HR Community of Practice
January 13, 2021, meeting highlights

Learning and Development Opportunities:

Travel Policy and Concur Overview, Thursday, January 21, 8:30AM-3PM

The Biden Administration and the 117th Congress: Implications for Higher Ed HR
CUPA-HR Webinar, Thursday, January 21

Resilience in the Workplace, CUPA-HR Webinar, January 27

Excel Formulas-Basics, Thursday, January 28, 9AM-12 Noon

New Employee Orientation: YOU & UO, Tuesday, February 2, 9:30AM-11:30AM

Medical Leave Laws – Supervisor Essentials, Wednesday, February 3, 9AM-11AM

Building Health Relationships in the Workplace, Wednesday, February 3, 1PM-2:30PM

CUPA-HR's New 21-Day Racial Equity Habit Building Challenge: Black, Hispanic and Latinx

The Inclusion Habit, CUPA-HR On-Demand Webinar

Agenda:

Learning and Development updates
Tiffany Lundy, Learning & Development Manager

HR updates
Mark Schmelz, CHRO and Associate Vice President

OA Job Family Framework Project
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
Stephanie Neuhart, Director, Classification and Compensation

Talent Acquisition updates
Nancy Nieraeth, Director, Talent Acquisition

Q&A

Learning and Development
Tiffany Lundy, Learning & Development Manager

Learning and Development Goals:

- L&D goals are to connect people, expand resources, increase access to content, reduce redundancy, empower UO employees.
- One step in achieving these goals is by supporting and helping to expand learning ecosystems.
  - A learning ecosystem is a system of people, content, technology, culture, and strategy, existing both within and outside of an organization, all of which have an impact on both the formal and informal learning and development that goes on in the organization.
- The learning ecosystem is learner centered. Here is an example of what my (Tiffany Lundy's) learning ecosystem includes:
  - Campus experts- through My track
  - My colleagues and friends
  - YouTube
  - Campus groups- Ex: Leadership academy and SEE
  - The knowledge base on the UO Service portal
  - Podcasts

- o Audio books
- o Professional associations
- o Participation in campus events
- Ecosystems are alive and evolving as our needs and the needs of our teams change.
  - o It is more important than ever to be discussing this now because:
    - ▪ We are in a state of immense change
    - ▪ We can develop skills and expand our knowledge or become stagnant and burnt out
- Some of the systems that support our learning ecosystems include:
  - o My Track
  - o MS tools- SharePoint, OneDrive, Teams
- *Please see the last page of this document for the list of ecosystem ideas shared in the chat during the session.*

LinkedIn Learning:
- Human Resources in partnership with the Career Center will be launching a new online learning tool- LinkedIn Learning (LIL)
  - o LIL will be available to faculty, staff, and students
  - o LiL is a tool in our learning ecosystem that will complement other tools, this is not replacing My Track or other current tools.
  - o LinkedIn Learning is a leading online learning platform that helps anyone learn business, software, technology, and creative skills to achieve personal and professional goals.
  - o Content library includes over 16,000 courses taught in 7 languages.
  - o Includes training from full courses down to bite-sized videos
  - o LinkedIn Learning lets you learn at your own pace. You can select courses relevant to your current role and interests.
  - o The sign on process is 5 simple steps.
    - ▪ Sign in with UO credentials- Duck ID and password
    - ▪ Connect with current LinkedIn account or continue with creating a new user account.
    - ▪ Create a profile- choosing course categories and skills that you are most interested in.
    - ▪ Opportunity to set learning goals including scheduled reminders.
    - ▪ Start Learning!
  - o Learning content- is divided into 4 categories-
    - ▪ Business
    - ▪ Creative
    - ▪ Technology
    - ▪ U of O specific
  - o Content recommendations for HR Community of Practice:
    - ▪ [Certification Prep: Professional in Human Resources (PHR)](#)
    - ▪ [Certification Prep: SHRM-CP](#)
    - ▪ [Becoming a HR Business Partner](#)
    - ▪ [Finding and Retaining Talent](#)
    - ▪ [Strategic Human Resources](#)
    - ▪ [Cultivating Cultural Competence and Inclusion](#)
    - ▪ [Driving Workplace Happiness](#)
  - o Launch date: January 27, 2021
  - o Follow-up on the following topics will be provided over the next couple of weeks:
    - ▪ LinkedIn Learning Overview
    - ▪ List of content areas
    - ▪ Single sign on link
    - ▪ Opportunities to build learning paths and create custom content

HR updates
Mark Schmelz, CHRO and Associate Vice President

- Thank you to my team for all their hard work and for so many of you who have added extra duties and stepped up during this challenging time. Many departments are down resources, including HR, and are getting the important work done for our employees.
- Many of you have helped our UO community during this difficult time to stand-up important information and advance needed initiatives.
- I am especially grateful for the many successful initiatives including the Voluntary Work Share Program and the Retirement Incentive Program.
- We continue to gather information about our positions on campus and the different roles within our HR Community of Practice. I am excited to leverage our LinkedIn Learning platform and to build out our HR competencies.
- We all have completed a lot of work during COVID-19 and we continue to learn what is needed for 2021.

