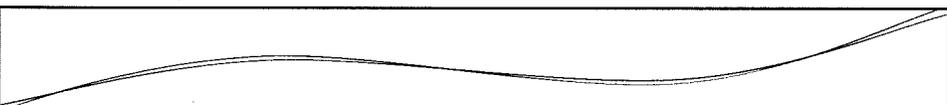


HUMAN RESOURCES FOR SUPERVISORS

1



MODULE 1

The Supervisor as Human
Resources Manager

2

Purpose & Scope

To prepare supervisors for their Legal and Regulatory Responsibilities



In this course we will :

- Discuss multiple personnel pay systems
- Discuss concepts covering the 2 predominant pay systems in Department of the Army
- Lead you through the maze of civilian human resource management

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Learning Objectives

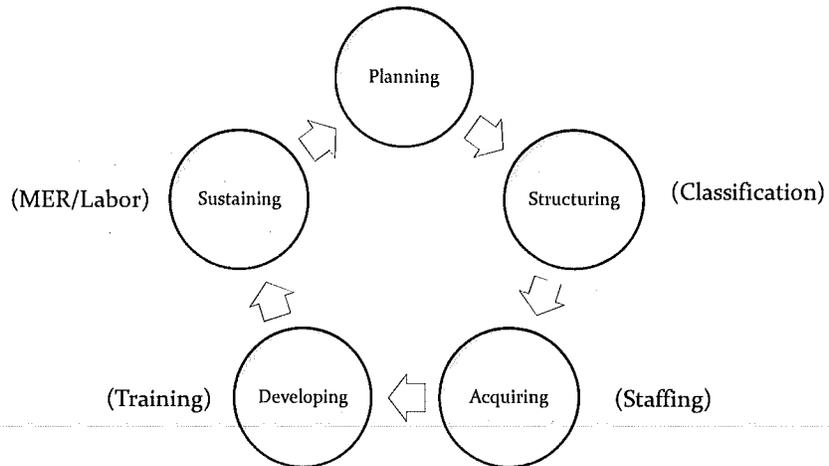
After completion of this lesson, participants will be able to:

1. Identify Civilian Human Resource Management (CHRM) Life Cycle functions
2. Explain each supervisor's responsibility and accountability for compliance with the Merit Systems Principles and Prohibited Personnel Practices
3. Identify overall responsibilities and functions of Civilian Personnel Advisory Centers and CHR Regional Processing Centers
4. Explain the purpose and benefits of the Strategic Recruitment Discussion
5. Access web-based sources of HR information and automated HR tools



4

Civilian Human Resources Management Life Cycle



5

Planning the Work

- Planning - first phase of the Civilian Human Resources Management Life Cycle
- President's Management Agenda - develop a plan to address the strategic management of human capital
- Almost any event that happens in your organization impacts your HR management responsibilities

What kind of events have an impact on managing your human resources?



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Merit System

MERIT SYSTEM PRINCIPLES AND PROHIBITED PERSONNEL PRACTICES WHERE DID THEY COME FROM?

Merit System Principles were established in law by the Civil Service Reform Act of 1978.

- In the late 1800's, the Pendleton Act established procedures for ensuring that selections for certain federal jobs would be based upon open competition, and free from political coercion.
- Primarily, these early references to a merit system were based on a desire to eliminate the "spoils system" of providing federal jobs to those who supported newly elected presidents.

Prohibited Personnel Practices are derived from the Merit System Principles.

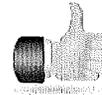
- They identify specific practices to avoid when taking personnel actions in order for your action to be in compliance with the Merit System Principles.



Merit System

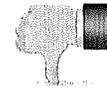
What are Merit System Principles?

- The Merit System Principles provide the code of conduct you should follow when you take a personnel action.



What are Prohibited Personnel Practices?

- Prohibited Personnel Practices are those practices that you must avoid when taking personnel actions in order to uphold the Merit System Principles.
- As with the Merit System Principles, Prohibited Personnel Practices are also established in law.



