



AUTOMATING | UPDATING | RELATING | DEVELOPING

Lead.

Empower.

Collaborate.

In This Edition:

- *Shaping the Future of HR*
- *Workforce Trends*
- *2018-2019 GASCCP Winners*
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HORIZONS

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The Future of HR: Drive Like You're Already There!

By Al Howell

Greetings!

Welcome to the first edition of "HORIZONS" our quarterly HRA newsletter. My leadership team and I desire to enhance and diversify our communication; and this will be just one method introduced to keep you abreast of what's going on inside HRA as well as across our HR industry.

Best-selling author and futurist Jacob Morgan says, "If you don't think about and plan for the future of work, then your organization has no future." **Shaping our Future** is the vision of the Department of Administrative Services and is intended to help leaders, managers, and HR optimize our attraction, retention, engagement and performance strategies in a time of extraordinary change.

A while back, a colleague who was retiring after 50 years of working was finally going to do what he loved best: drive race cars. I asked him to explain how he could possibly control a car going 130 miles per hour. His response was, "When you're driving at 130 miles per hour, you always have to remember that you're gonna get to where you're going *faster* than you think, so you have to **drive like you're already there.**"

Projections made by a McKinsey Global Study, Brookings Analytics and NASDAQ indicate massive workforce shifts in the next 5 – 10 years. As HR professionals, we've got to start driving like we're already there!

Three forces that are the impetus for this massive change are 1. New and Emerging Technology, 2. Shifts in Demographics, and 3. Changing Attitudes About Work. These forces are creating a tsunami-like storm – which means we may not be able to see it or hear until it's too late.

Technology, automation and artificial intelligence will have significant impact in our jobs, and as we advise and direct those whom we work with. For the first time in our history, there are 5 different generations working together. Yet, experienced workers are retiring at the rate of 10,000 per day, and being replaced by a future workforce of 73-million Millennials. Therefore, we must learn to attract the future workforce, while bridging the experience gap, and engaging in authentic and long-lasting ways.

We live in a 130-mile-per-hour world. That means the change is already here. We're listening to you and making plans to continually provide the resources and support to meet the forces of the future workplace.

Are you ready for the future? I'm not! I can, however, imagine the future by not just planning, but helping create it as well.

No matter how fast the future comes at us, we'll be working with you to take action. We'll be driving the discussions forward about how to manage the new technologies, changing demographics, and shifting perspectives about the 21st Century workforce.

The future is here, and we're driving forward, at 130 miles per hour, to meet it...together!



50%

CURRENT WORK
ACTIVITIES AUTOMATED BY 2035
McKinsey Global Study

10k

BABY BOOKERS LEAVING THE
WORKFORCE – DAILY!

43%

US WORKERS
FREELANCERS BY 2020
NASDAQ

130

MILES PER HOUR OF HR CHANGE



Emerging Workplace Expectations Are Shifting

What future workplaces want and need

THE PAST	LEADER AS COACH	OUR FUTURE
My Paycheck		My Purpose
My Satisfaction		My Development
My Boss		My Coach
My Annual Review		My Ongoing Conversations
My Weaknesses		My Strengths
My Job		My Life

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The Future of Work

Regional, national, as well as global studies continue to emphasize the need to rethink, re-position and respond to the shifting dynamics of the workforce. For the first time in U.S. history, five (5) different generations are simultaneously at-work.

The ability to maneuver with agility is increasingly essential for professionals. HR practitioners are challenged more than ever with being forward-thinking, deepening their knowledge base, progressing in technological prowess, and applying top-tier competencies in real-time. All of this while their organization as the employer-of-choice.

Nearly **86%** of Gen-Z employees left their State of Georgia employment in 2018. The highest generational turnover rate during a 4-year data review period

Of the 10,461 Baby Boomers that terminated between 2015 and 2018

3,440

left their Georgia State employment in 2016. The highest year for Baby Boomer turnover during the 4-year period

Over

56%

of employee veterans left their State of Georgia employment in 2015. The highest turnover rate within the generation over a 4-year data review period

Of

12,398

Gen-X employees that left the State of Georgia employment '15 – '18, 2016 experienced the highest # of exits for this generation of

3,933

MILLENIALS

19,037 total Millennial terminations from State of Georgia employment '15 – '18
5,854 terminations in 2018 -- the highest during the 4-year period occurring in 2018



Bo McDaniel
TALENT DIRECTOR

These are quite exciting times for our industry and profession! HRA's "Team Talent" is fully engaged in being a driving force to ensure we're on-point to establish, build and sustain relationships.

'**Shaping Our Future**' for the Talent Management division of HRA, means building out and enhancing the **Team Georgia Careers** system's current and future capabilities. Our aim is to invigorate the candidate experience with engaging, user-friendly experiences.

Additionally, we will continue improving "**enhanced ePerformance**" [**Performance Development**] -- an automated process whereby the design and intent of career development is ongoing and inspirational. As an added benefit, the annual performance evaluation process is simplified.

We'll also be **expanding Campus Relations** by building our brand as a 'great place to work' and interacting with students, faculty and school administrators face-to-face.

There's more on the horizon, but these are three broad activities taking place now, to aid in shaping and positioning State of Georgia as a viable contender for top talent.



