

Department of Administrative Services

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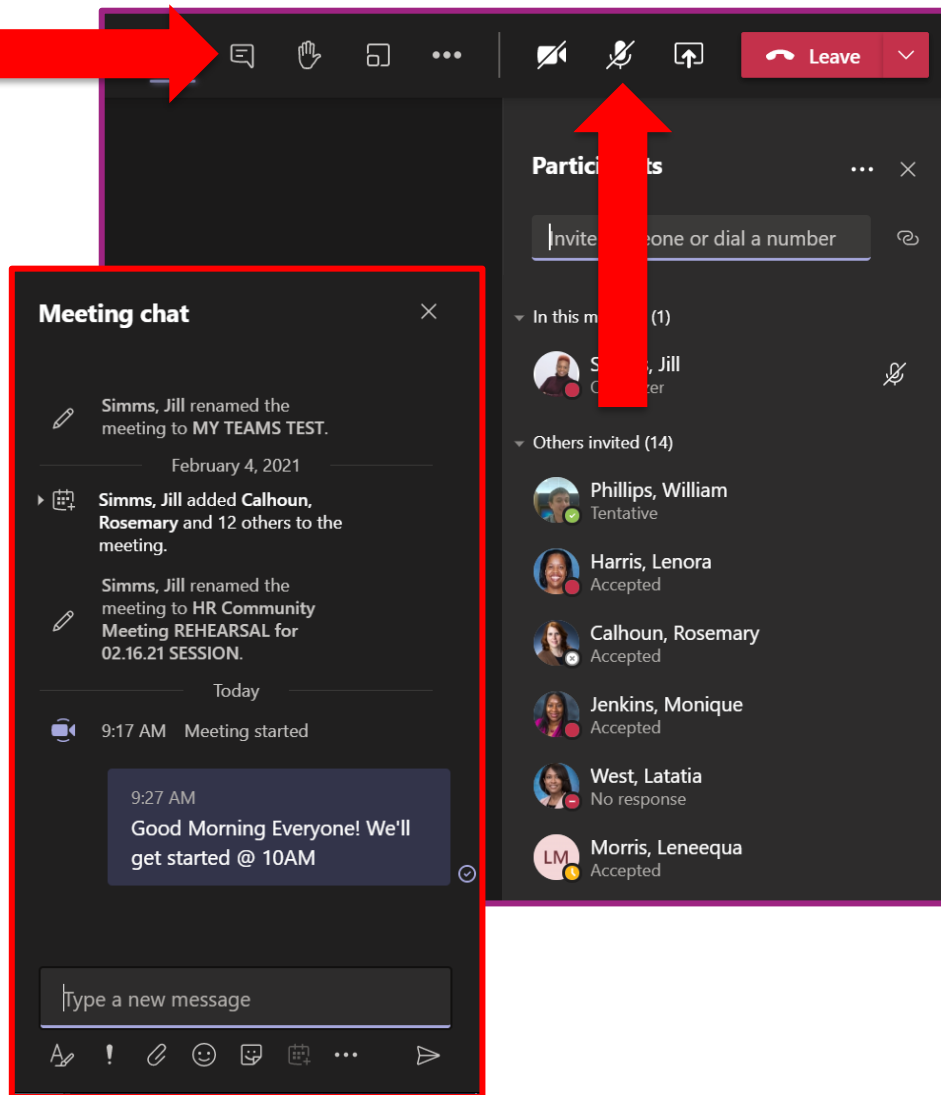
Quarterly HR Community Meeting

Human Resources Administration

May 18, 2021



MS TEAMS Housekeeping: Attendee Participation



Your Participation

- You will be automatically muted when entering our meeting. You can unmute during our break-out session
- Utilize CHAT for your questions and comments
- Raised-hand emoji will be monitored only during the report-out session
- Close out MS Outlook and other internet sites being accessed to support your TEAMS' connectivity
- Recorded meeting will be provided in a post-session communication
- Enter any tech issues that you're experiencing into CHAT

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Welcome

Al Howell, Deputy Commissioner

DOAS



**Quarterly
HR Community Meeting
AGENDA
May 18, 10:00am – 12:00pm
Via MS TEAMS**

AGENDA

10:00 – 10:05	Welcome	Al Howell, Deputy Commissioner, DOAS
10:05 – 11:20	Technical College System of Georgia <i>“What TCSG Can Do For You”</i>	Gregory C. Dozier, Commissioner, TCSG Courtney Ware, TCSG Karen Kirchler, TCSG
	<i>Break Out Session</i>	Monique Jenkins, DOAS
11:20 – 11:40	Preventing Sexual Harassment	Latatia West, DOAS Tonia Nelson, DOAS
11:40 – 12:00	Paid Parental Leave	Latatia West, DOAS
	Meeting Wrap-up	Al Howell, DOAS

Technical College System of Georgia

“What TCSG Can Do For You”

Gregory C. Dozier, TCSG Commissioner

Courtney Ware, TCSG HR Director

Karen Kirchler, TCSG Interim Assistant Commissioner

Workforce Development



Technical College System of Georgia

HR Community Meeting

The mission of the Technical College System of Georgia is to build a well-educated, globally competitive workforce through technical education, adult education, and customized training for Georgia's businesses and industries.

