



**SFA Human Resources
Monthly Implementation Report**

August 1, 2000

Accomplishments:

SFA HR 90 Day Plan

- Developed SFA HR 90 Day Plan and context overview document for Calvin Thomas' orientation

**SFA HR Modernization Plan and Implementation Strategy
(Short term – HR Organization Design and Approval efforts)**

- Developed SFA Human Resources Organization Design and Conceptual Model
- Developed SFA Human Resources Office of Management Package and Human Resources Organization Discussion Document
- Developed communications approach and plan for reviewing the proposed Human Resources organization with key stakeholders
- Drafted short term staffing approach for filling open Human Resources positions
- Designed and developed first draft of materials for a working session with the Department of Education's Human Resources Group to define future role of SFA Human Resources relative to the Department's Human Resources Group
- Drafted and submitted Deputy Director, Recruiting Manager and Human Resources Partner Manager position descriptions and KSAs (knowledge, skills and abilities document for recruiting) for review by Calvin Thomas
- Initiated draft of HR Administration Manager Position Description and KSA (knowledge, skills and abilities document for recruiting)
- Initiated research identifying and analyzing grade consistency in the Office Assistant position per a request by the Union

SFA Competency Model

- Developed SFA's Competency Model framework and presented the concept and approach to the Management Council
- Determined approach for partnering with SFA's Channels and Organization Units to define unique functional competencies for each area
- Designed and documented SFA's competency modeling process
- Developed competency education document to be used in working sessions with Channels and Organization Units
- Completed draft of SFA's Managerial and Professional Competencies to be included in SFA's Competency Catalog
- Facilitated meetings with Modernization Partner team members in Students, Schools and Financial Partners organizations to develop draft (strawmodels) of Functional Competencies for use in working sessions with GMs/Directors



- ☑ Completed drafts (strawmodels) of functional competencies for all Channel and Organization Units for use in working sessions with SFA General Managers, Directors and Managers
- ☑ Facilitated working sessions with Students, Schools, CIO, CFO, and SFA University leadership teams to review competency concept, Professional and Managerial competencies, and define the unit's unique Functional Competencies

HR Modernization Implementation Support

- ☑ Facilitated discussions regarding SFA's labor-management relationship and provided a copy of a Labor Management Strategic Plan developed by AFGE and the Veterans Administration as a sample Labor-Management process to be considered at SFA
- ☑ Reviewed and revised InStep Article introducing Calvin Thomas and SFA's new Human Resources Organization
- ☑ Gathered data and deliverables from Modernization Partner project teams to analyze challenges/issues/next steps in employee development initiatives and interactions with Union
- ☑ Contacted Perform.com as an alternative performance management system to current GPAS (Government Performance Appraisal System), and coordinated and supported development of a customized demonstration of Perform.com's performance management website for presentation to SFA Leadership Team
- ☑ Facilitated meeting with Calvin Thomas and Candy Kane to discuss and clarify expectations for a creating a new SFA Performance Appraisal solution by October 1
- ☑ At the request of Greg Woods and Candy Kane, participated in a 3 day visit to the Disney Institute to review and analyze their Performance Appraisal system and other Human Resources processes
- ☑ Conducted research and analysis on various performance management systems options to be considered by SFA

Next Steps:

SFA HR Modernization Plan and Implementation Strategy (Short term – HR Organization Design and Approval efforts)

- Assist in the approval process for the Human Resources Organization structure
- Finalize workshop materials for discussion with HRG as a step in obtaining approval for the proposed SFA Human Resources Organization
- Conduct working session with HRG to discuss functions and vision of SFA Human Resources
- Facilitate working session with SFA Human Resources staff to review organization structure
- Develop drafts of remaining Human Resources Position Descriptions and KSAs (knowledge, skills and abilities)
- Revise SFA Human Resources Office of Management Package as necessary with feedback from various working sessions



SFA HR Modernization Plan and Implementation Strategy (Long term – HR Vision and Strategy)

- Research Human Resources strategy best practices
- Develop a high-level strategic framework and storyboard for SFA's long term Human Resources vision

SFA Competency Model

- Complete working sessions with remaining Organizations Units to define functional competencies
- Develop first draft of Competency Catalog based on feedback from Functional Competency working sessions
- Review first draft of Competency Catalog with Calvin Thomas and coordinate SFA leadership review process
- Research skills assessment best practice guidelines and approaches
- Prepare a Skills Assessment Job Aid communicating general guidelines and approach for conducting Skills Assessments

Issues:

- SFA Leadership has requested that Human Resources design a new Performance Appraisal System for SFA. The proposed replacement to GPAS must be designed by October 1. SFA has requested support from the Modernization Partner for this effort. A modification to the task order will be necessary in order to provide such support.

Risks:

- None