Carla Gracen
POLICY, COMPENSATION & BENEFITS
DIRECTOR

I am thrilled that HRA is positioned to **embrace technology** that will support our employees, clients, vendors and business partners. From the joint medical and flexible benefits portal, to a new digital workflow process for classification and compensation, to a new giving platform for the Georgia State Charitable Contributions program, we've been examining how to make life and processes more simplified and efficient at every touch point.

I have worked in human resources-related jobs my entire career and wanted to be in an environment where **continual learning** was a passion. I could not be more pleased with what lies ahead for me, my team and the entire State of Georgia employee population.

As an **enterprise agency**, DOAS-HRA partners with third-party vendors, provides consulting services to agencies, and solves complex problems day-to-day.

We realize that in today's business marketplace, success is not only achieved in the here-and-now, but with a **future-focused** mindset and drive to make-it-happen. Some might view the future of HR as a roller coast ride. I choose to see it as an exhilarating test of our caliber, competencies and sustainability.

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2020 Benefits Open Enrollment



Ready, Set, Enroll! It's almost time to make your 2020 Flexible Benefits elections. Open Enrollment (OE) starts October 21, 2019 at 12:00 a.m. ET and ends November 8, 2019 at 11:59 p.m. ET. During OE, eligible active employees can enroll in the Flexible Benefits Program for the 2020 plan year without a qualifying life event (QLE).

Open Enrollment Facts

During Open Enrollment, eligible active employees may:

- Enroll in Flexible Benefits coverage
- Change your Plan option and/or Vendor
- Add or drop eligible dependents
- Decrease or increase coverage tier
- Discontinue your Flexible Benefits plan option(s)

Important Notes: If you are currently enrolled in any Flexible Benefits plan options, all options **excluding** the Flexible Spending Accounts (Health and/or Dependent Care) will automatically roll over to the 2020 Plan year. Flexible Spending Accounts **do not** automatically roll over. If you want to continue your FSA(s) for the 2020 plan year, you must re-enroll during this OE period.

Let's Get Prepared!

Checklist

- Review the *YOU DECIDE* booklet prior to OE for any enhancements and/or changes
- Attend a Benefit Fair in your area
- If applicable, review and compare your options with your spouse's employer plan(s)
- Confirm your access to the enrollment portal, www.GaBreeze.ga.gov, in advance of the OE start date
- Confirm your address is current on GaBreeze
- Save the dates, October 21, 2019 through November 8, 2019

Remember, now's the chance to get the benefits you want – be sure to enroll by November 8, 2019!

#GABreeze

Lenequa Morris stepped into her Benefits Manager assignment with Human Resources Administration May 1, 2018. She has been a State of Georgia employee for 18 years and prior to joining HRA, she held the role of Benefits Manager at the Department of Community Health – State Health Benefit Plan. Lenequa loves assisting and educating employees about their flexible benefits. The Flexible Benefits team's top two year-end 2019 priorities are 1. Open Enrollment and 2. Open Enrollment. When not at work, Lenequa loves relaxing at home watching good movies on LMN and Netflix.



Lenequa Morris
BENEFITS MANAGER

TAF: Rebranding to Engage

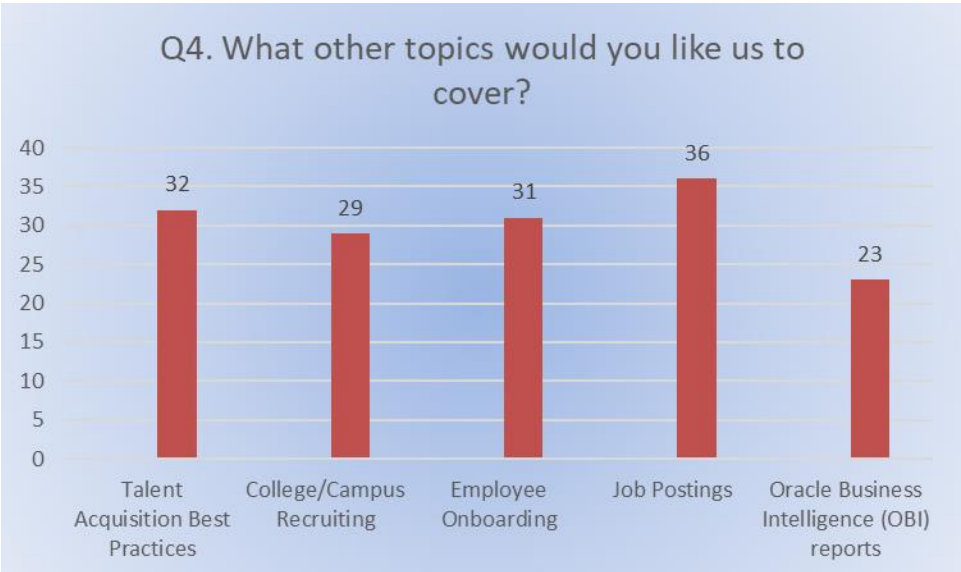
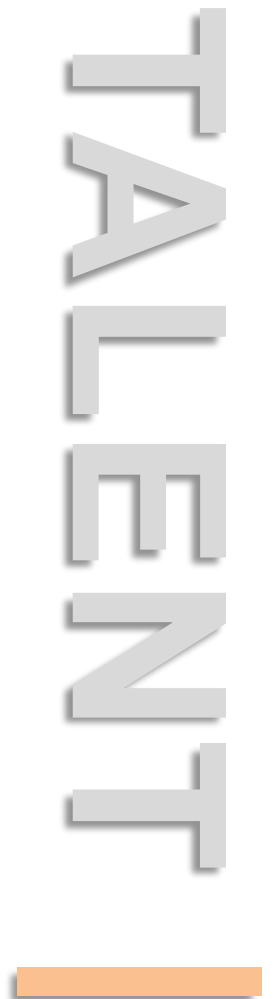
The HRA Enterprise Talent team is excited to announce the Talent Acquisition Forum! The TAF is a rebrand of the Team Georgia Careers quarterly webinar. The purpose of this rebrand is to engage the talent acquisition community and expand the discussion from the tool we use to the topics that impact talent attraction, hiring, and retention. Our goal is to create a community where best practices, ideas, challenges, and questions can be shared and discussed with peers.

