



Commission Briefing on Equal Employment Opportunity (EEO) and Workforce Planning

**Office of Human Resources
Office of Small Business and Civil Rights
May 28, 2008**

Agenda

- Critical Skills Staffing
- Training and Development
- Employee Satisfaction
- Business Process Improvements
- Small Business and Civil Rights

Critical Skills Staffing

**James F. McDermott, Director
Office of Human Resources**

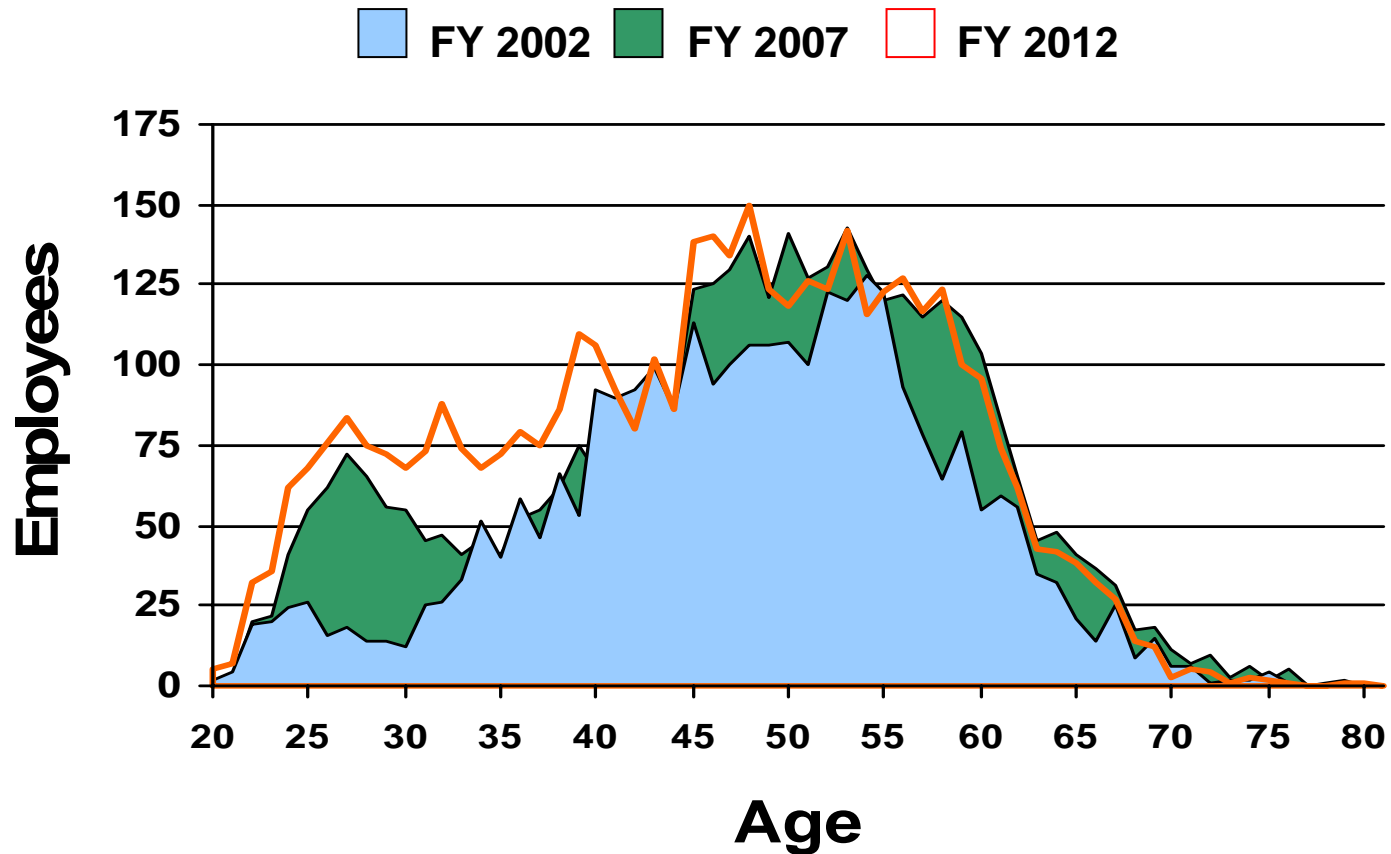
Critical Skills Staffing

- Increasingly competitive environment for highly skilled individuals
- Different workforce demographics
- Workforce expectation for increased flexibilities and worklife benefits
- Additional tools available to attract and retain employees

Critical Skills Staffing

- Critical Skills Needs
 - Engineering (Digital Instrumentation & Control, Materials, Risk & Reliability)
 - Construction Specialties (Structural, Welding, Concrete)
 - Health Physics
 - Administrative Management Skills (Information Technology, Cyber Security, Acquisition)

Age Distribution of Permanent Employees



Training and Development

**Kathy Halvey Gibson, Associate
Director for Human Resources
Training and Development**

Training & Development

- On-line learning at the desktop
- Enhanced tools for instructor-led training
- Simulation capability for new reactor designs
- Leadership academy

Employee Satisfaction Business Process Improvements

**Miriam Cohen, Deputy Director
Office of Human Resources**

Employee Satisfaction

- Meaningful and challenging work
- Quality supervision
- Flexible work environment
- Amenities
- More varied and immediate awards
- Upward, peer and customer/stakeholder feedback

Business Process Improvements

- Streamlined hiring process
 - Simpler application process
 - Automated rating and ranking
 - Lean Six Sigma improvements
- Modernization
 - Electronic Official Personnel Folders
 - Retirement System Modernization
 - Agency guidelines on-line

Small Business and Civil Rights

**Corenthis B. Kelley, Director
Office of Small Business and Civil Rights**

Agenda

- Outreach and Compliance Coordination Program (OCCCP)
- Small Business Program
- Comprehensive Diversity Management Plan (CDMP)
- Civil Rights Program

Outreach and Compliance Coordination Program

- Outreach Activities
 - Voted 2008 “Top Supporter” of HBCUs
 - Funded research leading to scientific breakthrough
 - Funded STEM activities for 300 students
 - MSIP showcased at President’s Advisory Board
 - Draft measures – office review pending

Outreach and Compliance Coordination Program

- Compliance Activities
 - Developed and implemented formal program
 - Progress in 10 subprogram areas
 - Conducted pre- and post-award compliance reviews
 - Monitored compliance of 57 recipients
 - Assisted offices in providing LEP support
 - Conducted POC orientation training

Small Business Program

- Strategies for Service Disabled Veteran Owned Small Business (SDVOSB) contracting
 - Pilot a mentor-protégé program
 - Increase outreach and external/internal training
 - Increase SDVOSB set-asides
 - Establish contract incentives
 - Increase contract opportunities

Comprehensive Diversity Management Plan (CDMP)

- CDMP measures
 - Non-retirement losses
 - Staff development
 - GG 13-15 feeder groups
 - Leadership positions
- Diversity awareness training

Civil Rights Program

- EEO complaints management
 - Monitor complaint trends
 - No backlog of complaints
 - ADR awareness
 - New tracking system
- Office assessments

Acronyms

ADR	Alternative Dispute Resolution
CDMP	Comprehensive Diversity Management Plan
EEO	Equal Employment Opportunity
GG	General Grade
HBCU	Historically Black Colleges and Universities
LEP	Limited English Proficiency

Acronyms

MSIP	Minority Serving Institutions Program
OCCP	Outreach and Compliance Coordination Program
POC	Point of Contact
SDVOSB	Service Disabled Veteran Owned Small Business
STEM	Science, Technology, Engineering, and Math

Closing