OUR COLLEGES



Technical Education

Through the 22 colleges, TCSG offers associate degrees, diplomas, and technical certificates of credit.

600

Programs to meet
your personal
needs



99%

Job Placements
and College
Transfers



HOPE Career Grant

- Automotive Technology
- Aviation
- Certified Engineer Assistant
- Commercial Truck Driving
- Computer Programming
- Computer Technology
- Construction
- Diesel Equipment Technology
- Early Childhood Care & Education
- Electrical Line Work
- Health Science
- Industrial Maintenance
- Logistics
- Movie Production/Set Design
- Practical Nursing
- Precision Manufacturing
- Welding & Joining Technology

17

Tuition-free career
programs



Adult Education



TCSG's Adult Education Programs provide adult education classes supporting students in achieving basic literacy skills through GED attainment. Adult Ed programs also provide English language learning classes to eligible participants

Workforce Development

WorkSource Georgia provides Workforce Innovation and Opportunity Act (WIOA) Funds and technical assistance to 19 workforce development areas across the state.



Quick Start



Georgia Quick Start is the nation's #1-ranked training program available at no cost to qualified companies. Quick Start provides customized, job-specific training, as well as a host of other training to aid in continuous improvement — increasing efficiency, reducing waste, adding value, building teams and a winning culture.

Economic Development

TCSG colleges around the state deliver on-demand, customized training to meet the needs of local industries. The colleges also provide non-credit training programs and enrichment courses that provide opportunities for individuals to expand knowledge and skills.



How can we help you?

Academic Programs

- Business
- Cyber & Related Fields
- Engineering Technology
- Film
- Healthcare & Nursing
- Industrial Technologies
- Personal and Public Service Technologies
- Public Safety
- Transportation & Logistics



Customized Training

255,650

Employees Trained



Whether it's incumbent worker training for planned facility upgrades, new employee training to meet growing workforce needs, or leadership development, TCSG colleges have the resources and expertise to develop individualized plans to meet corporate needs at the local level.

Online Training

The Economic Development divisions of each technical college are prepared to offer a variety of training and professional development options and formats to equip employees for these unique challenges.





**Economic
Development**

FREE Online Professional Development Courses: <https://gvtc.tcsge.edu/econdev>



**Ten Soft Skills You
Need**



Attention Management



Business Etiquette



Customer Service



Emotional Intelligence



**Goal Setting and
Getting Things Done**



Job Search Skills



**Telework and
Telecommuting**



Time Management



Workplace Diversity

Professional Development



The colleges offer high-quality non-credit training programs, designed to help workers get ahead in the 21st century workplace. Flexible scheduling and delivery options (online and face-to-face) are designed to help workers take advantage of growth opportunities and advance their careers through training and obtaining industry recognized licensures and certifications.

The mission of the Technical College System of Georgia is to build a well-educated, globally competitive workforce through technical education, adult education, and customized training for Georgia's businesses and industries.

Questions?

Break-Out Session

Monique Jenkins, HRA Talent Manager

BREAK-OUT ROOMS

DISCUSSION

1. What skill/training areas could TCSG assist your agency with?
2. What are your thoughts about a state HR Certification program?
3. What would you like to see it cover if the state decided to develop one?

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Report-outs & Questions



Preventing Sexual Harassment

Latatia West, HRA Policy Manager

Tonia Nelson, DOAS Lead Business Analyst

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FY22 Sexual Harassment Prevention