Merit Principles

1. Recruit, select, and advance on merit after fair and open competition.

2. Treat employees and applicants fairly and equitably.

3. Provide equal pay for equal work and reward excellent performance.

4. Maintain high standards of integrity, conduct, and concern for the public interest.

5. Manage employees efficiently and effectively.

6. Retain or separate employees on the basis of their performance.

7. Educate and train employees if it will result in better organizational or individual performance.

8. Protect employees from improper political influence.

9. Protect employees against reprisal for the lawful disclosure of information in "whistleblower" situations.

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Prohibited Personnel Practices

• Illegally discriminate for or against any employee/applicant

• Solicit or consider improper employment recommendations

• Coerce an employee's political activity

• Obstruct a person's right to compete for employment

• Influence any person to withdraw from competition for a position

• Give unauthorized preference or improper advantage

• Employ or promote a relative

• Retaliate against a whistleblower, whether an employee or applicant

• Retaliate against employees or applicants for filing an appeal

• Unlawfully discriminate for off duty conduct

• Violate any law, rule, or regulation which implements or directly concerns the merit principles

• Knowingly violate veterans' preference requirements

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Recent Relevant Cases

Special Counsel, Petitioner, v. Richard F. Lee, Diane L. Beatrez

MSPB ordered suspension of two Coast Guard Human Resource Specialists for violating Prohibited Personnel Practice #6 - granting a preference or advantage to an applicant for the purpose of improving his prospects of obtaining a promotion to a supervisory position

- HR Specialist (Lee) suspended for 45 days
- HR Specialist (Beatrez) suspended for 10 days
- What did they do? Specialists cancelled a series of vacancy announcements and re-advertised the position three times in an attempt to ensure management's name request would receive consideration

Federal Court Case

NASA HR employee (Patricia Biondillo) pled guilty in Federal Court to using her official position to secure and advance husband's employment at the Langley Research Center (violating 5 Prohibited Personnel Practice #7).

- HR Specialist faces maximum penalty of one year in prison and a \$100,000 fine.
- What did she do?
 - ❖ Used non-public information concerning a job opening to introduce her husband's resume to the selecting official.
 - ❖ Failed to disclose her relationship to the prospective employer.
 - ❖ Pressured university officials to expedite her husband's admission and therefore, employment at Langley.

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Customer Service vs Merit Principles

Where do you draw the line between good customer service and a prohibited personnel practice?

At the point where the recruitment process becomes focused on an individual instead of the general applicant pool

When recruitment requirements are modified to accommodate a specific candidate

When legitimate candidates are discounted because "the candidate" is not found qualified or reachable

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Name Requests

Is a name request a prohibited personnel practice?

No. A name request, if eligible for non-competitive placement, facilitates filling the position and negates the need for competitive recruitment.

No. When indicating a name request for a DEU announcement, the name request can be used for tie-breaker purposes.

No. If management and HR specialist work together to determine what is required of the position and what skill set is needed to ensure highly qualified candidates, without regard to the qualifications of the name request, this is typically not a violation.

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Name Requests

When can a name request become a prohibited personnel practice?

When skills and experience requirements are designed based on the specific experience/skills of the name request.

When management fails to seriously consider referred candidates when name request was not referred or within reach.

When repeated recruitment is conducted and/or processes modified to enable the specific name request to be referred and/or reachable

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Summary – Merit Principles & Prohibited Practices

- Be aware of your responsibilities in complying with Merit System Principles and avoiding Prohibited Personnel Practices
- Think before you act
- Consult HR and other advisors (EEO, Legal)
- Supervisors are held to a higher standard
- Be aware of perceptions—even when an action is “strictly legal”

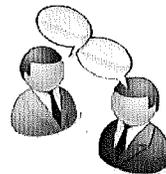


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Merit Principles & Prohibited Personnel Practices

Discussion:

1. Have you experienced or heard of a person who may have violated a merit principle?
2. Have you experienced or heard of a person who may have engaged in a prohibited personnel practice?



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HR Regulatory Base

- Law/Executive Order (Title 5, U.S. Code) Labor Agreement, if any
- Code of Federal Regulations (5 CFR)
- DoD Regulations and Policies, e.g., NSPS Implementing Issuances
- Army Regulations and Policies
- Army Command & Sub-Command Regional and local regulations and policies

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HR Philosophy



Management

- Completes Human Capital Planning
- Makes HR decisions
- Determines delegations



Human Resources

- Provides technical HR Advice
- Provides tools
- Processes actions

Army's Civilian HR Mission: Provide the Army responsive policies and services to recruit, develop and sustain an effective civilian work force

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Civilian Human Resources Agency (CHRA) Mission