This change was announced at the July quarterly meeting and is

now in effect. Starting with the October meeting the forum will be structured as follows:

- Quarterly, **virtual** meetings
- **One-hour** long meetings (instead of two)
- **Expanded** focus on talent acquisition topics
- Team Georgia Careers metrics and updates

Topics for upcoming meetings were determined by feedback received from the community during a survey conducted in March 2019.



Questions, suggestions, feedback or comments regarding changes or identified topics may be emailed to Donna Derby or Monique Jenkins at donna.derby@doas.ga.gov or monique.jenkins@doas.ga.gov, respectively.



Monique Jenkins
TALENT MANAGER

Talent Manager Monique Jenkins is super excited about being future-focused on HRA's commitment to advancing its systems and technologies. Currently, Monique and her team are working on upgrading Team Georgia Careers processes and its website as well as enhancing the ePerformance documents and administrator training. She joined HRA April 16, 2018 and has been with the State of Georgia since 2014 serving in roles including Human Resources Manager and Recruiter with the Department of Behavioral Health and Developmental Disabilities. For fun Monique can be found attending or watching Mississippi State football. A true adventurer at-heart, Monique says if she had to, she'd give skydiving a try!

Compensation Best Practices Equals Employee Retention

As trends in the workforce marketplace continue to evolve, state government may be affected most of all. In the coming years, state agencies and entities will be faced with losing a significant number of employees due to retirement. Simultaneously, state employees will be impacted with increased performance expectations and challenged to do more with less. As a result, employee skill sets will need to be enhanced. To add to these challenges, total compensation (salary + benefits) are not as competitive with the rest of the marketplace.

According to the National Association of State Personnel Executives (NASPE), jobs will continue to rapidly change requiring continual upskilling. To stay current, agencies should continually complete job analyses to ensure correct classification. When incorrect classifications are identified, agencies should ensure jobs are correctly reallocated.

When employees gain additional skills or job responsibilities, agencies may use the salary range of that position to adequately compensate employees. If job responsibilities are temporary, the agency may also approve a salary supplement.

Focusing on the total investment made in each employee is key to attracting and retaining our state workforce. However, agency branding is also an important tool for making state work more attractive to today's talent. Showcasing meaningful work, demonstrating upskilled employee talent, and creating a culture around serving one's community are examples of branding opportunities. Informing current and new employees about the Meritorious Award and Hiring Incentive and Goal-based Incentive Programs (SPB 13) will also pique interest and inspire retention.



Best Practices

Remaining employee-focused includes placing priority on development, cross training, job sharing, increased job opportunities and effective onboarding, as well as flexible work schedules. By prioritizing recruitment, retention and implementing compensation best practices, the entire agency benefits. These activities are vital to attracting and retaining a dedicated top tier state workforce.

COMPENSATION BEST PRACTICES: 3 KEYS



1. Compensation Philosophy

Devise an agency strategic plan, initiatives, business goals, competitive outlook, operating objectives, and compensation and total rewards strategies.



2. Organizational Chart

Make available an org chart that tells who-is-who, who does what, who works where, and who they need to know. Org charts inspire employee growth and demonstrate positions across an agency; as well as reveal potential opportunities for employees to demonstrate their talents and abilities vertically and horizontally across agencies.



3. Salary Surveys

Provide median and market midpoint compensations paid to employees in one or more jobs. Annually, HRA participates in several market surveys. This allows HRA to give feedback to the DOAS Commissioner and Office of Planning and Budget on hard-to-fill positions, classification reallocation request, compensation adjustments, and salary market trends that affect state government.



Tina Bufford

COMPENSATION MANAGER

Prior to joining the Human Resources Administration team in 2018, Tina Bufford served in HR Analyst, Business Analyst and Business Operations roles with the Department of Juvenile Justice and Department of Natural Resources. She has also served in HR assignments in the private sector for various nationwide companies. For the remainder of 2019 and throughout 2020, Tina and her team will be focusing on the implementation of Compensation's self-service portal and Classification and Compensation Request automated process. For fun and pleasure Tina loves riding motorcycles, and so far, has cycled through 31 of our 50 states.

QSHRT: Informing, Engaging, Connecting!

