



Human Capital Management System (HCMS) Overview – June 2018



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



HCMS: Module Definition

- **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.



HCMS Modules

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



HCMS: Organization Chart Express

- **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 through easily accessible **reporting** system that provides current list of FWS employees and contact information



WFP Dashboard: Historic Data Screen



U.S. Fish and Wildlife Service

HUMAN CAPITAL MANAGEMENT SYSTEM

[Home](#)

Logged in as:
Pamela Sirotzky

Member of:
System Administrator
Organizations

FWS Service-wide

Submit

Data as of Pay Period:
201505

[Home](#)

[Workforce Profile](#)

Historic Data

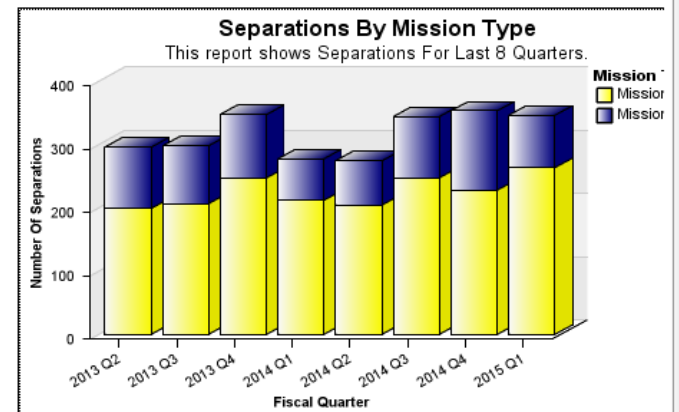
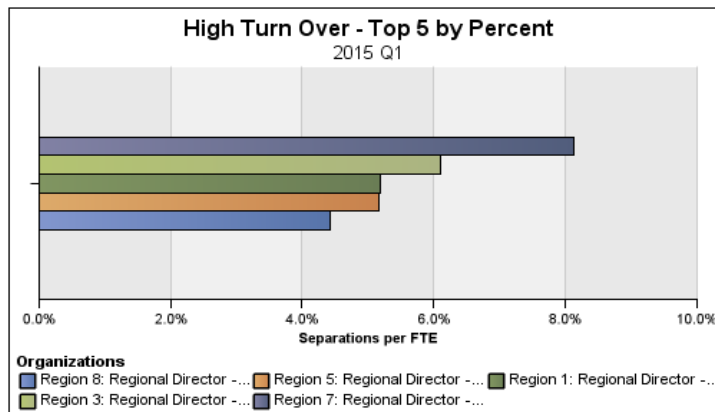
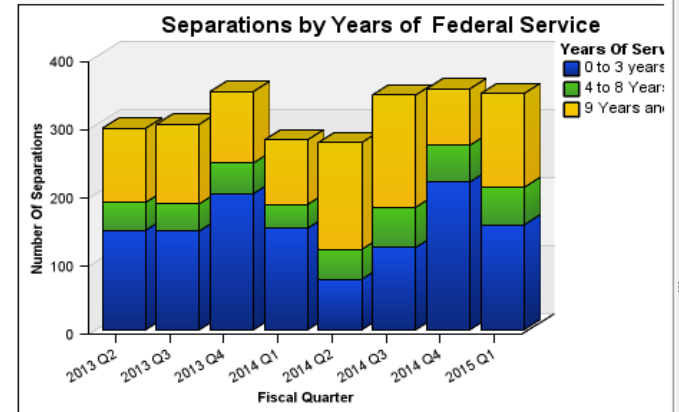
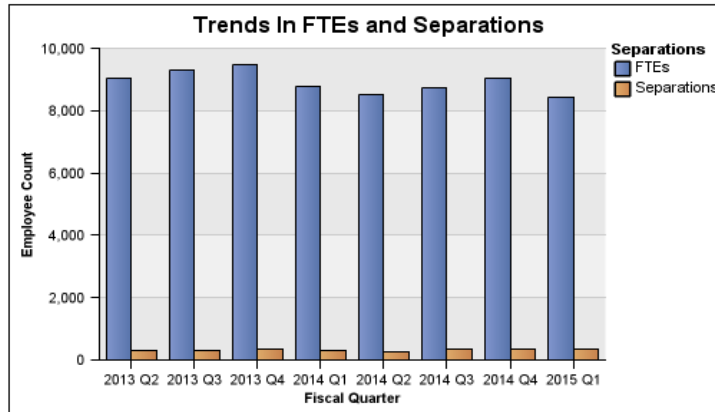
[Forecasting](#)

[Promotion Data](#)

[Performance](#)

FWS Service-wide

This View Displays: All Employees in the Director's Office and all Regions below the Director. (Note: each Region can be expanded to see the Programs and Field Stations under each RD)





