

HR Community of Practice
February 5, 2020 meeting highlights

Upcoming February training:

[New Process for Faculty Pay Actions](#), Wednesday, February 6, 9AM-10AM, Coquille Room-EMU

[Enhancing Your Student Supervision Practice](#), Wednesday, February 6, 10AM-11:50AM
HR Training Room

[Search Advocate Training -2 day workshop](#), Friday, February 7 and Saturday, February 8
8:30AM-4PM, Knight Law Center, Rm 208

[Conflict Resolution](#), Tuesday, February 12, 12PM-1PM, Fenton Hall Room 110

[Queer Ally Coalition \(QAC\) Training](#), Friday, February 14, 1PM-5PM, <https://dos.uoregon.edu/qac>

[Lane County Human Resource Association](#), A Practical Approach for Inclusive Climate Shift
Tuesday, February 18, 7:15AM-9AM,

[Leadership in Student Supervision](#), Thursday, February 20, 9AM-12PM, HR Training Room

[Cognos Report User Training](#), Thursday, February 20, 9AM-10:30AM, McKenzie Computer Lab

[Emergency Preparedness](#), Thursday, February 20, 2PM-2:50PM
UO Power Station, 1295 Franklin Blvd, Room 109

[Onboarding Best Practices for HR Partners –Part 2](#), Wednesday, February 26, 2PM-3PM,
Lokey Education Building, Room 176

Agenda:

- **HR Community of Practice**
Mark Schmelz, Associate Vice President and Chief Human Resource Officer
- **Classification and Compensation**
Stephanie Neuhart, Director, Classification and Compensation
- **Staffing updates**
Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives
- **New employee onboarding program**
Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives
- **OA Job Family Framework**
Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives
- **PRF project update**
Sonia Potter, Director, HR Operations
- **Courtesy renewals**
Jen Mirabile, Sr. Programs Coordinator HR Programs and Services

HR Community of Practice

Mark Schmelz, Associate Vice President and Chief Human Resource Officer

- **HR Community of Practice**
 - Last month we unveiled our HR Community of Practice model including University HR, unit based HR professionals, and unit based HR practitioners.
 - We want to assure you the structure of the model does not designate the value of your role. No matter where you are positioned within the HR Community of Practice structure, you are as valuable as any other member of our community.
 - The HR Community of Practice model includes:
 - University Human Resources as subject matter experts and support to the HR community.
 - Unit Based HR Professionals *manage the majority or all assigned work in HR and are the unit HR leader or manager*
 - Unit Based HR Practitioners *typically do the HR work as part of their overall job function*

- **HR Competencies include:**

- Discretion, tact, and professionalism when handling sensitive and or confidential materials
- Exercise good judgement, diplomacy, and perceptual objectivity to effectively and appropriately make decisions
- Demonstrated ability to advance diversity and inclusion efforts through their own actions and influencing actions of others

A big thank you to the HR Advisory Committee who worked on these competencies with University HR.

- **Additional Competencies for Unit Leaders/Managers**

- Demonstrated in-depth knowledge of 2-3 of any of the following HR subject matters: compensation, benefits, recruitment, employee development, employee and labor relations, and HR systems, data, and analytics.

- **Additional Competencies for Unit Leaders/Managers (continued)**

- Aptitude and skill to describe options for top management clearly and concisely. This includes continued efforts to maintain knowledge of changes and trends in Human Resources and within the context of their Unit.

- **Additional Competencies for HR Practitioners**

- Maintain a working knowledge of HR processes and procedures.
- Identify issues and make connections with the appropriate resources to resolve matters.

- Prepare and complete necessary HR transactions in an accurate and timely manner, which facilitates HR data integrity.
- **HR subject matters include:**

Benefits

The Benefits subject matter expert:

- Understands process for UO employees to access benefits information and general awareness of eligibility requirements.
- Understands UO, State, and Federal leave benefits, general eligibility rules, and understands who to refer employees to for additional information.

Compensation and Classification

The Compensation and Classification subject matter expert:

- Demonstrates knowledge of compensation and classification concepts and principles, including UO pay structures and practices.
- Ability to analyze and recommend approaches to address issues such as compression, noncompetitive pay rates, retention offers, expansion of duties, and inconsistent titling and pay within UO policy.
- Demonstrated ability to work with supervisors to create effective and accurate position descriptions, as well as ability to analyze and recommend appropriate classifications for positions.

Employee Development

The Employee Development subject matter expert:

- Designs and implements development activities for employees for current and future roles and/or assists with finding available resources and training opportunities, such as those available in the UO MyTrack system.
- Supports a culture of continuous learning within the unit; encourages supervisors to provide dedicated time for employees to participate in development opportunities

HR Data, Systems and Analytics

The HR Data, Systems, and Analytics subject matter expert:

- Leverages HRIS reporting available to assist with influencing unit decisions
- Understands UO data constructs and uses this understanding to assist

Recruitment and Staffing

The Recruitment and Staffing subject matter expert:

- Understands and demonstrates knowledge of the concepts, principles and practices related to identifying, attracting, selecting and retaining individuals to address institutional needs consistent with UO policy and procedures.
- Demonstrated ability to strategically evaluate and consult with supervisors on current and future workforce needs, trends, and organizational structures.