DEVELOPMENT



People Development Manager Conrad Norman (far left) and Q2 QSHRT participants.

The Human Resources Administration (HRA) division of the Department of Administrative Services (DOAS) strives to lead, empower and collaborate enterprise agency clients by providing educational and developmental resources. Four (4) times annually, HR employees who are new entrants into the field and/or new employees with the State of Georgia are invited to participate. Additionally, established and veteran HR professionals may participate to obtain refresher training and developmental information.

In May 2019, DOAS Commissioner, Judge Alex Atwood kicked off the learning and empowerment session by addressing the group of 25 HR professionals representing 16 different state agencies. "Our primary mission is to support and help you build better workplaces," Commissioner Atwood explained. "Take advantage of the

valuable help provided for you to build better workplaces," Commissioner Atwood explained. "Take advantage of the valuable information, tools and resources that are part of the QSHRT event agenda," Commissioner added.

"Relationship building, connections and collaboration are fringe benefits gained from attending QSHRT," said People Development Manager Conrad Norman. "As the facilitator of QSHRT I've found this course work to be not only informationally beneficial, but helpful in building stronger relationships across our HR community; not only locally, but across the state of Georgia."

For more information about QSHRT, contact HRA People Development Manager Conrad Norman at cnorman@dos.ga.gov or 404.463.5448

POST-SESSION SURVEY COMMENTS

- "I would highly recommend that every new HR employee attend QSHRT!"
- "The QSHRT agenda and content was comprehensive and critical to my job performance as an HR"
- "Wow! I discovered what I actually did not know by attending this training."

QSHRT TOPICS

- State of Georgia Government
- DOAS/HRA
- Workforce Data
- The Future Workplace/Workforce
- HR Programs
- Tools and Resources
- Critical Thinking
- HR Legal Matters
- Benefits Administration

EQ: Why It Matters More Than IQ

When asked, “How can Human Resources Administration improve our HR Community Meetings?” HR professionals across Georgia suggested that providing ongoing educational and developmental opportunities would be big wins. Putting the suggestion into action, at the May 2019 HR Community Meeting a mini workshop entitled, ‘*Emotional Intelligence for HR Professionals*’ was presented by HRA’s People Development Manager Conrad Norman.

The acronym EQ actually stands for Emotional Quotient and is used interchangeably with the phrase Emotional Intelligence. During the workshop, Conrad led the HR attendees through a series of interactive questions and activities on the EQ topic. “*Emotional Intelligence* sounds like an oxymoron, and that’s understandable,” Conrad pointed out. “We tend to think of our emotions and our intelligence as two separate things. However, put them together and it’s essentially a different way of being smart.”

Being highly competent or having a high Intelligence Quotient (IQ) is no longer enough to be successful in the workplace. EQ is the single best predictor of success in the workplace. That alone makes emotional intelligence something worth learning about.

With more than 30 years of management, learning and organizational development experience under his belt, Conrad Norman brought his expertise to the State of Georgia’s HRA department in 2008. He currently serves as Manager of Learning and Organizational Development by providing consulting and facilitating learning. Conrad’s current priorities include helping leaders enhance their effectiveness in building better workplaces. For FY20, Conrad has set his sights on expanding HRA’s People Development consulting and learning solutions to more agencies and entities across the state of Georgia.



In his 1995 book by the same name, Daniel Goleman explains that emotional intelligence is the ability to perceive, control and evaluate emotions. EQ is about understanding how one’s emotions impact other people, and to use that insight to guide one’s thoughts and actions.

The mini workshop reviewed five (5) components of EQ: Self-Awareness, Self-Regulation, Motivation, Empathy and Social Skills. During the workshop, participating attendees also completed an EQ assessment that provided individual insight, as well as opportunities for growth and improvement regarding their current EQ level.

Further developing EQ skills will help HR professionals improve relationships, foster greater trust and be more effective.

For more information about an EQ mini workshop, contact Conrad Norman at cnorman@dos.ga.gov or 404.463.5448

#EQ

#EmotionalIntelligence



Conrad Norman
PEOPLE DEVELOPMENT MANAGER

DEVELOPMENT

Automating the Position Analysis Process

Here is a reminder regarding an excellent new tool for use by the State of Georgia HR Community: the Automated Position Analysis tool for substance abuse testing. This tool can be found at https://service.doas.ga.gov/app/answers/detailopa/a_id/1363.

The goal of the Automated Position Analysis tool is to provide agencies with a more efficient way to determine if an employee is required to undergo substance abuse testing for pre-employment and random testing.

Technically, the tool was built using Customer Relationship Management (CRM) software which provides an online, simple

and quick way of automating the process. The user will answer a few questions related to the position(s) being reviewed. Once all questions have been answered and submitted in the CRM, an Eligibility Report will be produced for each position. This report will provide the eligibility status (approved or unapproved for drug testing) for each position. The report will also provide the position's drug testing indicator for PeopleSoft (For Example, Code A - P.O.S.T. Certified positions (30% drug testing). Note that only High-Risk and Safety-Sensitive/ Federally-Regulated positions will be approved for drug testing.

