

# Human Resource Initiative (HRI) Implementation Plan for Agency Classification Training

## 1.0 INTRODUCTION

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

## 1.1 Overview

Education and training on the classification principles and practices, the NASA Supplemental Classification system and the new classification process are needed for all Center HR Specialists. Centers lack funding and time to attend training; therefore, agency funded/sponsored training is recommended to support this solution.

## 1.2 Scope

### Proposed Classes by Audience:

1. Supervisor / Non-classifier HR Specialist
  - Basic classification / Position Management / PD writing / ePDS
  - Agency developed and presented by Center Classifier(s)
2. New HR Specialist
  - Attend USDA Graduate School Basic Classification
3. HR Specialist
  - Agency developed Basic / NSCS / Advanced Classification
    - Module based and possibly later Web-based in SATERN?
  - Train-the-Trainer Session for Senior Classifiers
  - Hold 3-4 times per year – rotate Centers or Wallops
  - Joan plus one Senior Classifier as instructors
4. Continue to utilize HR University for overviews / refreshers
5. Possible HRU Topics:
  - **Position Management – presented April 2010**
  - **How to Write/Develop a PD – presented June 2010**
  - Basic Classification Principles
  - Advanced Classification Topics
  - AST Definition and use
  - Appeals Process
  - Competitive Levels
  - ePDS

- FLSA
- Future of Classification
- NSCS History
- Re-organizations
- Statutory requirements

### **1.3 Resources**

This will require establishing a sub team to develop the approach for delivery and course materials. It will also require contractors to support the development of the training strategy, approach for delivery, packaging the materials into training courses, conducting TTT session for agency trainers, working with SATERN, etc.

### **1.4 Costs**

Utilize existing civil service support to develop approach and course materials. Obtain contractor support to support the development of the training strategy, approach for delivery, packaging the materials into training courses, conducting TTT session for agency trainers, working with SATERN, etc. The cost for the contractor support for this effort will need to be determined. Also consider printing costs.

### **1.5 Schedule**

## SCHEDULE

Tasks	Who	By When?	% Complete	Comments
<b>1. Establish Sub team</b>				
• Kick-off meeting				
• Establish regularly scheduled meetings				
<b>2. Develop Approach for delivery/courses</b>				
• Establish two tracks – HRU and classroom				
• Establish training schedule				
<b>3. Get funding and approval from OHCM for contractor support</b>				
• Schedule meeting with Sherri and Lisa				
• Present delivery approach to Sponsors				
<b>4. Leverage Existing Materials for content</b>				
• Request input from Centers on existing content				
• Review content, revise as needed				
• Revise outdated Agency developed course				
• Develop any needed new content				
<b>5. Develop Training</b>				
• Assemble content and draft training materials				
• Vet with Classification Community				
• Finalize training materials				
• Go to print				
• Investigate online training capabilities in SATERN				
<b>6. Implement Training</b>				
• Hold TTT session to train SMEs				
• Post training schedule in SATERN				
• Hold inaugural Classification course				