

**ADVISORY GROUP ON** Civil Service and Employee Benefits **PROPOSAL #:** AGCS # 36  
**SUBJECT:** Workforce management **DATE ADOPTED BY ADVISORY GROUP:** November 23, 2009  
**COMMISSION ACTION:** ADOPTED **DATE:** December 1, 2009 **RECOMMENDATION #:** 185

**RECOMMENDATION:** By February 1, 2010, the Department of State Civil Service should hold mandatory education and training for all upper level management (whether classified or unclassified) and human resources staff of executive branch agencies to inform or refresh them regarding the current rules and procedures for layoffs, layoff avoidance measures, salary flexibility, and other workforce management tools. By March 15, 2010, the Department of State Civil Service and the upper level management, whether classified or unclassified, and human resources personnel of each agency should schedule and hold in-depth discussions regarding the particularized personnel needs of the agency and the tools, processes, and rules by which Civil Service can help the agency meet those needs. To the extent the current practices of Civil Service do not meet the needs of the agency, Civil Service should consider rules changes.

Summary Description/Nature of Change	Key/Implementation Responsibilities	Need	Action Needed	Benefit/Saving	Done/ Study
By February 1, 2010, the Department of State Civil Service should hold mandatory education and training for all upper level management (whether classified or unclassified) and human resources staff of executive branch agencies regarding the current rules and procedures for layoffs, layoff avoidance measures, salary flexibility, and other workforce management tools. By March 15, 2010, the Department of State Civil Service and the upper level management, whether classified or unclassified, and human resources personnel of each agency should hold in-depth discussions regarding the particularized personnel needs of the agency and the tools, processes, and rules by which Civil Service can help the agency meet those needs. To the extent the current practices of Civil Service do not meet the needs of the agency, Civil Service should consider rules changes.	The Department of State Civil Service; agencies	To provide education and information sufficient for optimal utilization of State Civil Service rules by agencies; to provide for ease in reduction in force should it become necessary.	Agency and department actions	Smooth implementation of reduction or elimination of programs as the agencies continue to streamline their operations; ease of implementation of any reduction in force.	