Benefits of the Automated Substance Abuse Testing Position Analysis Tool include:

- *Ease of use*
- *Immediate results announcing eligibility or non-eligibility status*
- *Printable Eligibility Reports immediately available*
- *Customer Service assistance through the DOAS Contact Center*
- *HR Personnel already uploaded into the system from PeopleSoft*
- *Ability to request a review when you receive an ineligibility report*

If you have questions, suggestions, feedback or comments regarding the tool, please contact Gail.Stowers@doas.ga.gov or via phone at 404-463-7060.



Gail Stowers
POLICY & COMPLIANCE
ANALYST

Gail Stowers joined the Department of Administrative Services in 2012. Currently serving as Policy & Compliance Analyst, she spear heads the Substance Abuse Testing program and provides policy consultation to the HR Community. Prior to coming aboard with HRA, Gail worked as an Employee Relations Specialist and managed the Dispute Resolution program for the State Personnel Administration (SPA). Gail is a lover of Mediterranean and Greek food and loves to venture out and take excursions. She refers to herself as an explorer of life. Few people know that Gail has climbed and repelled down mountains in North Carolina, dog-sled on top of the Denver Glacier in Alaska and went camel-riding in Jamaica.

The Order and Flow of SPB Rules

Each year, the Georgia Department of Administrative Services' Human Resources Administration team presents proposed modifications to State Personnel Board (SPB) Rules. The meetings are scheduled on the second Tuesday of scheduled months from 10 am – noon in room 1816A of the West Tower in the Sloppy Floyd Building. During its Tuesday, July 9, 2019 session, the following Rule modifications were presented:



of September 23, 2019.) Prior to being presented to the board, Rule modifications are discussed with an HR Practices Advisory Committee in order to better understand business needs in connection to the Rules. Discussion is also held on other possible drivers of Rule modifications such

as legislative changes, trends in the internal and external environment, etc. Committee meetings are typically scheduled on the third Wednesday of each month from 10 am – noon in room 1808 of the West Tower in the Sloppy Floyd Building. The DOAS/HRA Policy team is currently in the process of identifying agenda items for the upcoming SPB meeting on November 12, 2019. Additionally, meeting dates, as well as the schedule of Rules to be reviewed/modified in 2020 are currently being ironed out.

SPB RULES 3 and 17

- Final version of proposed modifications to SPB Rule 3, *Antidiscrimination* and Rule 17, *Leave Donations* with requests for the Board to vote on adoption of the proposed modifications. (Note: Since the meeting, the modifications have been approved by the Board and Governor and are now available on the DOAS website)

SPB RULES 10 and 11

- Presentation of modifications to SPB Rule 10, *Classification Plan* and Rule 11, *Compensation Plan*. (Note that during a follow-up phone conference on Wednesday, August 21, the Board approved the Rules for the 30-day public comment period, which had an end date

Questions regarding the SPB meetings may be referred to Legal Analysis Specialist, Valerie Wilkinson valerie.Wilkinson@doas.ga.gov 404.232.7851 or the general HRA Policy mailbox at Policy@doas.ga.gov.

Note: The Policy mailbox is monitored daily.

#DOASboardrules

Policy Manager Latatia West joined the DOAS HRA team on April 16, 2018. Latatia has been a State of Georgia Employee for nearly 14 years and has spent nine of those years serving in various HR Manager roles. Latatia's eye and ear for detail and keen interest in propelling HR forward, keeps her exploring innovative and impactful ways to evolve the Policy unit and support the employee population statewide. One of Latatia's most inspiring quotes is "Man cannot discover new oceans unless he has the courage to lose sight of the shore," by Andre Gide. Her love for strawberry shortcake and seafood can only be outdone by spending time outdoors with her husband and sons.



Latatia West
POLICY MANAGER

MEETING PICS

STATE PERSONNEL BOARD | HRA ADVISORY COMMITTEE
HR COMMUNITY | EMPLOYEE BENEFIT PLAN COUNCIL



1. Count down to the start of an HR Community Meeting
2. Employee Benefits Plan Council convening for the May 2019 session
3. HR Community employees gather for the July 2019 State Personnel Board session
4. Deputy Commissioner Al Howell opens the May 2019 HR Community meeting
5. HRA Benefits Manager Leneequa Morris presents proposed 2020 Flex Benefits Plan changes to the Employee Benefit Plan Council
6. People Development Manager Conrad Norman leads HR Community attendees through a mini-EQ work session
7. DECAL HRD Robin Stevens and DOL HRD Nicole Long review SPB rule changes during and HRA Advisory Committee meeting
8. HR Director Kelly Jordan (left) of the Georgia Public Safety Training Center and HR Assistant Deion Friendly, discuss benefits updates with Senior Client Services Consultant Capri A. Coffey with MetLife
9. HRA team members Bo McDaniel, Tina Bufford and Andrea Pass review aspects of State Personnel Board rules 10 and 11 at an HRA Advisory Committee meeting
10. First Lady Marty Kemp shares the State of Georgia Human Trafficking Prevention initiative at the May 2019 HR Community Meeting
11. HR Directors Sharon Carter (left), John Jurkiewicz and GEMA HR Manager Lauren Huff (right) chat following an HRA Advisory Committee meeting
12. HRD Kate Maier (far left) inquires further about potential modifications as HRA Legal Analyst Valerie Wilkinson and HRA Admin Assistant Hannah Mayes closely examine the topic
13. State Personnel Board Members Robert R. Joseph (left), Glianny Fagundo and Commissioner Alexander Atwood evaluate Rule modification recommendations during the July 2019 session

HRA Hosts CSPA Meeting and Engages Attendees with Real-time Polling



Policy Manager Latatia West (left) opens April's CSPA; Policy Specialist Gail Stowers presents on Substance Abuse Testing.