Employee and Labor Relations

The Employee and Relations subject matter expert

- Understands practices and policies at UO regarding a unionized workforce, including the ELR interpretation of collective bargaining agreements.
- Identifies, evaluates, and recommends management interventions to solve problems and issues consistent with UO labor agreements, policies, and practice
- **Trainings and Feedback**
 - If you are interested in these competencies for your own career growth, University HR will be offering trainings related to these competencies.
 - We welcome your feedback on these HR competencies. We want to know what resonates with you and what may not. Also, does it meet the needs of your department? Stop by Mark's [open office](#) hours and chat about your ideas.

Classification and Compensation

Stephanie Neuhart, Director, Classification and Compensation

- Establishing the Unit
 - We have a vision of what the Class/Comp unit might be and we are surveying the campus landscape for their needs/wants of the Class/Comp Unit.
 - We are evaluating our day-to-day processes and establishing the infrastructure of unit.
 - We are working to get to know you all and build relationships with your department.
- Internal Tracking Tools
 - We are tracking all actions in our queue.
 - Triaging as requests come in (working to improve this process).
 - Tracking by EE name, P.D. #, submitter, department, request type, priority, etc.
 - Enhancing documentation for quick reference – allowing any person on the CLCO team answer questions or assist with the review.
 - Track, monitor, and evaluate our goals of internal and external deadlines

- Metrics
 - We are currently identifying trends, setting priorities, and establishing when outreach to departments is needed.
 - As we are able to identify trends and priorities, we will be able to communicate appropriate timelines to the campus community.
 - We are quickly identifying what is outstanding & prioritizing this work.
 - ✓ We receive approximately 50+ Class/Comp actions each week.
 - We are also identifying our accomplishments and areas to improve.
 - ✓ We are completing close to 20 comprehensive reviews each week.
 - ✓ As we build our workforce, we will be able to increase the number of weekly reviews.

- Tools

We have created the following internal tools:

- Tracking sheet and metrics data collection tool
- A position evaluation template
- We have updated our internal electronic file structure
- New naming convention of Class/Comp files
- In-progress - internal tools, checklists, and process documentation for all Class/Comp processes – such as, exclusion requests and retention offers.

We are working to finalize the external tools and process guides:

- Verbs list for use in position description creation - publication soon.
- Process guide and tool for assistance in determining FLSA status.
- Updated documentation and tools for retention requests, exclusion requests, etc.

- Class/Comp is collaborating on a number of HR projects including:
 - OA Job Family Framework Project
 - FLSA Implementation
 - Implementation of the Faculty Pay Action Form & Process
 - Tracking stipends, overloads, ERF's
 - Getting to know all of you!

Staffing updates

Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

Staffing Updates

- Learning & Development Manager: Tiffany Lundy will begin in her new role on February 12th. We are very excited to have Tiffany join our team!
- Learning & Development Analyst: Ashley Malan has accepted the Application Service Specialist role within IS. She will work closely with HR in her new role, as she will be our primary partner related to our HR systems. Congratulations, Ashley!
- Once Tiffany Lundy is onboard, we will discuss the Learning & Development Analyst position. We hope to have this position filled in the near future. We will keep you updated on this recruitment. If you know of anyone who may be interested, please encourage them to apply.

New Employee Onboarding Program

Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

- HR has enhanced and expanded the new employee onboarding program:
 - to connect with benefits orientation, and
 - to engage employees in the UO community
- [New Employee Onboarding Program](#)

There are now three sessions in the New Employee Onboarding Program:

- YOU & Benefits
Employee benefits package (for benefits eligible employees)
- YOU & UO
Policies, responsibilities, and community standards
- YOU @ UO
Opportunities and access
- What HR Partners should know
 - New program launched for 2020
 - Employees hired on or after December 1, 2019 received invitation to new program
 - Invitations to new employees are sent each month
 - Communications to HR Partners and supervisors will be sent in the next few weeks
 - Get familiar with the components of the New Employee Onboarding Program.
 - Reinforce the importance of the program
 - Encourage your new employees to attend.
 - Provide support for registration



OA Job Family Framework

Kaia Rogers, Senior Director, HR Programs, Services and Strategic Initiatives

- [OA Job Family Framework](#)

- We are drafting and reviewing descriptions of job families, functions, and levels.
- We are reviewing first draft of position placements within the framework.
- We are also preparing to get initial feedback from units on position placements into families and functions.

- Key Points

- Families, functions, and their definitions are still in draft form. Further refinements are expected.
 - Placements are based on the position, not the incumbent.
 - Placements are based on the job duties, not the organizational structure.
- OA Job Families draft descriptions are listed here; if you have suggested edits to the descriptions, please email them to oajobfamilyproject@uoregon.edu.