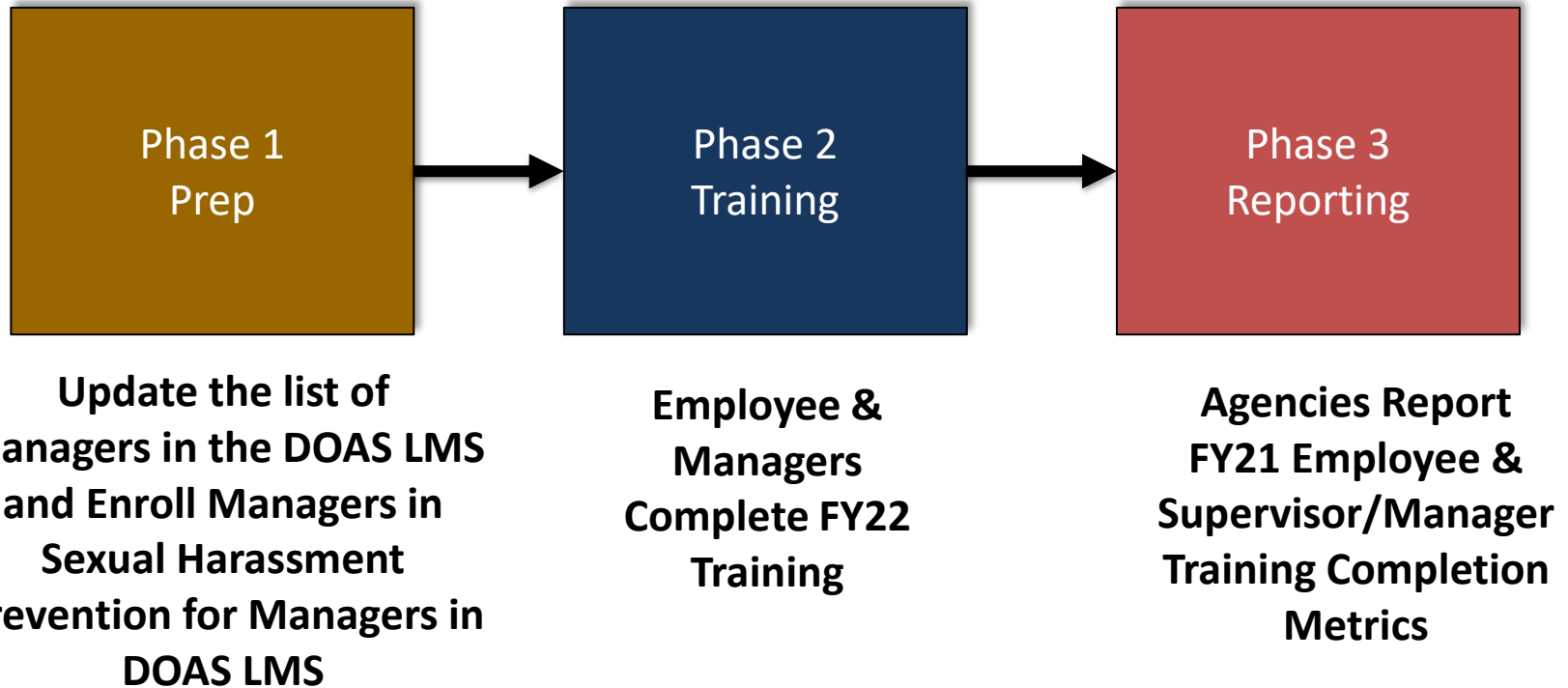
DOAS Human Resources Administration



Purpose

- FY22 Program Update
 - Sexual Harassment Prevention Policy is unchanged
 - Training content is unchanged
 - Employee training delivery method is unchanged
 - Supervisors / Managers enrollment has changes
 - Training begins July 1 and ends June 30 of each FY
 - Agencies report training numbers July 1 – July 31 of each FY
- Program phases with a focus on preparation

Sexual Harassment Prevention Program



Sexual Harassment Prevention for Managers Training Program – Timeline

Phase 1 - Preparation

May

June

Phase 1 - Prep
Agencies approve
Manager's list, DOAS
updates list in DOAS LMS,
and enrolls Managers in
training

Phase 1 - Prep
DOAS Obtains list of
Managers from
TeamWorks and
compares with list
on DOAS LMS

Phase 2 - Training

July '21 –
June '22

Phase 2 - Training
Managers and
employees
complete FY22
training

Phase 3 - Reporting

July 2021

Phase 3 -
Reporting
Agencies report
FY21 training
completion
metrics

Phase 1- Preparation (TeamWorks Agencies)



1

- 1. DOAS obtains list of Managers from TeamWorks for each Agency.
- 2. DOAS Compares list of Managers from TeamWorks with the list of Managers in DOAS LMS for each Agency.
- 3. DOAS sends the differences to each Agency (*Supervisor/Manager Validation Report*)

2

- 1. Agencies review list of Managers from DOAS.
- 2. Agencies approve or send revisions to DOAS.