What's a great way to gather feedback? How about "on the spot!" That's what happened during the second-quarter 2019 meeting of the Council for State Personnel Administration (CSPA).

Hosted by Georgia State's Human Resources Administration team, Policy Manager Latatia West and Policy Specialist Gail Stowers fully engaged CSPA members on the topic of the day -- "Statewide Substance Abuse Testing Program." Utilizing the Poll Everywhere software via a PowerPoint presentation, Gail shared both policy and process requirements. The audience responded to 10 topic-specific questions that were woven throughout her presentation.

Using their mobile devices, participants answered questions starting with, "Does your agency have a substance abuse testing program?" and "Rate your current level of knowledge with the Statewide substance abuse testing program..." As the 45-minute session progressed, questions about handling of "shy bladder", reasonable suspicion cases, alcohol testing and applicant verification were presented.

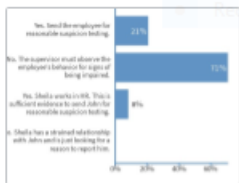
"It was really helpful to gather and immediately see the results from attendees that could have taken hours to obtain in a request made by email," Gail pointed out.

"This was the Policy team's first time using such a tool," Latatia noted. "However, from the responses displayed to questions asked, as well as comments made following the program, it's apparent that both the information shared and the tool used were well-received. I look forward to using this technology in future presentations as well. It's a winner!"

To learn more about the Statewide Substance Abuse Testing Program email us at policy@doas.ga.gov. For information on Poll Everywhere visit www.polleverywhere.com

PICTURED BELOW: One real-time question and results from the CSPA presentation:

6. REASONABLE SUSPICION - Sheila and John have a strained relationship at work. While talking to John one afternoon, Sheila noticed a faint smell of alcohol. Sheila also noticed that John is fidgety and his hands are shaking. Sheila reports John's behavior to her supervisor. Can John be tested for reasonable suspicion?



Response options	Count	Percentage
Yes. Send the employee for reasonable suspicion testing.	5	21%
No. The supervisor must observe the employee's behavior for signs of being impaired.	17	71%
Yes. Sheila works in HR. This is sufficient evidence to send John for reasonable suspicion testing.	2	8%
No. Sheila has a strained relationship with John and is just looking for a reason to report him.	0	0%



PRESENTATIONS

CBD Oil: Proof Positive...Or Not?

Retailers of Cannabidiol, better known as CBD Oil, claim that it provides medical relief from a variety of ailments. CBD Oil along with Hemp Oil is an over-the-counter supplement and is being sold by retailers just about everywhere. However, it has been raising concerns with job candidates and employees alike when its use results in positive testing for marijuana.

In a recent white paper written by Chief Medical Review Officer Dr. Randy Barnett, D.O., he advises that employers warn their employees not to use CBD products. He further warns that the Tetrahydrocannabinol (THC) levels in CBD Oils could cause employees to test positive for having marijuana in their system.

CBD Oils can be derived from both Hemp and Marijuana. Hemp Oil is extracted from one of the Cannabis plants which has very low THC (0.3 %) and typically does not cause the user to experience intoxication. However, Marijuana is derived from a cannabis plant which has high dosages of THC and does cause the user to feel intoxicated.



Federal Regulation

CBD products are currently unregulated and may have varying amounts of THC. In the wealth of data published on this topic, a factual case was referenced in which an employee was terminated for having a positive drug test after using CBD Oil product. The company advertised less than 0.3 of THC used. However, the product used a much higher dosage of THC than was reported in their product. The number of legal and non-legal issues that have surfaced from the use of CBD oil has caused the Food and Drug Administration (FDA) to expedite their regulation of CBD products. FDA anticipates releasing guidelines for the use of CBD Oil in December 2019.

The Baker Donelson law firm of Atlanta, Georgia stated that an employee could be intoxicated at work while taking CBD Oil or even medical marijuana. It remains unknown as to how long the THC's intoxicating effects last.

The Substance Abuse and Mental Health Services Administration (SAMHSA) issued a memo stating that CBD Oil is not regulated by FDA and could yield a positive drug test. SAMHSA also reminds the Drug Testing Coordinators that Marijuana remains a Schedule I (illegal) drug and that the drug panels have not been changed. To read the Infused Commercial products visit SAMHSA Memorandum on the Use of Marijuana Oils or Marijuana visit

<https://www.samhsa.gov/sites/default/files/workplace/cbd-memo-11-21-17-final-letterhead-signed.doc> or click [here](#).

Congratulations

2018-2019

Georgia State Charitable Contributions Program (GASCCP) Winners!

The award-winning agencies/entities garnered the partnership and support of employees to achieve outstanding results for charitable organizations across the great state of Georgia. Their collective efforts will support the lives of children and adults in the area of education, health environment and much more. Let's celebrate with them on the accomplishment that will positively impact the lives of many.