Draft Job Families	Description
Academic Services	Primarily focuses on activities that support academic initiatives; provides services that support and/or enhance the academic environment, faculty development, institutional research and various campus assessments, and supports the University with academic programs.
Administrative Services	Primarily focuses on administrative support and services for a variety of different University offices, groups, and departments.
Athletics	Primarily focuses on activities/support related to the University's athletic program. This could include the development of student athletes, coaching, etc.
Campus Facilities and Services	Primarily focuses on services that enhance and support the functions of the campus (including retail/food, printing, childcare, ombuds, transportation, grounds, custodial, and maintenance) and facilities operations of the University's properties, project management, design, and construction.
Campus Safety	Primarily focuses on activities related to maintaining a safe and secure campus. Focuses on the well-being of the community by mitigating risks, responding to calls and disturbances, and promoting a safe and inclusive environment.
Enrollment Services	Primarily focuses on activities related to the enrollment process from recruitment through orientation and retention. Aims to attract, register, orient, and retain a talented and diverse student body to the University.

Draft Job Families	Description
Financial and Business Operations	Primarily focuses on activities related to planning, budgeting, and managing the University finances and business operations.
Health and Wellness Services	Primarily focuses on activities pertaining to the administration of campus health initiatives and services, wellness trainings, counseling, and community health outreach for the campus community.
Human Resources	Primarily focuses on activities related to human resource functions and services for the University, such as labor relations, talent acquisition, compensation and benefits, retirement, training and development, etc.
Information Technology Services	Primarily focuses on activities related to providing reliable, safe, and secure technology infrastructure for the campus community. Develops and maintains information systems and programs.
Library and Museum Services	Primarily focuses on activities related to library and museum operations, including collection development, circulation, archiving, cataloguing, curations, information management, data services, and reference.
Marketing, Communication, and Outreach	Primarily focuses on activities that leverage various channels and targeted campaigns to promote the university's mission and strategic objectives through marketing, communications, public relations, internal communications and event management and support.

Draft Job Families	Description
Research Services	Primarily focuses on activities related to research activities and programs, supporting the development and/or management of grant funded opportunities across the University, maintaining laboratory facilities, as well as instructional lab preparation services such as following safety procedures, setting up equipment, and supplying inventory.
Risk, Legal, and Compliance	Primarily focuses on activities related to compliance with state and federal laws, rules, and regulations, university and departmental policies, and other specific guidelines or rules/policies that apply to specific programs.
Senior Administrative and Academic Leadership	Primarily focuses on activities related to the administration and academic leadership of the University.
Student Services	Primarily focuses on the holistic development of students, such as advising, residence life, student activities, and recreational sports.
University Advancement	Primarily focuses on activities related to external relations and relationship building, including government and community relations, development, alumni engagement, strategic initiatives, volunteer management, and specialized services in donor research and relationship management.

- Next Steps
 - Gather feedback on position placements from leadership and their designees (Late- February through spring). We will email Vice Presidents, Chiefs of Staff, Deans, and Academic CFOs on or around February 28th, providing a spreadsheet containing the positions in their organization and their preliminary placement into a job family and a job function. We will ask them to engage members of their leadership team, including their HR Partner, to review placements and provide feedback to HR before spring break. Instructions and guidance will be provided. Please plan for this process, as you consider your work priorities in the month of March. Communications will begin in the next few weeks.

- Next Steps (continued)
 - Prepare for implementation of framework (through summer).
 - Continue to communicate via AroundtheO and the project webpage.

PRF project update

Sonia Potter, Director, HR Operations

- **PRF project update**
 - The PRF Project team continues to work on the PRF project, which will use the Onbase application to process PRFs electronically.
 - We are working with the Information Services and their project management office to add this project to their queue.
 - The Graduate Employee PRF transition is currently underway. This project will allow us to leverage knowledge about OnBase and any lessons learned from that project in our PRF project. We also are expecting it will build a framework that will assist with our PRF project.
 - We have received feedback from the community through our online survey, which has been very useful and is helping us in our design plan.
 - The survey is still open and available on our Process Transformation – PRF Project site and we would appreciate any additional feedback as we continue to work on our project planning and solution design.

Courtesy renewals

Jen Mirabile, Sr. Programs Coordinator HR Programs and Services

- **Courtesy renewals**
 - The Active Courtesy report will be available in Cognos for departments to generate their own reports.
 - Ensure you have access to Cognos before May 1 to generate this report:
 - Complete Access Request form for Finance and HR data:
<https://idr.uoregon.edu/getting-access>
 - Departments will run this report in May during the Renewal and Termination Process for Courtesy Appointments.
- University HR Actions:
 - By the end of February, we will notify HR Partners responsible for the Courtesy Renewal Process – about the required Cognos Report User access.
 - In May, we will announce the start of the Renewal and Termination Process for Courtesy Appointments.
 - Instructions will be available on the HR website and in each department generated Cognos report.

The next HR Partner meeting is scheduled for Wednesday, March 4, 2PM, in the Browsing Room, Knight Library, Room 106.