Human Resource Initiative (HRI) Implementation Plan for Updating Skills in NASA's Staffing and Recruitment Tool

1.0   INTRODUCTION

This plan was developed to address a concern voiced by hiring managers, subject matter experts and STARS users that it is very difficult to update grammar and local skills in STARS, NASA's staffing and recruitment tool. The purpose of this plan is to outline a repeatable process and document the resources, tasks, schedule and costs necessary to ensure STARS skills remain current to meet the hiring needs of the Agency.

1.1   Overview

Skills, and the logic behind the skills, that are in STARS, may not sufficiently include the changes in NASA's mission and the evolution in technology that has transpired since the initial system implementation. Additionally, there are changes to the type of work that is being done at NASA and the skills that are needed to accomplish the work. Though a process to update skills in STARS exists, hiring managers perceive the process to be lengthy and difficult.

The focus of this effort is to ensure that the skills in STARS reflect the current needs of the Centers and the Agency in order to capture the right people in the hiring process. The effort is not simply a one-time adjustment to the skills in the STARS system, but a work effort toward documenting a recurring process that is efficient, transparent and accessible.

1.2   Scope

This effort of updating skills in STARS will review the current process for efficient and identify skills across the Agency that need to be updated.

The effort will result in the following key deliverables:
- Identification of skills/grammar that need to be updated in STARS to meet Agency needs
- Proposed solution to ensure gaps, barriers, and approaches are identified and addressed for the on-going process of updating STARS Skills and grammar.
- Documented process for Updating Skills in STARS
- Communication Plan
- Implementation Plan

1.3   Resources

The following resources are essential to the success of this effort:
- Involvement of Center Representatives and SMEs as part of the improvement team
- Involvement and active participation of the STARS Administrator
- Contractor support to assist in the update process
- OHCM Leadership commitment

1.4   Costs

Costs associated with this solution are currently resourced by the Office of Human Capital Management, which include funding of the NASA STARS Administrator and Program Manager.

Additional costs required include line item funding for contractor support needed to address skills on an annual basis and any associated communications and marketing expenses.

1.5   Schedule

See attached

Hiring Reform Initiative
Solution #5: Examine and Revise Process to Update Skills in STARS
Implementation Plan

Tasks	Who	By When?	% Complete	Comments
Implementation Team: Co-Leads Susan Cotter and Dan Costello Additional Members: TBD. Team will include Members of the STARS User Community and NASA Hiring Managers				
1. Document current STARS Skills/Grammar update process a. Review documentation outlined by Goddard		June 30	75%	
2. Identify Additional Team Members a. Ensure Staffing community and Hiring Managers are adequately represented b. Group of Agency SME (– that are generalist within their field ---broader discipline expert vs. narrower expert)		On-going	75%	
3. Validate NASA STARS User Guide, Appendix G: Using Grammar.		On-going	75% initial validation	
4. Identify skills/grammar across the Agency that needs to be updated in STARS to meet Agency needs. a. Utilizes NASA Mission – High level Competency Definitions (What disciplines need to be drilled down?) b. Identify pilot : LaRC, HQ, JSC		TBD		
5. Add Additional Skills and Grammar to STARS a. Address immediate Center needs		October 30		
6. Propose solution to ensure gaps, barriers, and approaches are identified and addressed for the on-going process of updating STARS Skills and grammar.		November 30		Ongoing
7. Document the process (Updating Skills in STARS) and ensure: a. Clear & concise instructions regarding the skills/grammar process b. Promotes commonalities c. Allows local solutions d. Ensure adequate resources allocated		November 30		

Tasks	Who	By When?	% Complete	Comments
e. Identify ongoing funding requirement f. Identify "process owners" team				

8. Communication
  a. Develop a Communication Plan
  b. Identify Audience:
    i. System owners
    ii. Super Users
    iii. Hiring Mangers
    iv. Others-
  c. Implement the plan
		November 30		