GOVERNOR'S PLAQUE WINNERS

- The University of Georgia
- Georgia Institute of Technology
- University System of Georgia/Board of Regents
- Teachers Retirement System
- Georgia Environmental Finance Authority



CERTIFICATE WINNERS – ONLINE DONORS

- The University of Georgia
- Georgia Institute of Technology
- Department of Labor
- Department of Behavioral Health and Developmental Disabilities
- Department of Education



CERTIFICATE WINNER – PAYROLL DONORS

- The University of Georgia

DJJ Hits A Home Run With Community Collaboration

In early 2019, the Department of Juvenile Justice (DJJ) reached out to Human Resources Administration to partner on discovering new ways to examine their workforce and work climate in order to stabilize DJJ's employee population. DJJ and HRA team members started by examining various human resources policies to determine opportunities for refinement, enhancement and perhaps even elimination. Recruiting piqued as a central issue to examine and take action.

"Be honest, be collaborative, take action!" says Recruiting Manager Terry Lee of



Under the guidance of DJJ team members and volunteers, applicants register for online background screening.

"This is a day of true community partnership and connection."

community must be involved. Therefore, that means engaging the community in creative and collaborative ways," Terry points out.

Terry along with 75 DJJ team members and 85 volunteers invested nearly 400 planning hours to pilot this recruiting



Work Source Georgia trailers are on-site for health review screening of job candidates.

effort. Linked with WorkSource Georgia, the Department of Labor, Goodwill and Southside Medical Center on August 21, 2019 for a full-scale day of on-the-spot interviewing and hiring at the Cathedral of Faith Church of God in Christ of Atlanta, Georgia. During three

Georgia's Department of Juvenile Justice. "The only way we're going to see a turnaround in the stability of our staffing levels is by keeping our eye on, not only the number of hires that we're making, but the retention of our employees as well," he explains. "Yet the

waves of applicant processing between 9:00 a.m. and 3:00 p.m., 753 applicants were screened, interviewed, underwent background screening and fitness-for-duty health evaluations.

"I couldn't be more pleased," said the church's Pastor Arthur F. Mosley. "This is a day of true community partnership and connection."

Community Collaboration *(cont. from page #17)*

“This is what our residents want and need...and it's now a reality!”

Terry Lee was first inspired to present the suggestion to Pastor Mosley while in attendance at a prayer service. I simply wanted to know how I could help the community,” Terry recalls. “And it made complete sense to collaborate on a project that would be a win-win for community residents and DJJ.”



DJJ team members conduct screening of applications to ensure candidates meet job requirements.



Pastor Arthur F. Mosley (left), Deputy Commissioner Shawanda Reynolds-Cobb and Recruiting Manager Terry Lee

With nearly 300 job openings across the state of Georgia at DJJ facilities, what better way to address the need. About 52-percent of the openings were for Juvenile Corrections Officers, and the balance of the openings included Teachers, Counselors, Maintenance Staff, Housekeepers and Cooks. Within a matter of weeks, the project was planned, shared with the new DJJ Commissioner Tyrone Oliver as well as Deputy Commissioner Shawanda Reynolds-Cobb and then was put into action.

“This entire project reminds me of how it was done when I was growing up,” DJJ Deputy

Commissioner Reynolds-Cobb recalled.

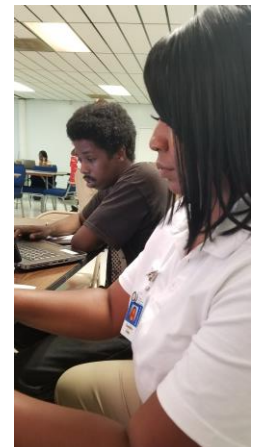
“Going beyond words, with a collaborative spirit and putting a project into action is what gets results,” she added.

As the DJJ team tallies the results of their community connection project, the stage is now set to orchestrate similar partnerships that can be replicated with the community and a win for all involved.

For more information about DJJ and its career opportunities visit djj.georgia.gov.



Work Source Georgia's mobile health assessment unit was on-site to conduct health screenings.



DJJ Recruiting team member (forefront) assists with online background screenings.



Improving Wellness, Enhancing Performance

KEPRO's Employee Assistance Program (EAP) and Work-Life solutions offer a wide variety of resources that are designed to improve wellness, enhance organizational performance and improve financial outcomes. Our solutions are based on clinical expertise, industry best practices, professional and credentialed providers and a dedication to help those we serve.

KEPRO's EAP and Work-Life services are designed to help employees resolve a wide range of issues and restore both personal and professional effectiveness.

KEPRO EAP

KEPRO assists organizations and their workforce in managing the personal challenges that impact employee wellbeing and workplace performance goals. KEPRO's EAP consultants utilize a comprehensive and holistic approach that identifies issues impacting the employee and assists them in developing meaningful solutions. KEPRO EAP is a free, confidential program that offers face-to-face consulting with a local licensed provider and/or telephonic counseling with one of our Masters-level clinicians. Access to services is available 24/7, 365 days per year.

The types of issues we assist our members with include:

- Aging
- Anger
- Anxiety
- Depression
- Drug or alcohol concerns
- Family problems
- Grief
- Parenting
- Relationships
- Stress
- Transition and change
- Workplace issues

Work-Life Services

KEPRO offers both web and telephonic access to a variety of work-life services and products designed to assist employees in better managing their daily responsibilities. When combined with the EAP, these services offer an extensive network of support for employees and their dependents.

