



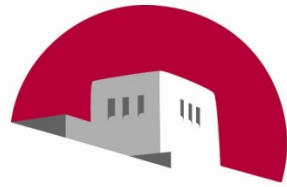
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# HR Process Improvement Forums

May 12 & 14, 2015

# Agenda

- HR Division Updates
- HR Staff Updates
- Compensation Updates
  - Minimum Qualifications – Calculating Tool
  - Accounting and Finance Study Update
- Leadership Program Reboot
- Half Day New Employee Orientation

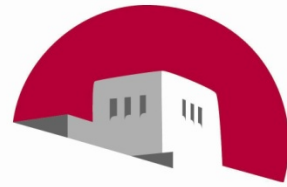


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# HR Division Updates

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# HR Staff Updates

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# Welcome

- Rose Ann Casale
  - Sr. HR Tech – Benefits

# Farewell

- Dawn LaFleur
  - Benefits/Retirement



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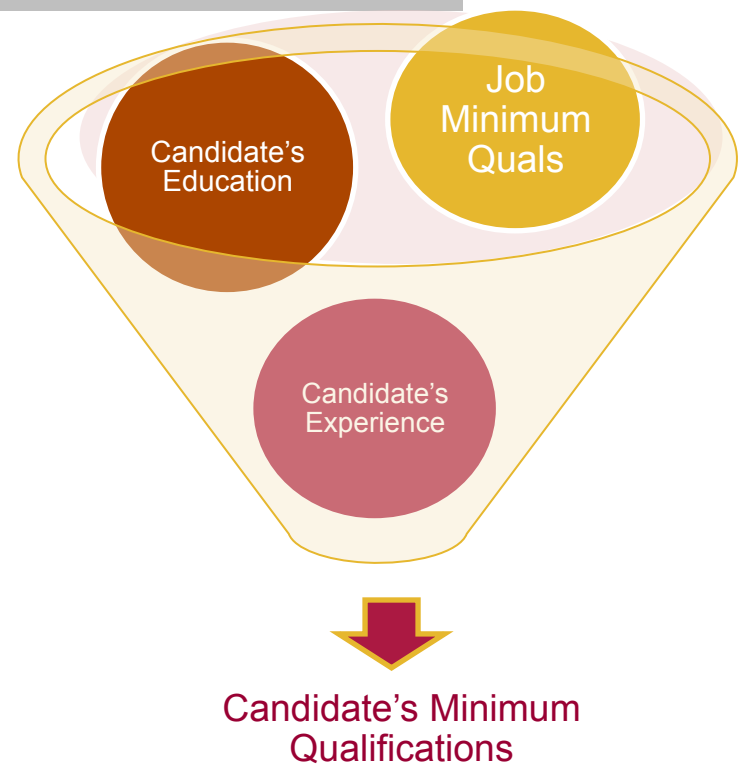
# Compensation Updates

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**Anelisa Simons**  
Sr. Compensation Specialist

# Minimum Qualifications Tool

- This is a pilot version
- It's just a tool, not a required document
- It's meant to make your life as a hiring manager a bit easier
- We'd like your feedback





# Accounting and Finance Study (grade alignment):

PCLS	Title	Current Grade	Proposed Grade
<b>B3001</b>	Accountant 3	13	13
<b>B2001</b>	Accountant 2	11	12
<b>B1001</b>	Accountant 1	10	11
<b>B4012</b>	Sr Fiscal Services Tech	10	11
<b>B1012</b>	Fiscal Services Tech	08	09

Any grade modifications will be market-based and not the result of reclassifications. This means that such changes, **will not, per UNM policy, trigger pay increases** for individual employees **except** in those unique circumstances in which an employee's salary rate falls below the minimum of the new pay range. The identified impact of this review on departmental budgets is minimal.

