

CHAPTER 500 IMPLEMENTATION

The Role of PEF HQ, PEF Leaders, &
PEF IT Members

EXECUTIVE CHAMBER PRESENTATION TO AGENCIES



Agenda

- Overview
- Goals and Guidelines
- Submitting Requests
- Target Dates
- Online System Demo
- Questions & Feedback

DIVISION OF BUDGET PRESENTATION TO AGENCIES



Goals of the Program

- ▶ Recurring savings
- ▶ Rationalize IT organizations
- ▶ Reduced reliance on consultants
- ▶ Provide current workforce with greater opportunities and training

TIMELINES FOR ACTION

ACTION	DATES
Propose plan to Division of Budget (DOB), including online entries	March 19
Submissions to Division of Classification and Compensation (DCC)	Continuously
Preliminary response to agency plans	April 9 (This may have been delayed)
Response by DCC	5 days from submission (This timeline has definitely slipped as DCC has required extensive changes to many initial agency plans)

TIMELINES FOR ACTION

ACTIONS	DATES
DCC tentatively approves agency plans and any request to create term appointments and sends, along with agency certification that skills do not exist in a person reachable on an eligible list, to PEF HQ and DOB	PEF will post on website under current news and distribute through AIM network; provide evidence to PEF Civil Service Dept; PEF has 5 business days to respond
DCC reviews PEF concerns; finalizes agency plans and informs DOB	As soon as possible
DOB Approval of waivers	5 days from DCC approval of final agency plan
Adjustment to workforce fill levels	Simultaneous with DOB approval of waivers
Agencies report their status	May 14
Report progress to PEF	June 4

IMPORTANT FACTS

- ▣ IT consultants can only be replaced when agencies can demonstrate recurring cost savings. In addition agencies must first look to replace IT consultants with state employees that are reachable on current IT eligible lists.
- ▣ Certifications to create term appointments must address: the temporary nature of the services required; and/or, the need for specialized skills and expertise to perform the needed services; and, the inability to appoint a candidate with the requisite skills from an existing eligible list.

IMPORTANT FACTS

- ▣ If the basis for certification is the need for specialized skills, rather than the temporary nature of the services to be replaced, agencies must make a good faith effort, before certifying, to familiarize themselves with their workforce to assure themselves that they could not fill the relevant position with an agency employee on an appropriate IT eligible list.
- ▣ Agencies *must* compare the subjects of examination as stated in the examination announcements for relevant Information Technology positions and the duties description, to determine whether there is an appropriate eligible list in which this special expertise or qualification was adequately assessed by the examination.

IMPORTANT FACTS

Agencies must also make additional efforts such as:

- ▣ A survey of agency employees on appropriate IT eligible lists to determine if any employee possesses the special expertise or qualifications for performance of the duties of the positions in questions;
- ▣ A review of prior efforts to determine the availability of qualified State employees, at the time a decision was made to contract for the services;
- ▣ Targeted communications regarding whether employees on eligible lists possess the special expertise or qualifications sought; and
- ▣ Posting on the Governor's Office of Employee Relations Site (so long as the posting makes clear it is not a job posting, but a request for information).

IMPORTANT ROLE FOR PEF LEADERS & IT MEMBERS

- ▣ Join AIM network and vigilantly monitor PEF website for agency certifications for term appointments.
- ▣ Keep personal skill inventory to enable PEF to quickly refute agency certifications that skill set does not exist with a person reachable on an IT eligible list.
- ▣ Monitor agency good faith efforts to ascertain their IT workforce's skill set.

PEF MEMBERS CAN APPLY FOR APPROVED IT TERM POSITIONS

- ▣ Must receive a leave of absence from current position if the term position is in your current agency.
- ▣ If term position is in another agency a leave of absence will be at the discretion of the employee's current agency.

PEF FUNDED TRAINING FOR CURRENT PEF IT MEMBERS

- ▣ PEF's professional development training program for IT employees will receive \$200,000 for every 100 consultant positions converted to state employee positions up to a maximum of \$1 million.
- ▣ PEF will target those training funds to the skill areas state agencies have identified as lacking in their IT workforce when justifying the creation of an IT term position.