KEPRO's Work-Life Consultants can help with services such as:

Childcare & Parenting

- Prenatal care
- Daycare/babysitters
- Special needs services
- School/summer camp

Eldercare

- Assisted living
- In-home care
- Transportation services

Convenience Services

- Home repairs
- Moving/relocation
- Travel
- Education services
- Petcare services



Management Services

KEPRO provides various services for those in management and supervisory positions, including leadership trainings and unlimited telephonic consultations. Through our dedicated 24/7 toll-free number, your managers, supervisors and HR leaders have access to KEPRO's dedicated Management Services Team for unlimited telephonic consultation services. The Management Services Team consists of experienced clinicians with mastery in developing solutions for complex management concerns, oversight for informal, formal and Department of Transportation referrals, and coordinating briefs.

KEPRO has successfully supported organizations in workplace violence prevention, planning and response, workplace trauma, critical event management, downsizing or reduction in force, fostering employee morale and engagement, and the enhancement of workplace relationships.

Legal & Financial Services

Our services provide up to thirty minutes of legal or financial consultation with an attorney or financial advisor at no cost or obligation. If a member chooses to retain the attorney, they may do so at 25% discount of attorney fees.

Critical Incident On-site Services

Our dedicated team of trained professionals combined with our national network of responders will assist you from the first call, throughout the entire event, and post-intervention follow up to ensure both employees and the organization have been stabilized and that potential long-term impacts are minimized. All KEPRO personnel are trained in fostering resiliency, Critical Incident Stress Management and Psychological First Aid.

 EAPHelpLink.com

 Company Code:
Georgia

 1.833.276.0988

Learning Solutions

KEPRO can assist your organization in promoting a healthy and motivated work environment where employees are engaged and effective in their roles. The learning opportunities are designed to educate, inspire and empower employees and managers to proactively and successfully manage their work responsibilities and personal lives.

EAPHelpLink.com

EAPHelpLink is your one-stop resource, available when and where you need it. Whether you are dealing with a day-to-day challenge or a larger-than-life issue, EAPHelpLink provides you and your family with tools and information to address life's pressing concerns.



How well do you know our HRA leadership?



Can you correctly match items A through G to the HRA leader? Email your answers to Newsletter.HRA@doas.ga.gov. The first email received with all correct answers will be highlighted in our next HORIZONS newsletter!



Tina Bufford
Compensation Manager



Monique Jenkins
Talent Manager



Carla Gracen
Policy, Compliance &
Benefits Director



Al Howell
HRA Deputy Commissioner

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Bo McDaniel
Talent Director



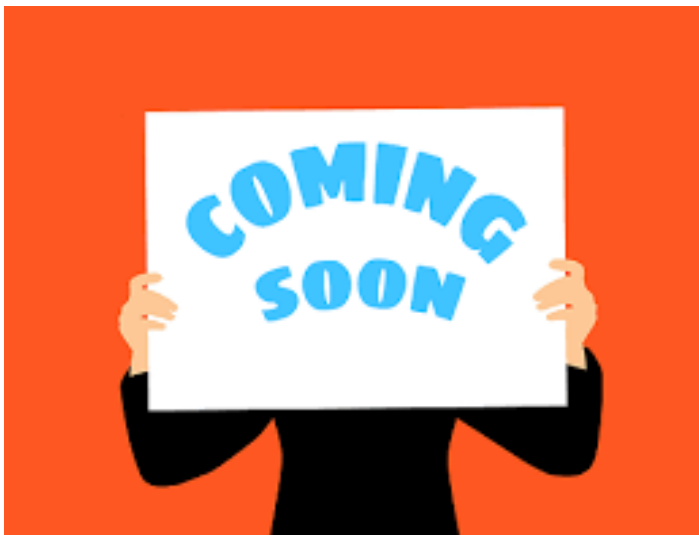
Leneequa Morris
Benefits Manager



Latatia West
Policy & Compliance
Manager

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- A. Is an Amateur Archeologist
- B. Favorite food is crab cakes
- C. Favorite pastime is watching movies on Lifetime Movie Network
- D. Has traveled through 31 states via motorcycle
- E. Is adventurous enough to try skydiving
- F. Daughter is now a high school senior
- G. Currently undergoing ambitious house renovation projects



Upcoming Events & Meetings

DATE	MEETING
September 26 th – November 26 th	GASCCP Campaign Period
October 9 th	HRA Advisory Practices Committee Meeting
October 21 st – November 8 th	Open Enrollment Period
November 12 th	Employee Benefit Plan Council/State Personnel Board Meeting
November 19 th	HR Community Meeting
December 17 th – December 19 th	CSPA Conference

WE WELCOME YOUR IDEAS!



HORIZONS is a quarterly newsletter produced by the Georgia Department of Administrative Services' Human Resources Administration Department. We welcome your content suggestions and feedback. Please contact us at **Newsletter.HRA@doas.ga.gov**.

HRA GENERAL CONTACT INFORMATION
<http://doas.ga.gov/human-resources-administration>
hrastaff@doas.ga.gov