Target implementation date: August 1, 2015

# Questions?

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# Leadership Program Reboot

**Cameron Goble**

**Shary Tompkins**

Employee & Organizational  
Development (EOD)

# The Programs

## Management Academy

- For aspiring or current leaders
- Cohort program with selected participants
- 18-24 graduates per session

## Passport to Leadership

- For current leaders only
- A la carte program with a few parameters
- Unlimited graduates

# The Situation



# The Work

- Leadership Program Reboot Project/Team
- Needs analysis (ours & clients')
- Benchmarked peers
- Analyzed & separated content

# The Big Breakthrough

We realized how leadership classes could be grouped together by core topics (sets of competencies):

- Developing Style & Managing Relationships
- Planning & Operations
- Following Mandates
- Adapting to Differences & Moving Forward
- Reaching Out to Resources & Allies
- Seeing the Big Picture

# The Big Breakthrough





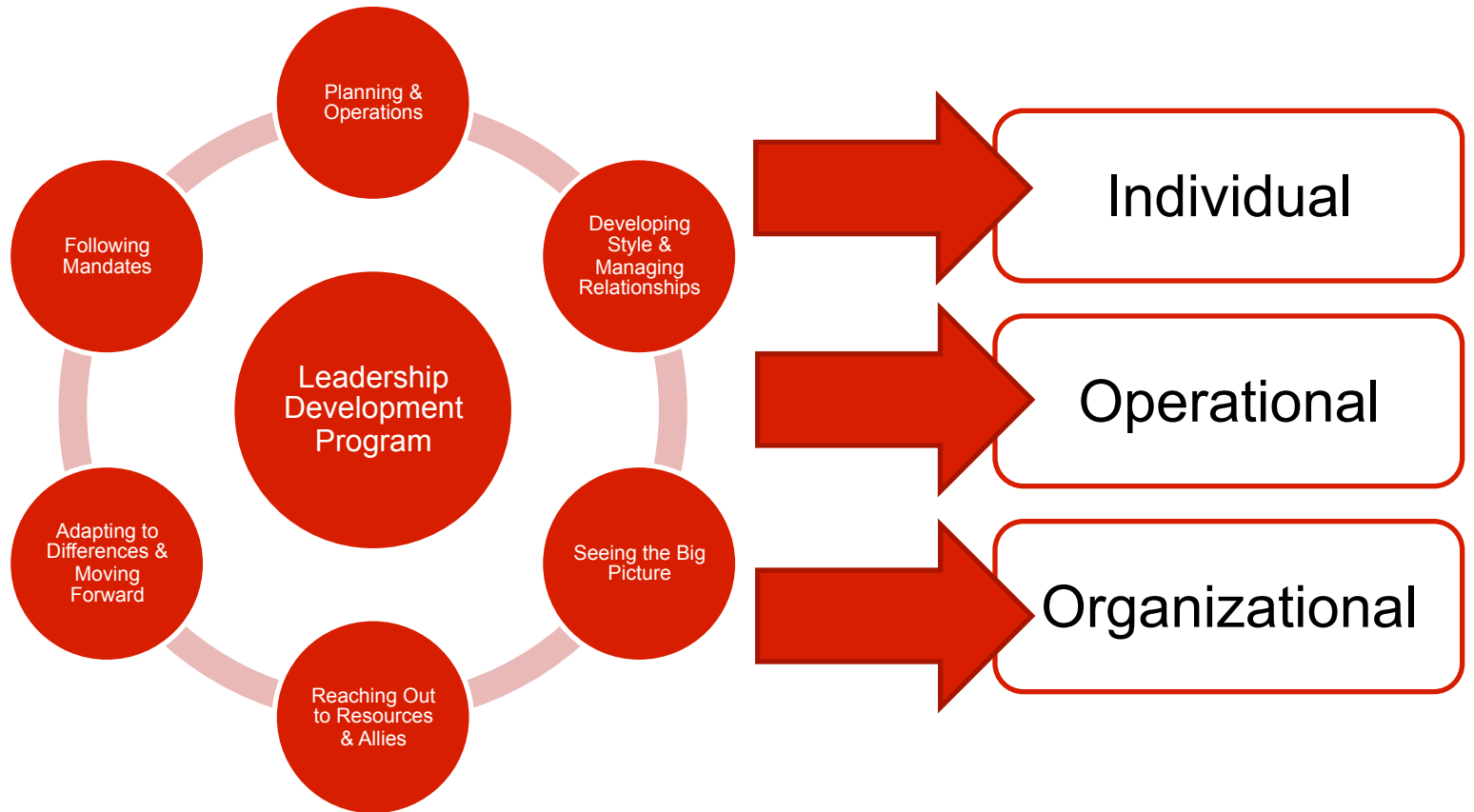
# Leadership Development Framework

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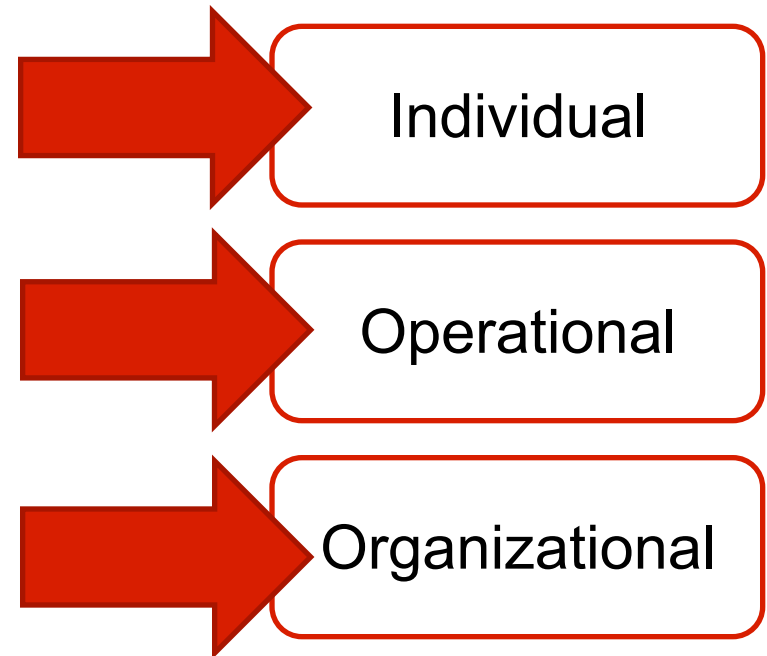
# The Solution

- Aligned content to framework
  - Identified gaps
- Presenting proposed solution to clients





Planning &  
Operations



# Planning & Operations

## Competencies, KSA

### Individual

- Manage time
- Prioritize work tasks
- Collaborate with co-workers
- Demonstrate personal accountability
- Describe roles on a team
- Set personal goals
- Use productivity tools (calendar, to-do, spreadsheets)

### Operational

- Interpret & execute a strategic plan
- Build & lead a team
- Measure team performance
- Track resources

### Organizational

- Create a strategic plan
- Budget & assign resources

