



Commission Briefing on Equal Employment Opportunity (EEO) and Workforce Planning

**Office of Human Resources
Office of Small Business and Civil Rights
May 28, 2008**

Agenda

- **Critical Skills Staffing**
- **Training and Development**
- **Employee Satisfaction**
- **Business Process Improvements**
- **Small Business and Civil Rights**

Critical Skills Staffing

**James F. McDermott, Director
Office of Human Resources**

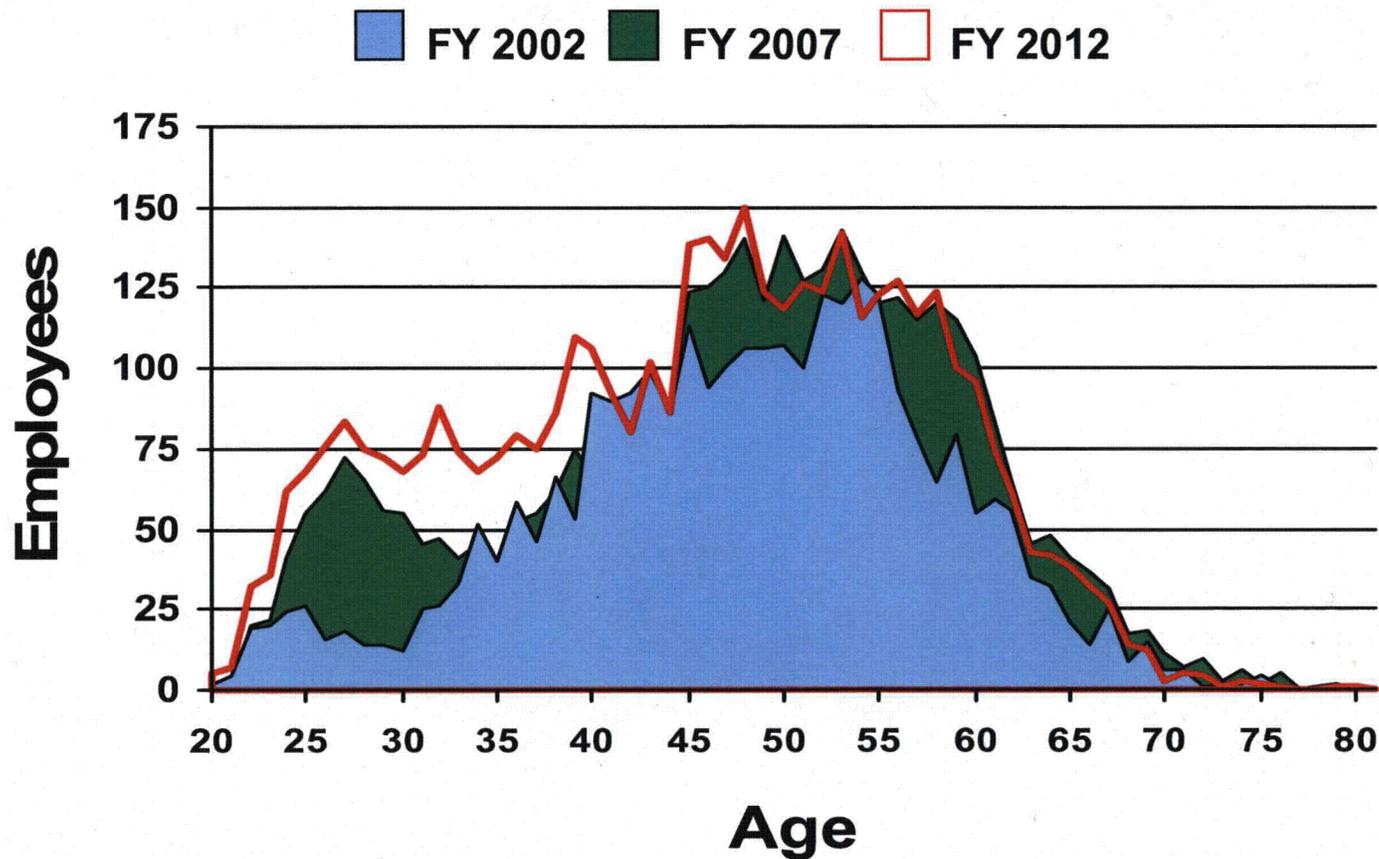
Critical Skills Staffing

- Increasingly competitive environment for highly skilled individuals
- Different workforce demographics
- Workforce expectation for increased flexibilities and worklife benefits
- Additional tools available to attract and retain employees

Critical Skills Staffing

- Critical Skills Needs
 - Engineering (Digital Instrumentation & Control, Materials, Risk & Reliability)
 - Construction Specialties (Structural, Welding, Concrete)
 - Health Physics
 - Administrative Management Skills (Information Technology, Cyber Security, Acquisition)

Age Distribution of Permanent Employees



Training and Development

**Kathy Halvey Gibson, Associate
Director for Human Resources
Training and Development**

Training & Development

- On-line learning at the desktop
- Enhanced tools for instructor-led training
- Simulation capability for new reactor designs
- Leadership academy

**Employee Satisfaction
Business Process Improvements**

**Miriam Cohen, Deputy Director
Office of Human Resources**

Employee Satisfaction

- Meaningful and challenging work
- Quality supervision
- Flexible work environment
- Amenities
- More varied and immediate awards
- Upward, peer and customer/stakeholder feedback

Business Process Improvements

- Streamlined hiring process
 - Simpler application process
 - Automated rating and ranking
 - Lean Six Sigma improvements
- Modernization
 - Electronic Official Personnel Folders
 - Retirement System Modernization
 - Agency guidelines on-line

Small Business and Civil Rights

**Corenthis B. Kelley, Director
Office of Small Business and Civil Rights**

