

Department of Administrative Services  
Improving efficiency, compliance, and workplace performance

# Quarterly HR Community Meeting

DOAS / Human Resources Administration  
August 21, 2018



**Quarterly HR Community Meeting**  
**AGENDA**  
**August 21, 2018, 10:00am – 12:00pm**

- Deputy Commissioner Comments *Al Howell*
  
- Policy, Compensation, and Benefits Updates *Leneequa Morris & Latatia West*
  - a. 2018-2019 Open Enrollment
  - b. Georgia State Charitable Contributions Program
  - c. State Personnel Board Rules 4 and 21
  - d. HR Assessment
  
- Talent Management Update *Monique Jenkins*
  - a. Campus Relations Update
  - b. Team Georgia Careers Update
  - c. Performance Management Update
  
- FY19 Shaping Our Future *Al Howell*
  
- Presentation by Georgia Commute Options *Catherine Bartenstein*
  
- *Affordable Care Act Letters* *SAO*
  
- June 25, 2018 Enterprise Applications Memo *Al Howell*

# Policy, Compliance, Flexible Benefits

Lenequa Morris, Benefits Manager

Latatia West, Policy & Compliance Manager

# 2018 Flexible Benefits Annual Enrollment

**The 2018 Annual Enrollment for the 2019 plan year  
October 15, 2018 at 12:00 a.m. ET and ends on  
November 2, 2018 at 11:59 p.m. ET!**

## **What's New?**

- **Hyatt Legal** has been awarded the contract for the flexible benefits Legal Plan options. An additional legal option, Select Premium, will be available.
  - The 2019 legal plan options are: Select, Select Plus and Select Premium
- UNUM's Long Term Care premiums for 2019 will increase by 15%

## **Benefit Fairs**

- Come out and join the Flexible Benefits team and our Flexible Benefits vendors at the Benefit Fairs
- The fairs will start on September 24, 2018 and end on October 26, 2018
- The schedule will be available on the website by mid-September, [www.team.ga.gov/my-benefits](http://www.team.ga.gov/my-benefits)

## **Reminder**

- Prior to Annual Enrollment, employees are encouraged to confirm their access to the enrollment portal in order to view their benefits and make elections
- If your password is not accurate or you have forgotten it, passwords can easily be reset from the GaBreeze login page, [www.Gabreeze.ga.gov](http://www.Gabreeze.ga.gov)



# Georgia State Charitable Contributions Program (GASCCP)

The Georgia State Charitable Contributions Program campaign (GASCCP) will kick off on October 1, 2018 and will run through October 31, 2018.

- The GASCCP campaign slogan is “**Shaping our Future Through Giving.**”
- **Commissioner Judy Fitzgerald** with Department of Behavioral Health and Developmental Disabilities (DBHDD) has accepted the role as the **2018-2019 GASCCP Chair!**
- **Eina Hogan**, HR Benefits Specialist with HRA, is the coordinator for this years GASCCP campaign.
- The 2017-2018 GASCCP campaign raised more that **\$1.2 million dollars** through payroll deductions, one-time donations and special events.

*Charitable giving is an essential element of a successful society and one which greatly enhances the lives of our communities.*



# State Personnel Board Rule Updates

- Updates regarding Rule 4: *Reduction in Force*
  - On August 8, 2018, Governor Deal approved the adoption of Rule 4: *Reduction in Force* and repeal of Rule 25: *Reduction in Force for Classified Employees*.
  - Next steps involve posting the rule on the DOAS website and sending notice to Agency Heads and HR Directors regarding publication of the rule. Also, a webinar will be held to provide information regarding the newly adopted rule.
  
- Updates regarding Rule 21: *Drug and Alcohol Free Workplace Program*:
  - The public comment period ended on August 13, 2018.
  - The rule will be presented to the State Personnel Board at the November meeting to ask for adoption of the proposed modifications.

# HR Assessment

- Purpose of the HR Assessment
- Results of previous HR Assessment and mailing of awards letters and certificates
- Streamlining of the HR Assessment
- Communications with agencies identified to participate this year
- Upcoming launch date for the HR Assessment

