



**SFA Human Resources
Monthly Implementation Report**

August 30, 2000

Accomplishments:

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

- Revised HR organization model and SFA Human Resources Office of Management Package based on detailed feedback from Calvin Thomas, John Mondragon and other stakeholders
- Drafted the transmittal memo and revised the Office of Management Package per Calvin Thomas's feedback
- Submitted the Office of Management Package and transmittal memo to Calvin Thomas and John Mondragon for their final review and inclusion in the 'formal' approval process
- Drafted HR Service Center and HR Program Development Position Descriptions/Knowledge, Skills, and Abilities
- Completed first draft of Human Resources Group working session discussion materials and submitted to Calvin Thomas for review
- Revised SFA HR Activity Account – Proposed Transition Plan – for use in the Human Resources Group working session and for use by Greg Woods in meetings with Human Resources Group leadership
- Met with John Mondragon to confirm Position Description series and process of developing Position Descriptions for remaining Human Resources positions

**SFA HR Modernization Plan and Implementation Strategy
(Long Term – HR Organization Design and Approval efforts)**

- Researched Human Resources strategy best practices and incorporated into high-level strategic framework and storyboard
- Developed draft storyboard of long-term HR strategy
- Developed materials regarding SFA HR Long-Term Plan for initial presentation at the Leadership Team meeting
- Began the development of a Human Resources Information System business case

SFA Skill Model Development

- Facilitated working sessions with Communications, Analysis, Ombudsman and Financial Partners leadership teams to review skill concept, Professional and Managerial skills, and define the unit's unique Functional Skills
- Provided one-on-one coaching to various SFA managers in functional skill definition
- Received and incorporated feedback from Channels/Units regarding skills
- Developed a composite SFA Skill Catalog incorporating professional, managerial and functional skill comments from all organization units



- ☑ Conducted best practices research of Skills Assessment principles and techniques
- ☑ Drafted Skills Assessment Job Aide
- ☑ Drafted proficiency level education document explaining definition of proficiency, proficiency scale options and pros/cons of each option to be reviewed and discussed with SFA leadership and union representatives

SFA HR Performance Development Process

- ☑ Researched performance development systems options and arranged demonstrations of 3 performance development system vendors
- ☑ Participated in the demonstrations of 2 performance development system vendors (KnowledgePlanet.com and Perform.com)
- ☑ Drafted summary of demonstrations and vendor capabilities and reviewed performance development options with Calvin Thomas
- ☑ Based on vendor demonstrations, SFA selected Perform.com as the customizable web-based performance development tool to replace GPAS October 1st
- ☑ Developed materials regarding Performance Development Process for presentation to the Leadership Team
- ☑ Developed approach for performance development discussions with union representatives in the regions and sent invitation to those representatives
- ☑ Drafted a Communications/Education Plan identifying vehicles, audience and messaging for the roll-out/implementation of the new Performance Development Process
- ☑ Developed proposed process model for the new Performance Development Process

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
- Draft remaining Position Descriptions/Knowledge, Skills, and Abilities for new HR positions

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

- Continue to refine the Human Resources Long-Term Plan
- Review draft storyboard with stakeholders and Subject Matter Experts
- Finalize HR Long Term Plan with feedback from stakeholders and Subject Matter Experts

SFA Skill Model and Skills Assessment Guide/Job Aid

- Compile and submit a draft of the Skill Catalog
- Review Skill Catalog with Greg Woods, Candy Kane and SFA Leadership Team



- Incorporate feedback from stakeholders and finalize Skill Catalog
- SFA to select Proficiency scale for use in further refining Skill Catalog
- Submit Skills Assessment Job Aide for review

SFA Performance Development Process

- Define guiding principles for new Performance Development Process
- Develop draft of SFA's Performance Development Process (includes process steps, timing, roles, etc.) with input from key stakeholders
- Develop the fact sheet for announcing / answering key questions regarding the new Performance Development Process
- Develop/Roll-Out the Performance Development Process communications/education materials as outlined in the Communication Plan
- Visit local union representatives in regions to communicate vision of new Performance Development Process
- Customize Performance Development Process using the Perform.com system
- Work with Perform.com and SFA HR to identify the files needed for data conversion
- Define and implement data conversion process
- Convert data
- Conduct user-testing on Perform.com site
- Prepare job aide package and conduct information sessions with Leadership Team and PBO Coaches

Issues:

- None

Risks:

- None