

**Process Review  
of  
State Highway Construction & Materials Project Staffing**

**REVIEW GUIDELINES**

(For: Project Office, Central Laboratory, District Offices)

<b>Review Date:</b>	<b>Review Location:</b>
<b>Personnel Met With:</b>	

**A) Current Process/Procedures for Determining & Assigning Staffing**

- ❖ What written procedures, guidelines, criteria (templates) are used to determine and assign the minimum/optimum numbers of construction and materials staff for:
  - The Project Construction Office?
  
  
  
  
  
  
  
  
  
  
  - The Central Materials Laboratory?
  
  
  
  
  
  
  
  
  
  
  - The District Office Construction & Materials Sections?
  
  
  
  
  
  
  
  
  
  
  - Individual construction Projects in each District?

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**A) Current Process/Procedures for Determining & Assigning Staffing (Continued)**

❖ What is the role & function of the Project Construction Office in Staffing Process?

❖ What is the role & function of the Central Laboratory in Staffing Process?

❖ What is the role & function of the District Office in Staffing Process?

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**A) Current Process/Procedures for Determining & Assigning Staffing (Continued)**

- ❖ What is the total number of active construction projects and number of construction and materials personnel for each year from 1995 thru 2000?

<b>Year</b>	<b># of Projects</b>	<b># of Construction Personnel</b>	<b># of Materials Personnel</b>
1995			
1996			
1997			
1998			
1999			
2000			

- ❖ What is the number of construction projects currently underway in each District for each Project Type?

<b>Project Types</b>	<b>District 1</b>	<b>District 2</b>	<b>District 3</b>	<b>District 4</b>	<b>District 5</b>
• Federal-Aid					
• Non Federal-Aid					
• Interstate					
• NHS < \$5 Million					
• NHS > \$5 Million					
• Non-NHS < \$10 Million					
• Non-NHS > \$10 Million					
<b>Total # of Projects:</b>					

- ❖ Based on current STIP, what is the number of projects anticipated in each District for Federal Fiscal Years FY-XX thru FY-XX?

<b>Federal Fiscal Year</b>	<b>District A</b>	<b>District B</b>	<b>District C</b>	<b>District D</b>	<b>District E</b>	<b>Total</b>













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**C. Recruitment & Retention of Qualified Construction & Materials Staff (Cont'd)**

- ❖ Is more training needed for construction & materials personnel?
  
- ❖ What type(s) of training is needed?
  
- ❖ How many construction and materials personnel have left Project Construction Office, Central Laboratory, or Districts in the past 1 Year; 5 Years; 10 Years?

Title	Grade	# of Personnel
<b>Number of Employees who left in past 1 Year</b>		
<b>Number of Employees who left in past 5 Years</b>		
<b>Number of Employees who left in past 10 Years</b>		

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**C. Recruitment & Retention of Qualified Construction & Materials Staff (Cont'd)**

- ❖ Is the number of construction and materials personnel who left an expected average due to retirement, health, or other “normal” attrition factors?
  
- ❖ Has there been an increase or decrease in number of personnel who left in the past 1 Year; 5 Years; 10 Years compared with previous years?
  
- ❖ How many employees have been hired or assigned to Project Construction Office, Central Laboratory, or Districts in the past (1 Year, 5 Years, 10 Years)?

Title	Grade	# of Personnel
<b>Number of Employees hired or assigned in past 1 Year</b>		
<b>Number of Employees hired or assigned in past 5 Years</b>		
<b>Number of Employees hired or assigned in past 10 Years</b>		