HCMS Business Case:

- **Current Situation:**
  - Manual processes caused for redundancy and duplication

- **Pain-points**
  - Hiring activities take up to 20% of managers time
  - Managers do not understand what needs to be done
  - Managers end up with the wrong candidates

- **HCMS Objectives:**
  - Streamline & simplify the hiring process
    - Streamline business processes, removing those that are no longer relevant
  - Lessen the administrative burden on managers
  - Free up ~17 *staff years*, allowing redirection of productivity to mission-related work
PD Express (PDX) is an automated, web-based tool that managers can use to create and store position descriptions.

Job Announcement Express (JAX) is an automated, web-based tool that managers can use to create and store job announcement components (such as Job Analyses, Job Questionnaires and Category Ratings).

Workforce Planning Dashboards provide managers with instant access to their workforce demographics, projected retirements, and workforce changes in their organization.

Organization Chart Express (OCX) is an automated, web-based tool that was developed for the Service’s managers to automate and streamline the process of developing and maintaining Organization Charts.
Module

- PD Express (Avail: 08/2011)
- Job Announcement Express (Avail: 12/2013)
- Workforce Planning Dashboard (Prototype using in-house tools: 08/2014)
- Organization Chart Express (Avail: 03/2016)
- Performance Appraisal Tool (Future Scope)

Goals

- 115 days to 10 days
- 60 days to 10 days
- Real time information to Managers
- Automate chart creation & create position hierarchy
- Fix broken Performance Appraisal process
HCMS: What You Can Expect

- Technology Improvements
  - Reduction in *rework* and increase in readily-available product samples
  - **Visibility** & **integration** with down-stream, next steps in hiring process
  - Opportunity to better leverage *existing* information

- Process Improvements
  - Reduction in loss of “*best resources*” due to duration of hiring process
  - Culture changes in the hiring process
    - Creation of *business rules* and enforcement of *time limits*
    - Better control over the product being delivered
HCMS: Workforce Planning Dashboard

- Simplifies the process of providing key metrics of present, past and future workforce add value to managers and HR
- Easy access to Workforce Profile data to answer quick, high level questions
- Historical attrition and retirement eligibility data provides insight to the future
- Inventoried competencies highlight future vulnerabilities
- Hierarchical functionality gives managers and executives visibility into workforce and in-progress hiring actions
• **Automates and standardizes** the development of organizational charts and maintains an up to date record of all organizational charts across the Service.

• Fast and accurate creation and updating of Organization Charts using FPPS data and process standardization

• **Repository** of signed approved organizational charts for all FWS Org Codes

• Easy access to Organization Charts and information to support yearly submission requirement

• Accurate information for **forecasting multiple scenarios** such as; budget planning, decision-making for hiring actions, physical moves, & office space planning

• Provides access to **Executive level** Organization Charts

• Supports disaster recovery though easily accessible **reporting** system that provides current list of FWS employees and contact information
WFP Dashboard: Historic Data Screen

- Trends in FTEs and Separations
- Separations by Years of Federal Service
- High Turn Over - Top 5 by Percent
- Separations By Mission Type
WFP Dashboard: Forecasting Screen
- Pilot at Chesapeake Bay
- Managers identified demand for science competencies and SHC work processes
- Employees surveyed
- FPPS data used to show vulnerabilities of competencies/work processes lost due to retirement eligibilities
Next Steps

- Single Portal Page that provides Organizations access to:
  - PD Express
  - Job Announcement Express
  - Workforce Planning Dashboard
  - Organization Chart Express
  - Performance Management
  - Competency Management
Thank You!