OA Job Family Framework Project
Kaia Rogers, Sr. Director, HR Programs, Services and Strategic Initiatives
Stephanie Neuhart, Director, Classification and Compensation

- **High level review of project goals and progress**
  - We have continued to make progress on the OA Job Family Framework and have some upcoming goals to share.
  - School/College/Division leadership will be asked to review the draft Job Levels, their definitions, and preliminary OA position placements into those levels in February and March.
  - Chiefs of Staff and Academic CFO's are aware of this project.
  - A 3rd round of review by leadership will occur over the summer.
  - Implementation is currently scheduled to begin Fall of 2021.

- **Draft level groupings**
  - There are six levels of groupings and these levels are outlined below:

    - Administrative Contributor (coded as AC1 - AC3): Positions in this level grouping generally do not supervise other OAs or Classified staff but may provide oversight or serve in a lead or senior role. Positions in this level grouping may supervise student and/or temporary employees.

    - Individual Contributor (coded as P1 – P7): Positions in this level grouping generally do not supervise other OAs or Classified staff but may provide oversight or serve in a lead or senior role. Positions in this level grouping may supervise student and/or temporary employees.

    - Management (coded as M1 – M7): Positions in this level grouping supervise other OAs and/or Classified staff; may supervise OAs who supervise other employees.

    - Executive (coded as EX1 – EX3): Positions in this level grouping have a campus-wide scope, are responsible for the development of strategic plans and initiatives and are in the Executive OA Salary Band.

    - Dean (coded as DN1 – DN3): Positions in this level grouping provide leadership in academic departments, programs, schools, or colleges.

    - Coach (coded as CO1, CO2, HC1, or HC2): Coaches and Head Coaches in University Athletics.

- The **OAJFF project webpage** will be updated with current information in early February.

Talent Acquisition updates
Nancy Nieraeth, Director, Talent Acquisition

Job Elephant

- JobElephant is a leader in recruitment advertising within higher education. They offer free services to the UO including the following:
    - Placing your ads in any publication in the world (in print or online).
    - Streamlined invoicing.
    - Recommendations to reach a diverse pool of candidates; and
    - Advice on the best advertising ROI for each search.
- For more details and contact information visit: https://www.jobelephant.com/university-of-oregon-working-with-jobelephant/, or reach out to Nicole Cartelli.

MyTrack Large Text Fields Now Resizable

- Our vendor for MyTrack has recently released an update to the system that allows large text fields within the position description or requisition to be resized to allow users to view the full contents.
- When you are editing or creating a new PD or requisition, if you wish to make a large text field bigger you can simply grab the icon in the bottom right corner and drag it to resize the box. This is especially helpful in the position description for fields such as Department Summary and Position Summary where there is often more text than can be viewed within the current text box.
- The need to be able to fully see the text within these boxes is something we have heard from our partners and relayed to our vendor, so we are very excited to see this improvement implemented!

The next HR Community of Practice meeting is scheduled for Wednesday, February 3, 2021. The Zoom link will be sent to HR Partners prior to the meeting.

HR Partner- Learning ecosystem ideas- shared in chat.

What people, resources, or tools do you use to support your individual learning and development or to support your team?
- Building relationships with counterparts in other units
- Working with other people and building relationships
- Strong network of contacts in each of the campus departments
- Down Dog yoga - great for taking a Yoga break and breathing during the day!
- SEE- Student Employee Engagement Committee- https://uosee.uoregon.edu/
- IS Knowledge Base articles- https://service.uoregon.edu/TDClient/2030/Portal/KB/?CategoryID=20323
- CUPA HR- cupahr.org
- BOLI- Oregon Bureau of Labor & Industries: https://www.oregon.gov/BOLI/Pages/index.aspx
- SHRM- Society of Human Resources Management- www.shrm.org
- UO Libraries- https://library.uoregon.edu/
- TED Talks
- Podcasts
- CBAs
- DEI web lectures- https://inclusion.uoregon.edu/
- Other institutions! Higher Ed is great at sharing information on central web pages.
- LCHRA- Lane County Human Resources Association- https://lchra.org/
- MyTrack- https://uomytrack.pageuppeople.com/Dock.aspx
- AAU CHRO Group, AAPA (national higher education labor relations group), CUPA, SHRM
- IPMA-HR. Int't Assoc Mgmt. Assoc for HR- https://www.ipma-hr.org/
- UO Calendar of events- https://calendar.uoregon.edu/