

DEQ

DESCRIPTION OF RECRUITMENT EFFORTS

Recruitment is accomplished through the Job Service Site and other Internet sites. We style the announcement to provide sufficient information about the position and make clear statements about minimum qualifications that must be met.

We track employees who leave the agency. We document the title, date they left, the division, the bureau, how long they were with the agency, reason for leaving, and whether an exit inter was completed.

In calendar year 2004 as of December 1 we had 34 employees or 8.3% of the workforce leave. 4 were retirements (about 1%), 13 went to other state agencies (3%), 2 went to other government entities (less than ½%), 7 moved out of state for various reasons (1.7%)

7 of the 34 were from the FS office or 20% of those leaving came from an office of Financial Services. Financial Services is an office of 18 so 39% of the employees have left. 7 left from Remediation, or 8.5%. 2 left from the Personnel Office or 40%. 8 from P&C or 5%. 1 from Legal or 9%. 7 from PPA or 7.5%, 1 from OIT or 5%.

We track our new hires. We document the title, level, division, bureau, where we recruited, how long we recruited, number of applicants, how many applicants met the minimal qualifications, what employment/location did they come from, and where did they learn of the position.

In calendar year 2004 we have processed 70 hiring actions. Of those there are 29 internal promotions or transfers. 41 came from outside the agency or 58%.

As of July 1, 2004 we use Internet recruitment exclusively. We analyzed the responses from candidates and determined that very few used the newspaper to learn about positions. We use the Job Service site and we make use of websites where supervisors hold memberships.

DESCRIPTION OF THE UTILIZATION OF FLEX SCHEDULING, JOB SHARE, TELECOMMUTING, ETC.

DEQ allows flex scheduling on a regular basis.

DEQ has an Alternate Work Schedule policy which allows employees to have an extra day off in a 2 week cycle.

The agency has a telework agreement which can be entered into.

We have a few instances where two people share one FTE.

NUMBER OF VACANCIES IN FY 2004 THAT WERE LESS THAN 90 DAYS IN LENGTH, AND OVER 90 DAYS IN LENGTH.

Of 58 vacancies in FY2004, 16 were less than 90 days (27.5%) and 42 were over 90 days(72%).

18 of the vacancies were open longer than 6 months (31%); 40 were open less than six months (69%).

In the ideal world the following would happen:

- 2 weeks analyze best use of the position
- 2 weeks to update or write the job profile
- 2 weeks to classify the position
- 2 weeks to write questions and scoring for the process
- 2.5 weeks to recruit
- 3-4 weeks to score, interview, do reference checks
- 2 weeks notice to former employer

Under ideal situations it takes 115.5 days. In most cases there are workload factors, timing factors, etc that make this a longer process.

SUMMARY OF POSITION TYPES THAT ARE VACANT

26 positions are in the recruitment & selection process.

24 are in pre-recruitment/selection process. Those 24 are as follows.

Environmental Science Specialist	11	PCD 4, PPA 2, REM 5
Environmental Engineer	1	PCD
Environmental Field Tech	1	PPA
Administrative Clerk/Assistant	6	PCD 2, PPA 2, REM 2
Computer Systems Analyst	2	REM-TSB,
Database Analyst	1	PCD - IEMB
Accounting Tech	1	PCD-CSB
Financial Specialist	1	REM-FAS
Public Relations	1	PPA

TURNOVER RATE FOR FY 2002, 2003, 2004

2002 35-50%
2003 6.6
2004 8.3

Turnover and unrest is increasing due to no ability to move people in the pay band.

How the pay bill is written for this session is critical. We need monetary latitude to make movement in the pay bands possible.

DEQ converted 5/4/02 to Pay Plan 20. Since the conversion the agency has bargained pay plan rules with MPEA, menued competencies, created performance management tools for pay plan 20, converted to Standard Occupational Classification titles, and established new markets for occupational groups in 2004.

STATISTICS REGARDING THE REASONS FOR LEAVING THE DEPARTMENT (407.5)

Calendar 2004 to date	34 left	or 8.3%
# Full time transferring to other state agencies	13	3%
#Full time moving to federal government	0	
#Full time going to city/county	2	>1/2%
#Full time retiring	4	1%
#Full time going to private sector	1	
#Full time leaving for personal reasons (medical,unhappy,spouse moving,education,new start)	12	2.9%
# Full time Deceased	1	

SUCCESSION PLANNING

Currently DEQ is examining what best prepares employees for division administrator, bureau chief, section supervisor positions. By identifying what preparatory work will make an employee effective in the position, we can better prepare potential candidates so that we have a pool to select from when an opening occurs.

POSSIBLE RETIREMENTS

112 DEQ employees match the 50/5 criteria

16 are 60 or older

28 are 58 or older

47 are 56 or older

59 are 55 or older

Positions that have persons 60 or older are:

Acctg Tech 2

Accountant

Env Prog Mgr 2

Env Science Spec 6

Graphic Design

Computer Support Tech

Public Affairs Coordinator

Virginia Cameron

DEQ Human Resources Manager

444-6717