paths;
- whether the career group was a “connector group” that served as a “feeder” to multiple career groups (designated priority A) or whether it was a “destination” career group; and
- operational and political impact on citizens (e.g., Emergency Services).

The first *draft* career guide will be for the Building Trades career group in the Trades and Operations occupational family. We will post this guide in mid-January 2002 for review and comment by you and others. It will serve as a prototype for subsequent career guides based on your feedback and the expertise that we gain from this experience.

Attached for your information is the PowerPoint Career Development presentation that was used at *The Right Stuff* 2001 Human Resource Leadership Conference at the end of November. Also attached is a copy of the Commonwealth Competencies handout from the Career Development presentation at the Conference.

If you have any questions about this document, please contact Rue White, Compensation Consultant, at 804-225-3465 or [comp.reform@dhrm.state.va.us](mailto:comp.reform@dhrm.state.va.us).

Copy: Cabinet Secretaries  
Agency Heads

Attachments:

1. Career Development Team Activities with Assistance from HR Professionals and SMEs
2. Subject Matter Experts (SMEs) and Human Resource Professionals Information for Assisting in Developing Career Guides Form
3. Priority Matrix for Developing Career Guides
4. Career Development Presentation
5. Commonwealth Competencies Handout

**Career Development Team Activities  
With Assistance from Human Resource Professionals  
and Subject Matter Experts**

- Identify the technical and functional expertise required for success, for primary occupations within each career group.
- Identify certification and licensure requirements for each occupation, within each career group.
- Identify educational, training, and other learning and developmental opportunities for each primary occupation within each career group.
- Identify representative job (working titles) for primary occupations within each career group.
- Rank order Commonwealth Competencies for success for each primary occupation within each career group.
- Assist in identifying viable career progression opportunities within each career group (the CDT will develop career connections within each Occupational Family and, as appropriate, between Families after the career guides are developed).

## **Subject Matter Experts (SMEs) and Human Resource Professionals Information for Assisting in Developing Career Guides**

We are charting a new course with Career Development for the Commonwealth and we need your help! We are looking for SMEs who are strong performers and can assist us in developing Career Guides for the Commonwealth of Virginia. Also, if you or one of your HR professionals would like the opportunity to assist us with this endeavor, we'd like to hear from you! If you or your staff are interested or are willing to send us information on SMEs, please complete the information listed below and **return it by January 31, 2002** to: Rue White, DHRM, 12<sup>th</sup> Floor James Monroe Building, 101 North 14<sup>th</sup> Street, Richmond, VA 23219; Fax it to her at 804-371-7401, or request a soft copy for electronic submission, [comp.reform@dhrm.state.va.us](mailto:comp.reform@dhrm.state.va.us).

### **Human Resource Professionals:**

Name:

Agency:

Phone Number:

E-mail Address:

Occupational Families interested in supporting  
(List three in priority order):

- 1.
- 2.
- 3.

HR, training, or career development knowledge and experience:

### **Subject Matter Experts (SMEs) who are strong performers:**

	<u>Name</u>	<u>Phone Number</u>	<u>Career Group</u>	<u>Occupational Family</u>
1.				
2.				
3.				
4.				
5.				
6.				

Name of HR Director:

Phone Number of HR Director:

E-mail Address of HR Director:

## Priority Matrix for Developing Career Guides

	<b>A</b>	<b>B</b>	<b>C</b>
<b>Admin Services</b>	Admin & Office Supt.	Financial Services	Hearing/Legal Serv.
	Program Admin.	Policy & Planning	Land Acq/Prop Mgt.
	General Admin.		Procurement
			Human Resources
			Audit & Mgt. Serv.
<b>Public Safety</b>	Law Enforcement	Probation & Parole	PS Compliance
	Security Services		Forensic Science
	Emergency Services		
<b>HHR</b>	Direct Services	Hlth Care Compliance	Rehab Therapies
	Nurse/Phys Asst/CNP	Counseling	Dental Services
		Hlth Care Technology	Physician Services
			Psychological Services
			Pharmacy Services
<b>Trades/Operations</b>	Building Trades	Equip Serv & Repair	Printing Ops
	Transportation Ops	Food Services	Watercraft Ops
	Housekeeping/Appl.	Retail Operations	Aviation Ops
		Stores/Warehousing	Utility Plant Ops
<b>E&amp;T</b>	Engineering Techs	Computer Operations	Electronics
	Info Technology		
	A&E Services		
<b>Edu/Media</b>	PR & Marketing	Training/Instruction	Hist/Preservation
	Educational Support	Media Services	Library Services
			Education Admin.
<b>NR/AS</b>	Environmental Serv.	Life/Phys Sciences	Minerals Reg. Services
		Lab & Research	Agriculture Services
			Vet Services
			Natural Resource Srv.