



**SFA Human Resources
Weekly Status**

For Week Ending July 21, 2000

Accomplishments:

- ❑ Revised HR OM Package and HR Organization discussion document per stakeholder feedback
- ❑ Facilitated meetings/reviews with Modernization Partner team members to develop drafts of Functional Competencies for use in working sessions with GMs/Directors
- ❑ Completed drafts of all Channel/Unit Functional Competencies for use in working sessions with GMs and Directors
- ❑ Revised competency education document for use in working sessions with GMs/Directors
- ❑ Facilitated working session with CFO and Leadership Team to review competency concept, Professional and Managerial competencies, and define the unit's unique Functional Competencies
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- ❑ Submitted HR Functional Competency strawmodel for review and further definition
- ❑ Submitted draft Deputy Director, Recruiting Manager and HR Partner Manager PDs/KSAs for review
- ❑ Conducted meeting with Calvin and Candy to discuss expectations for a HR Performance Appraisal solution by October 1

Next Steps:

- ❑ Design workshop materials for discussion with HRG as a step in obtaining approval for the proposed HR Organization
- ❑ Continue drafting PDs/KSAs for priority positions
- ❑ Complete draft strawmodels of functional competencies for Channels/Units for use in working sessions with GMs/Directors
- ❑ Conduct working sessions with GMs/Directors in SFA Channel and Organization Units to define unique functional competencies
- ❑ Initiate best practice research on skill assessment guides
- ❑ Research and analyze performance management systems
- ❑ Initiate development of SFA's HR Action Plan
- ❑ Identify and analyze consistency in Office Assistant position
- ❑ Develop the Statement of Work and Task Order for completing the Performance Appraisal solution by October 1