



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members
From: Jan M. Oncken
Date: August 15, 2003
Re: Summary of Human Resources Activities

The following highlights the work performed by Human Resources since the last Authority meeting.

Recruitment, Screening and Hiring

Activities in this area were severely limited due to Executive Order Number 1 (2003) freezing all hiring and promotions. Personnel Action Request Forms were submitted to the Office of Management and Budget (OMB) and the Governor's Office during the previous three months requesting exceptions to the freeze. Approval has been received to fill some vacant positions.

- Provided new executive director, Lori Levin, with orientation and benefit materials.
- Hired two new employees in the Information Systems Unit and the Office of Fiscal Management.
- Processed four lay-offs due to budget reductions (including one staff member from the Office of Human Resources).
- Processed one voluntary reduction.
- Processed four resignations.

Employee Benefits

- Input over 30 benefit choice changes on Central Management Services' (CMS) computerized insurance system for FY2004.
- Worked with several staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Processed all WageWorks deductions for staff enrolled in this transportation benefit. Continued working with CMS and WageWorks to provide this benefit for full-time contractual employees.
- Provided 2 staff members with disability and family leave information. Processed all related medical/administrative paperwork.

- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

Salaries & Compensation

- Advised affected staff not covered by the AFSCME contract that they would not be receiving the 4% COLA July 1st and would begin contributing 4% of their salary for the employee portion of retirement previously paid for by the State.
- Continued bi-monthly payroll processing for 100 employees.
- Input FY2004 appropriation account codes on computerized payroll system.
- Issued time balance reports monthly to payroll and contractual employees.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Continued distribution of petty cash.
- Processed wage garnishments and other involuntary wage deductions.

Equal Employment Opportunities

- Prepared and submitted 4th quarter and Annual EEO reports for the Department of Human Rights (DHR).
- Met with liaison from DHR regarding 1st, 2nd and 3rd quarter EEO reports.
- Provided CMS with the EEO-4 report detailing non-code employees at the Authority.
- Completed adverse impact analysis submitted to DHR and CMS along with layoff plan.
- Begun preparation of FY2004 Affirmative Action Plan.

Staff Development & Training

- Staff attended a “Lunch & Learn” training session regarding team building by CMS.
- Coordinated newly mandated Rutan training for new supervisors and all previously certified interviewers.
- Coordinated sexual harassment training for employees.
- Provided staff with access to the CMS Job Posting System that details vacant positions throughout the State.
- Investigated and recommended management training for new supervisors.
- Researched on-line courses available as well as new management training classes being offered through New Horizons.
- Counseled supervisors on progressive discipline procedures.
- Provided information and processed tuition reimbursement for several staff.
- Continued to provide staff with development tools now available in library for use.

Other Miscellaneous Projects

- Worked with executive staff on transition materials for the new executive director and chairman.

- Provided Authority staff and CMS with information regarding bargaining unit personnel currently not covered by the AFSCME contract. Several meetings ensued regarding union coverage of these titles.
- Submitted detailed information to CMS regarding personal services contracts in relation to the AFSCME grievance.
- In conjunction with the Office of Fiscal Management, produced and distributed over 30 personal services contracts for FY2004.
- Continued to provide the new Administration with personnel information as requested.
- Worked with CMS classifications personnel to 4(d)(3) exempt two Associate Director positions.
- Completed final layoff package and provided laid-off employees with information regarding unemployment, insurance and some out-placement assistance.
- Contacted personnel officers at other Chicago state agencies to inquire about possible employment for laid-off employees.
- In conjunction with the Office of Fiscal Management, finalized personnel line budgets for FY2004 including all reductions and savings initiatives.
- Met and provided outside audit firm staff with personnel and payroll data to be reviewed in relation to the Authority's biennial audit.
- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Met with employees and supervisors when performance evaluations were disputed. Clarified issues and objectives for the next performance period.
- Continued background checks and fingerprinting for all new employees.

Reports

The following reports were prepared and submitted by HR staff:

- End of the month headcount and staff salary information distributed to executive staff.
- Office of Management and Budget Headcount Tracking Form submitted to our Budget analyst monthly.