Human Resource Initiative (HRI)
Implementation Plan for Manager/AO Quick Reference Guide (QRG)

1.0   INTRODUCTION

This plan was developed to educate Managers/AOs on the classification process through the development and implementation of a Manager/AO Quick Reference Guide (QRG) for the Hiring Reform Initiative (HRI). The purpose of this plan is to outline the resources, tasks, schedule and costs necessary to create, publish and distribute the Manager/AO QRG.

1.1   Overview

Education and communication on the importance of classification in the hiring process and an overview on the new classification process is needed for Managers and AOs. A Manager/AO QRG will facilitate the initial meeting between hiring managers and HR Specialists and guide the manager in creating the PD.

1.2   Scope

Proposed QRG will include:
- Checklist of required documentation to submit
- Overview of Position Management/Classification Process
- Guide for Writing PDs
- Basic information on different types of classification actions, e.g., career ladders, SODs, standard PDs, accretion of duties, etc.

1.3   Resources

This will require establishing a sub team to develop the content and contractor support to create, publish, and distribute the QRG.

1.4   Costs

Utilize existing civil service and contractor support to create, publish, and distribute the QRG. Also need to consider printing costs.

1.5   Schedule

SCHEDULE

Tasks	Who	By When?	% Complete	Comments
1. Establish Sub team				
• Kick-off meeting				
• Establish regularly scheduled meetings				
2. Leverage existing materials/content				
• Request input from centers on existing content				
• Review content, revise as needed				
• Develop any needed new content				
3. Develop QRG				
• Assemble content and draft QRG				
• Vet with Classification Community				
• Publish				
• Develop marketing/communication plan				
4. Distribute QRG				
• Marketing/Communication – in newsletters				
• Add to HCIE portal – Supervisory tab				
• Add QRG to ePDS references page				
• HR Specialists distribute QRG and brief at staff meetings				