

STATE PERSONNEL DIVISION
Department of Administrative Services
State of Nebraska

STRATEGIC PLAN

October 2005 - December 2006

Our Vision:

Partnering with Agencies,
our State Personnel Team
is transforming State Government
to be the employer of choice.

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GOVERNOR'S NEBRASKA UNITED STRATEGY

- **Team up:** Our departments need to team up.
Government has built silos that stagnate progress -- tear the silos down.
- **Technology:** Technology gives us the opportunity to create Nebraska United.
- **Share resources:** Ask yourself how can our departments share resources with other departments.

DAS STRATEGIC GOAL 2

Deliver high quality, cost-effectively managed services, products and facilities to our customers.

DAS-STATE PERSONNEL GOAL 2

2. A. Prepare technical information and perform associated duties necessary for an RFP for a benefits program consultant. Collaborate with DAS - Legal, DAS - Material, and the DAS - Director's office. RFP no later than 10/1/05 with consultant in place by 12/31/05. (1/1/06) **Completed 1/2006**
2. B. Prepare technical information and perform associated duties necessary for an RFP for a employment benefits vendors. Collaborate with benefit consultant, DAS - Legal, DAS - Material, and the DAS - Director's office. RFP no later than Mid March. **Completed 3/2006**
2. B. Intent to award benefit vendors by ~~6/15/06~~ ~~7/17/06~~ 8/15/06 **Completed 9/1/06**.
- 2.C. Contractual Advertising Program - Investigate a better and most cost effective way to advertise state positions in papers covered by the contractual advertising program. **Completed 7/2006** (6/1/06)
2. D. Research, prepare and present a paper on “Benefits is versus should be” or “now versus the future” (~~7/31/06~~ ~~9/30/06~~, 2/28/2007)
2. E. Research to compare and contrast applicant tracking functionality of software replacements for current applicant tracking software. (12/31/05) **Completed 2/1/06**

- 2. F. Research / review COBRA processing functionality in 8.10 (5/31/06)
(Complete 6/30/06)
- 2. G. Roll out Benefits New Hire Event and Status Changes to all Agencies
(8/1/06, 9/30/06, 7/1/07)
- 2. H. Coordinate with, and provide subject matter information to, the DOIT developer (Kirk) in the design of an interface from selected applicant tracking software to NIS (~~12/31/06~~, 7/1/2007)
- 2. I. Research to compare and contrast the functionality of the custom developed Personnel Workflow program versus PeopleAdmin "Position" functionality to see if it is more cost effective to rewrite Personnel Workflow program to meet 8.10 standards or purchase PeopleAdmin for tracking Position/Classification actions. (4/1/06) Completed 2/1/06
- 2. J. Collaborate with the NIS Team and DOIT developer to implement (test, train and roll out to agencies):
 - 1) Three functionality pieces of ESS (12/31/06)
 - a. Emergency Contacts Completed
 - b. Name/Address and Phone Change Completed
 - c. Automated Leave Request/Planning
 - 2) Three functionality pieces of MSS (12/31/06)
 - a. Paid Time off Approval (Dependency on ESS Leave Request / Planning) Completed
 - b. Phone List of Direct Reports and c. Manager Reports (12/31/06)
- 2. K. Create an internal guideline that allows agencies to delegate classification authority as outlined by the new Rules (Complete 6/30/06)
- 2. L. Revise FLSA handbook and provide training for agency customers (10/2005) Completed 10/2005
- 2. M. Personnel Rules and Regulation Distribution and Training (Date dependent on issuance of Personnel Rules) Completed 11/2006
- 2. N. Prepare and propose revisions to the insurance manual (~~1/1/06; 5/1/06 9/30/06, 2/28/2007~~). Coordinate with DAS - Legal and DAS - Director's Office to obtain requisite approval.
- 2. O. Create a Temporary Employment Resource Guide for Agencies that will provide information including; how to hire an SOS employee, how to monitor length of service, etc. (~~3/31/06; 6/30/06, 12/15/06, 12/31/2006~~)
- 2. P. Develop an internal procedures manual for the state government Temporary Employment Program. Complete 10/2006

- 2. Q. Create a manual which provides instruction on Employee Recognition and how to develop an agency employee recognition plan (5/2006) (Complete 8/2006)
- 2. R. Redesign and update the Classification and Compensation website (6/30/06) (Complete 6/2006)

DAS STRATEGIC GOAL 3

Focus our financial resources on services and projects that achieve economic benefits for the State of Nebraska.

DAS-STATE PERSONNEL GOAL 3

DAS STRATEGIC GOAL 4

Attract, motivate and retain a workforce that can provide the services needed by our customers.

DAS-STATE PERSONNEL GOAL 4

- 4. A. Develop a DAS employee recognition team to recognize employee and/or team performance and to welcome new employees to DAS (1/2006) Completed 1/2006
- 4. B. Develop a supervisor training workshop that centers on establishing employee expectations, performance counseling, workplace and sexual harassment, disciplines and the grievance process. (~~1/2006~~ 8/31/06) Completed 8/2006
- 4. C. Develop and implement an electronic DAS-HR quarterly newsletter (Complete 4/2006)
- 4. D. Develop work culture measurements (TEAMetric) to gauge employee commitment levels. This would provide baseline statistics for observing trends, allowing comparative data between agencies as well as marketing context for work culture improvement programs. (Complete 5/31/06)
- 4. E. Develop a one-day program furthering the themes delivered to supervisors and managers in the SuperVision program. The program possible target audience would be rank-and-file employees, thereby sharing the tools and concepts of a healthy work culture (as explored in SuperVision) leading to a higher degree of shared responsibility for improvement. (12/31/06) Completed 11/2006

- 4. F. Interactive Informational Forum - Maintain the Interactive Informational Forum (IIF) as a quarterly meeting of any State employee playing a Human Resources and or/ Personnel Role. Engage in continuous evaluation, examination and improvement of the program, with the ongoing goal of bringing employees together to share and learn HR best practices across Agencies. (Ongoing)
- 4. G. Create a formal orientation package for SOS employees (6/30/06; 9/30/06, 12/30/06)
- 4. H. Implementing the Statehouse Observer Changes (1/2006) Complete 3/2006
- 4. I. Conduct 9 applicant training sessions, beginning 10/1/05 - 12/31/06 Complete 11/2006
- 4. J. Create an affirmative action/resource guide. The guide would include periodical listings; community and university contacts, employment statistics; and, information for the purpose of assisting agencies with attracting and retaining minority candidates. (7/31/06, 9/8/06, Complete 11/2006)