

# PROGRESS REPORT

**Working Group Name:** Liaison Network Centralization

**Working Group #:** 33

**Chair:** Damon Slaydon

**Date:** March 23, 2022

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## **Update on Actions Taken Since Last Report:**

3/8/22 Working Group met and discussed:

- Staffing methodology: Cooperative effort between WG31 and WG33, along with Finance's WG26, to convene a small focus group to develop a survey intended to go to HR liaisons and their leaders. Draft is expected the week of 3/21 and will be shared with WG31 & WG33 prior to sharing it with focus group.
- HROE communication campaign
- Transitional strategies
- HROE new job family and its crosswalk to map over existing staff into the new titles

Members were asked to email a list of offered "Best Practices" to be considered for adoption and inclusion in the new training for the HR service professionals.

## **Next Major Issue to be Addressed:**

- Begin to gather information (from the survey) to solidify the staffing methodology & transitional strategies
- Convening a cooperative focus group with Finance WG#26 to issue a combined survey to employees and leaders to gauge business and HR duties/responsibilities for proper sorting and work assignments. This will allow us to get more detail, as well as ask the employees what they think and want.
- Communication plan
- Identifying practices that are best, and those that are unique
- Location of personnel
- Technology
- Training (see WG#32)

## **Problems or Barriers Encountered and Solutions Identified:**

Members continued to share concerns for HR staff being physically relocated away from the departments that currently employ them; strong sense that HR employees need to be embedded with the units they service.

- Discussed further the dotted line/solid line relationships.

- Members and constituents shared concerns with the division of services between finance and operations, which are rooted in long standing traditional execution of these functions being performed by a single individual and now must be separated.

**Deliverables Completed:**

3/23/22          Communication plan has been developed and is currently in use.

**Timeline for Completion of Remaining Deliverables:**

3/31/22	Finalize the draft of anticipated services to be delivered
3/31/22	Identify processing practices best for adoption & provide information to WG#32
3/31/22	Finalize the proposed organizational structure with specific service units
4/1/22	Finalize the staffing methodology & transitional strategies
4/30/22	Finalize the list of technology and space needs
4/30/22	Identify individuals to transition from various units to HROE structure
5/31/22	Customer access/ Service delivery model
6/1/22	Training & job shadowing begins for HR Service Hub professionals