# Planning & Operations

## Classes

Individual	Licensed content	In-house, Lynda, or quick to build
Operational	<ul style="list-style-type: none"><li>• <i>Time Management</i></li><li>• <i>7 Habits of Highly Effective People</i></li></ul>	<ul style="list-style-type: none"><li>• Budgeting 101</li><li>• Excel</li><li>• Outlook Calendar</li><li>• Intro to SMART goals</li><li>• <i>Teamwork: What's My Contribution?</i></li></ul>
Organizational		<ul style="list-style-type: none"><li>• <i>Decisions, Results, and Accountability</i></li><li>• <i>Leading Productive Teams</i></li><li>• Working with a UNM Budget</li><li>• Understanding /Enacting a Strategic Plan</li></ul> <ul style="list-style-type: none"><li>• Creating a Strategic Plan</li></ul>

# The Next Steps

- Pilot & tweak content
- Passport to Leadership continues
- Management Academy 2015-2016 hold
- Launch refreshed program
  - Early 2016

# The Benefits





# The Icing



# Questions? Contact EOD

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Employee & Organizational Development

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## Half Day NEO

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Employee &  
Organizational  
Development (EOD)

# Half Day NEO

- When: Effective July 1, 2015
- Why Change:
  - Participant and non-participant feedback
  - Best Practices
  - Focus NEO on new hire immediate needs

# Half Day NEO

- When: Mondays, 8:00am -12:30pm
  - Focus agenda topics
  - Add 30 minutes for additional Benefits assistance
  - Eliminate 3 hours for required Training
    - Online training complete 30 days from orientation date
  - Include onboarding checklist
  - Employee returns to hiring department by 1:30pm

# Questions? Contact EOD

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