# Enterprise Talent Management Services

Monique Jenkins, Enterprise Talent Services Manager



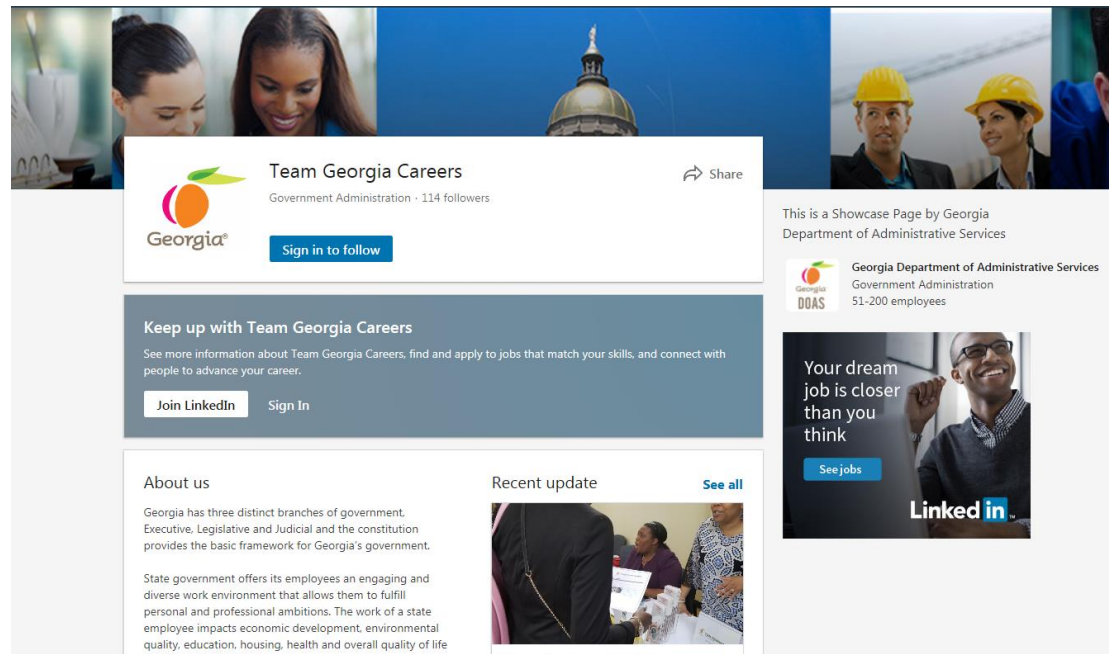
# Campus Relations

## ■ Twitter - @TeamGacareers



The image shows the Twitter profile for @TeamGacareers. The profile picture is a circular logo featuring a stylized orange with a green leaf and the word "Georgia" below it. The header text reads "Team Georgia Careers" and "@TeamGacareers". The location is listed as "Atlanta, GA" with a location pin icon. The website link is "team.georgia.gov/careers/". It also states "Joined December 2017". Below the text are three small thumbnail images showing people at a table, likely at a career fair or event.

## ■ LinkedIn – Team Georgia Careers



The image shows the LinkedIn page for Team Georgia Careers. The header features a banner image with a woman, the Georgia State Capitol dome, and two construction workers. The page title is "Team Georgia Careers" with the subtitle "Government Administration · 114 followers". There is a "Sign in to follow" button. Below the header is a section titled "Keep up with Team Georgia Careers" with a "Join LinkedIn" button and a "Sign In" link. The "About us" section describes the state government's structure and mission. A "Recent update" section is partially visible. On the right, there is a "Showcase Page" for the Georgia Department of Administrative Services (DOAS) with 51-200 employees. At the bottom right, there is a LinkedIn advertisement with the text "Your dream job is closer than you think" and a "See jobs" button.

# Campus Relations

## ■ Major Events Attended

- Georgia State University Government/Non-profit Career Fair (Feb.)
- Georgia Association of Colleges and Employers Statewide Career Fair (April)
- GACE Conference (May)

## ■ Campus Visits

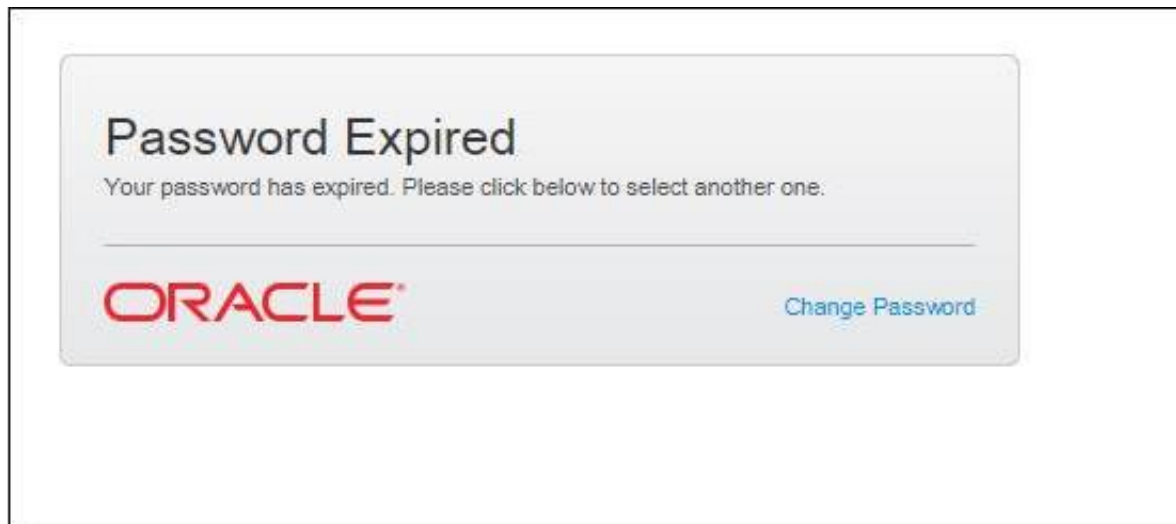
- Mercer University (Nursing focus)
- Georgia State University
- Kennesaw State University
- Georgia Gwinnett College
- University of West Georgia
- University of North Georgia

## ■ Upcoming Campus Recruiting Opportunities - September

- Georgia State University – 9/18 J. Mack Robinson College of Business
- Kennesaw State University – 9/7 Accounting & Finance Career Fair; 9/18 STEM Career Fair; 9/25 Healthcare Career Fair
- Georgia Gwinnett College – 9/18 Mock Interview Day
- University of West Georgia – 9/25 Accounting & Finance
- Georgia College and State University – 9/7 Accounting; 9/12 – Senior Picnic
- University of North Georgia – 9/19 Public Service & Non-profit Career Fair

# Team Georgia Careers

- Password Reset Changes are coming!!