Agenda

- Outreach and Compliance Coordination Program (OCCP)
- Small Business Program
- Comprehensive Diversity Management Plan (CDMP)
- Civil Rights Program

Outreach and Compliance Coordination Program

- Outreach Activities
 - Voted 2008 “Top Supporter” of HBCUs
 - Funded research leading to scientific breakthrough
 - Funded STEM activities for 300 students
 - MSIP showcased at President’s Advisory Board
 - Draft measures – office review pending

Outreach and Compliance Coordination Program

- **Compliance Activities**
 - Developed and implemented formal program
 - Progress in 10 subprogram areas
 - Conducted pre- and post-award compliance reviews
 - Monitored compliance of 57 recipients
 - Assisted offices in providing LEP support
 - Conducted POC orientation training

Small Business Program

- Strategies for Service Disabled Veteran Owned Small Business (SDVOSB) contracting
 - Pilot a mentor-protégé program
 - Increase outreach and external/internal training
 - Increase SDVOSB set-asides
 - Establish contract incentives
 - Increase contract opportunities

Comprehensive Diversity Management Plan (CDMP)

- CDMP measures
 - Non-retirement losses
 - Staff development
 - GG 13-15 feeder groups
 - Leadership positions
- Diversity awareness training

Civil Rights Program

- EEO complaints management
 - Monitor complaint trends
 - No backlog of complaints
 - ADR awareness
 - New tracking system
- Office assessments

Acronyms

| | |
|-------------|---|
| ADR | Alternative Dispute Resolution |
| CDMP | Comprehensive Diversity Management Plan |
| EEO | Equal Employment Opportunity |
| GG | General Grade |
| HBCU | Historically Black Colleges and Universities |
| LEP | Limited English Proficiency |

Acronyms

| | |
|---------------|--|
| MSIP | Minority Serving Institutions Program |
| OCCP | Outreach and Compliance Coordination Program |
| POC | Point of Contact |
| SDVOSB | Service Disabled Veteran Owned Small Business |
| STEM | Science, Technology, Engineering, and Math |

Closing