

# **Human Resource Initiative (HRI) Implementation Plan for Automated Tracking Method**

## **1.0 INTRODUCTION**

This plan was developed to support the implementation of a Classification Tracking Method for the Hiring Reform Initiative (HRI). The purpose of this plan is to outline the resources, tasks, schedule and costs necessary to implement the Classification Tracking Tool.

### **1.1 Overview**

Develop a method of tracking to follow the classification action from initiation to a final published PD (without using a FPPS action).

### **1.2 Scope**

A tracking solution is required to measure and monitor the new classification process. We need to track specific dates/milestones during the classification process to determine how successful center classifiers are in meeting goals. In addition, the reports capability will provide pertinent classification data to center HROs, managers and the agency classification program manager.

### **1.3 Resources**

In order to leverage existing resources and minimize efforts, a tracking solution will be added as new functionality in ePDS. Resources needed to implement this solution include development of system requirements, development work by the JSC technical team, and testing and implementation by the Agency and Center Classifiers.

### **1.4 Costs**

Utilize existing civil service and contractor support to develop and implement the tracking functionality in ePDS. The JSC Technical Team estimates that this development work will take 120 hours.

### **1.5 Schedule**

## HRI-PCPRT Classification Tracking Requirements

Develop a tracking solution to follow the classification action from initiation to a final published PD (without using a FPPS action).

### Requirements:

- No Paper – no manually entering on tracking sheets
- Automatically tracks, user does not need to enter dates, etc.
- Incorporate into ePDS - challenge to get this added to ePDS timely
- Consider HQs HRMIS or similar tracking system

### Track Data Fields:

Dates, PD number (Draft PD # vs. Active PD #), Title, series, grade, org, NCC, Admin POC/ supervisor, evaluator, classifier, PD publisher, and notes section

### Track Dates: (**bold** can be captured in ePDS)

- Date request for PD received – conversation Mgr/AO/HR (step 5/6)
- **Date PD initiated by Mgr/AO (step 8)**
- **Date HR is notified PD is in ePDS (supervisor signs) (Step 10)**
- **Date HR completes PD and evaluation statement (evaluator signs) (step 16)**
- **Date Higher level review completed and PD final (classifier signs) (step 21)**
- **Date PD published (step 24)**

### Reports: (NOTE - need to ask Centers what reports they currently pull)

- By PATCO
- By Certain Grades (high grades)
- By person (classifier)
- By org
- Engineering vs. administrative

### Questions:

- How to capture rejected PDs?
- Who can access reports?

## SCHEDULE

Tasks	Who	By When?	% Complete	Comments
<b>1. Develop ePDS system requirements</b>				
• Talk with Centers to determine which reports are needed/required.	Bobby			
• Vet final requirements with Classification Community	Dan C/Joan			
• Finalize System Requirements	HRI Team			
<b>2. Get Funding and approval from ePDS sponsors (Candy and Sherri)</b>				
• Schedule meeting with Candy and Sherri	Dan C/Joan			
• Present proposal for new ePDS enhancement				
<b>3. Add Tracking Solution to ePDS</b>				
• Determine prioritization for ePDS enhancements	ePDS Core Team			
• Determine schedule for development of functionality	ePDS Core Team			
• Develop functionality for tool	JSC Technical Team			
• Rapid Joint Development with ePDS community	ePDS community			
<b>4. Test and implement new ePDS functionality</b>				
• Test new functionality and correct bug fixes	ePDS community/ JSC Tech Team			
• Release to Production	JSC Technical Team			
• Implement and communicate	ePDS community			