3

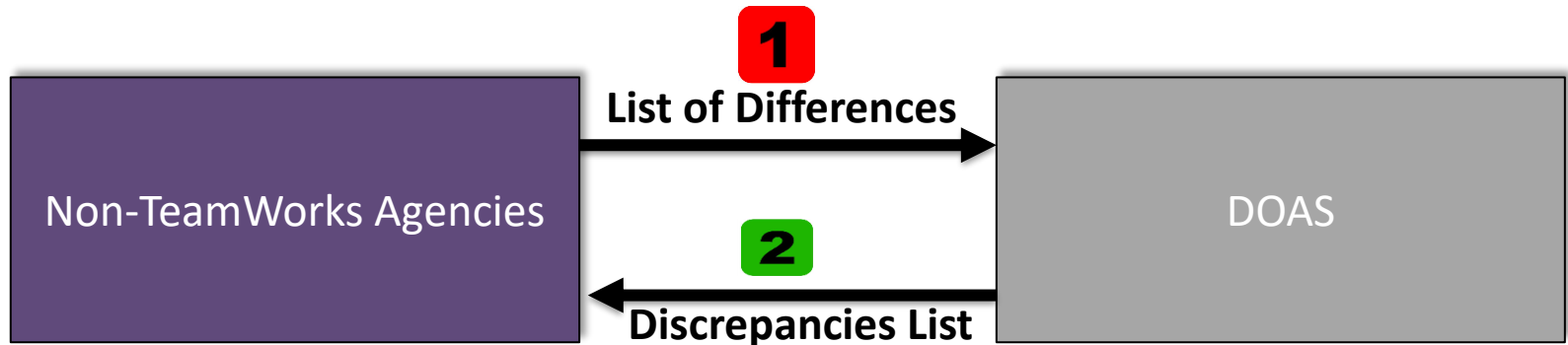
- 1. DOAS updates list of Managers in LMS and enrolls them in Sexual Harassment Prevention for Managers training course

Supervisor/Manager Validation Report

- Review the full spreadsheet for your agency.
- Review and confirm the status of each manager.
- Change the requested action per the dropdown list, if necessary.
- Add any additional managers not listed, if necessary.
 - Include name, empl ID, dept # and email.
- Submit the spreadsheet to Georgia.learning@doas.ga.gov.

Co # of Mgr	Company Description	Dept ID of Mgr	Descr	Mgr Empl ID	Manager Name	Business Title	Mgr Position	Status in LMS	Action
403	GA Dept of Admin Svcs	403111	Administration	xxxx1234	Ryan, Matt	Employee	00053189	Currently in LMS as Mgr	No Change in LMS
403	GA Dept of Admin Svcs	403112	Administration	xxxx1235	Young, Trae	Employee	00053028	Currently in LMS as Mgr	No Change in LMS
403	GA Dept of Admin Svcs	403113	Administration	xxxx1236	Jones, Julio	Employee	00053144	Currently in LMS as Mgr	Deactivate Record from LMS Add Record in LMS
403	GA Dept of Admin Svcs	403114	Engineering	xxxx1237	Freeman, Freddie	Employee	00053298	Missing as Mgr in LMS	Add Record in LMS
403	GA Dept of Admin Svcs	403115	Engineering	xxxx1238	Acuna, Ronald	Employee	00053114	Missing as Mgr in LMS	Add Record in LMS
403	GA Dept of Admin Svcs	403116	Information Technology	xxxx1239	Albies, Ozzie	Employee	00053112	In LMS for agency, not Teamworks	Deactivate Record from LMS
403	GA Dept of Admin Svcs	403117	Information Technology	xxxx1240	Koo, Younghoe	Employee	00053175	In LMS for agency, not Teamworks	Deactivate Record from LMS

Phase 1- Preparation (Non-TeamWorks Agencies)



1

1. Obtain list of Managers from Payroll from your system of record.
2. Obtains list of Managers from DOAS LMS.
3. Compare list of Managers with the list of Managers in DOAS LMS.
4. Send the differences to DOAS.

2

1. DOAS reviews list of Managers and compares with list in DOAS LMS.
2. If necessary, DOAS works with Agency on any discrepancies until fixed.

3

1. DOAS updates list of Managers in LMS and enrolls them in Sexual Harassment Prevention for Managers training course

Questions

- Any questions, please email policy@doas.ga.gov
- To update or assign HR Contacts or Investigators, go to www.oig.ga.gov



Paid Parental Leave



Meeting Wrap-up

Al Howell

2021 HR Community Meeting Dates



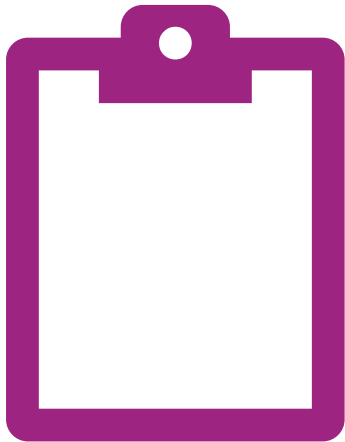
- August 17, 2021
- November 16, 2021

2021 Employee Benefit Council/State Personnel Board Meeting Dates



- June 8, 2021
- October 12, 2021

Meeting Feedback



Please share your thoughts on today's meeting by completing our survey:

<https://www.surveymonkey.com/r/8LKNMJJ>

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Questions?