- Old Requisition Clean-up

# Performance Management

## ■ Updated ePerformance queries

<u>Query Name</u>	<u>Description</u>	<u>Inputs</u>	<u>Inputs</u>	<u>Owner</u>
0EP009_EP_DOC_PROCESS_STATUS	Detailed status of ePerformance documents.	1.Period Begin Date - <a href="#">Date field</a> 2.Period End Date - <a href="#">Date field</a> 3.Agency (Company Code)- <a href="#">Prompt table</a> 4.Document Type - <a href="#">Prompt table</a>	Period Begin Date <input type="text"/>  Period End Date <input type="text"/>  Document Type <input type="text"/>  Agency <input type="text"/> 	Public
0EP009S_EP_DOC_PROCESS_STATUS	Summary/count of ePerformance documents by document type and status.	1.Period Begin Date - <a href="#">Date field</a> 2.Period End Date - <a href="#">Date field</a> 3.Agency (Company Code)- <a href="#">Prompt table</a>	Period Begin Date <input type="text"/>  Period End Date <input type="text"/>  Agency <input type="text"/> 	Public
0EP010_DOC_SLFEVAL_STATUS	Detailed status of self-evaluation	1.Document Type - <a href="#">Prompt table</a> 2.Period Begin Date - <a href="#">Date field</a> 3.Period End Date - <a href="#">Date field</a> 4.Agency (Company Code)- <a href="#">Prompt table</a>	Doc Type <input type="text"/>  Per Beg Dt <input type="text"/>  Per End Dt <input type="text"/>  Agency Number <input type="text"/> 	Public
0EP011_ALL_APPRV_MGR	Lists who is the reviewing manager for ePerformance documents submitted for approval by supervisor/manager	1.Period End Date - <a href="#">Date field</a> 2. Manager ID. - <a href="#">Manually enter the manager ID</a>	Per End Dt <input type="text"/>  Manager ID <input type="text"/>	Public
0EP011_ALL_APPRV_COMPANY	Lists who is the reviewing manager for ePerformance documents submitted for approval by agency	1.Period End Date - <a href="#">Date field</a> 2. Company. - <a href="#">prompt table</a>	Per End Dt <input type="text"/>  Company <input type="text"/> 	Public
0EP001_DEPT_CNT	Lists counts of ePerformance documents by ratings	1.Agency (Company Code)- <a href="#">Prompt table</a> 2.Document Type - <a href="#">prompt table</a> 3.Period Begin Date - <a href="#">Date field</a> 4.Period End Date - <a href="#">Date field</a>	Agency (Company Code) <input type="text"/>  Document Type <input type="text"/>  Period Begin Date <input type="text"/>  Period End Date <input type="text"/> 	Public
0EP002_BY_COUNT_CRIT_NOT_ESTAB	Lists ePerformance documents where the Establish Criteria step has not been completed.	1.Agency (Company Code)- <a href="#">Prompt table</a> 2.Document Type - <a href="#">prompt table</a> 3.Period Begin Date - <a href="#">Date field</a> 4.Period End Date - <a href="#">Date field</a>	Agency (Company Code) <input type="text"/>  Document Type <input type="text"/>  Period Begin Date <input type="text"/>  Period End Date <input type="text"/> 	Public
0EP005_RUNCTI_GRP_VALIDATE	Validates ePerformance documents created by groupID	1.Agency (Company Code)- <a href="#">Prompt table</a> 2.Document Type - <a href="#">prompt table</a> 3.Group ID	Company <input type="text"/>  Group ID <input type="text"/>  Template ID <input type="text"/> 	Public

# Shaping Our Future

Al Howell, Deputy Commissioner

# Three forces that are impacting the modern workforce that demand our attention:

- New and Emerging Technology
- Shifts in U.S. Demographics
- Changing Attitudes About Work



# There is an evolving employee attitude about what a job should and should not be:

## Future Workplaces Wants and Needs

The Past	Leader as Coach	The Future
My Paycheck		My Purpose
My Satisfaction		My Development
My Boss		My Coach
My Annual Review		My Ongoing Conversations
My Weakness		My Strengths
My Job		My Life

Source: Gallup  
State of the  
American  
Workplace





# Georgia Commute Options

Catherine Bartenstein, Worksite Advisor

# Affordable Care Act

State Accounting Office

Q & A



Human Resources Administration

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404-463-7054