WFP Dashboard: Forecasting Screen

Home | Workforce Profile | Historic Data | **Forecasting** | Promotion Data | Performance

FWS Service-wide

This View Displays: All Employees in the Director's Office and all Regions below the Director. (Note: each Region can be expanded to see the Programs and Field Stations under each RD)

Retirements: Eligibility vs Separations

Type

- Retirement Eligible
- Separations - Retirements

Employees Retirement Eligible by Grade

Grade

- Entry Grade 1 - 10
- Mid Grade 11 - 13
- High Grade 14 - 15

Employees Staying After Retirement Eligibility

Years After Retirement Eligibility

- 0 to 3
- 4 to 8
- 9+

Employee Years of Service by Retirement Eligibility Date

Employees in a Mission Support Occupational Series

Eligibility Status

- Eligible Now
- Next 05
- Next 10
- Next 15
- Next 20
- Next 25
- Next 30
- Next 31 or More
- Eligible Now

Employee Years of Service by Retirement Eligibility Date

Employees in a Mission Direct Occupational Series

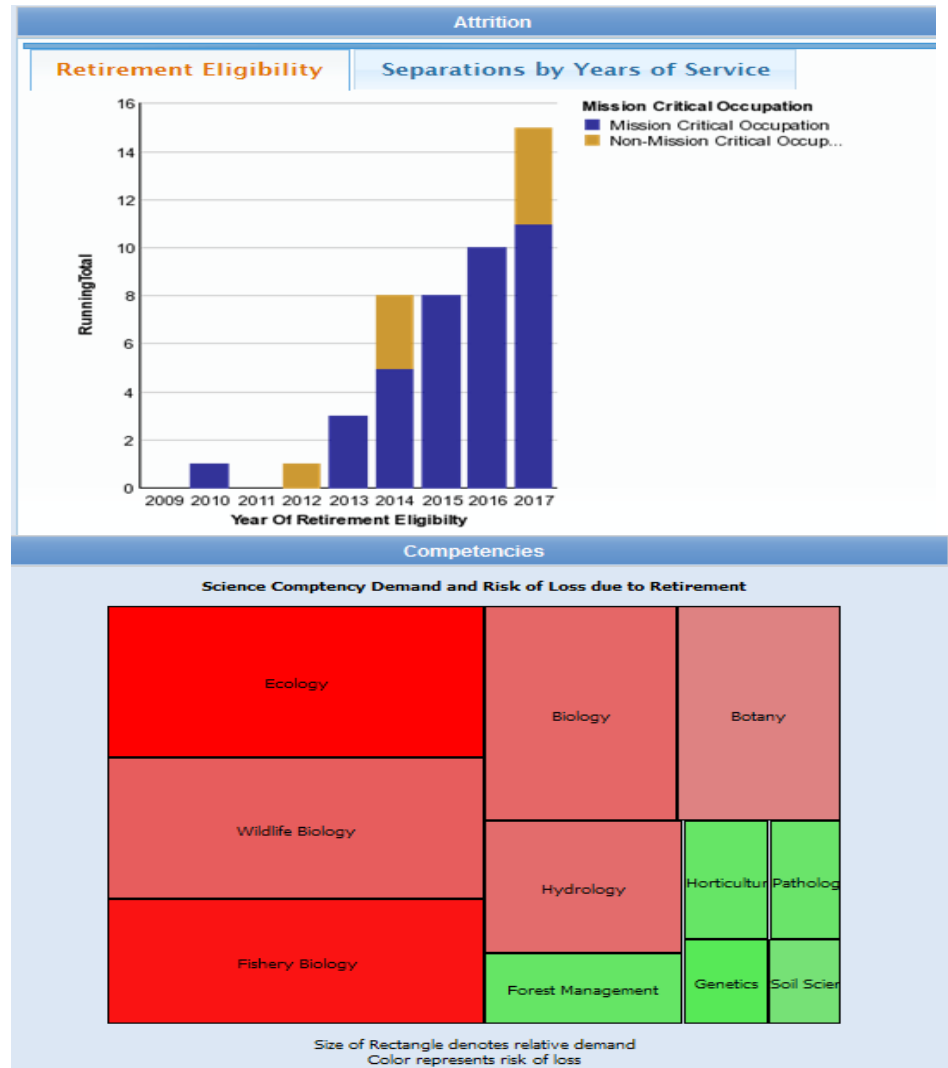
Eligibility Status

- Eligible Now
- Next 05
- Next 10
- Next 15
- Next 20
- Next 25
- Next 30
- Next 31 or More
- Eligible Now



Workforce Planning & Competency Mgmt

- 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!