Operational Effectiveness

7 Regions

7 Processing Centers

Approximately 100 CPACs

Manage HR Functions

Practices & Service Delivery

Standards & Measurements

Training

Workforce Utilization

Customer Care

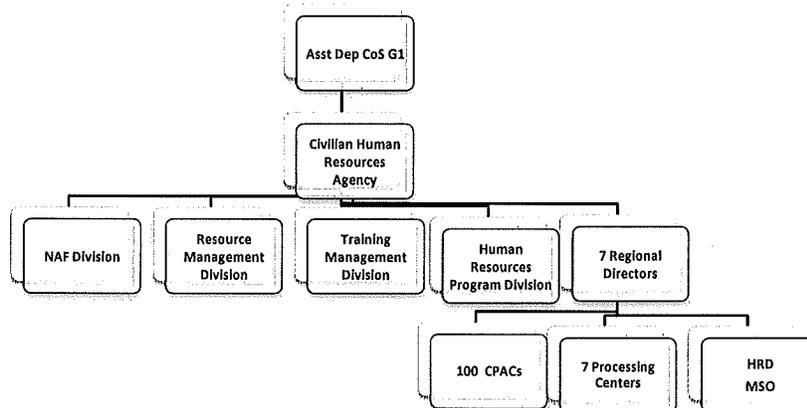
Manage Automation

DCPDS

Software Enhancements

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Structure of Civilian HR



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Civilian Personnel Advisory Center (CPAC)

Co-located with installation

Some virtual staff

Reports to Regional Director

Performs classification & staffing functions

CPAC Chief rated by Commander

Provides Advisory Services

- Staffing strategies & plans; compensation; VERA/VSIP; deployments
- Performance management
- Conduct & discipline
- Labor relations
- Workers Compensation
- BRAC HR issues

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Regional Processing Center

Co-located with Regional Director's Office

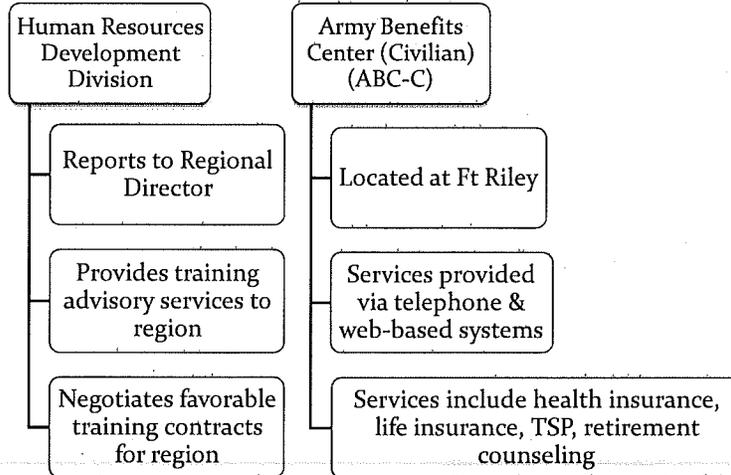
Finalizes personnel actions

Works closely with CPAC

Maintains automated HR tools & systems

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Other HR Services



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CPAC – Supervisor Partnership

Strategic Recruitment Discussion (SRD)

You and the HR Specialist discuss your organization's needs before announcing for a vacancy

This allows the HR Specialist to advise you on the best course of action and plan accordingly

Areas covered during the discussion include:

- Area of Consideration to attract the right amount and caliber of candidates
- Non-Competitive possibilities to eliminate the need for an announcement
- Taking information from a past announcement which may be useful
- Ensuring you are using the correct PD for your vacancy

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Benefits of SRD



Reduces rework/problems down the line

- Taking an hour at the beginning could eliminate days or weeks at the end



Helps your HR Specialist gain a clear understanding of your needs to accomplish your mission

In the long run, this will:



- Help with recruit/fills shorten fill times
- Help create a solid relationship with your HR Specialist to complete your mission best way possible
- Aid in your understanding of HR Practices

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Additional Resources

Your servicing Civilian Personnel Advisory Center

Army website:

<http://cpol.army.mil/library/general>

- Contains latest Army information



CHRA website:

<http://www.chra.army.mil>

- Contains HR related materials

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Useful Websites for Human Resources

Source or Topic	URL	Note
OPM	http://www.opm.gov	Gateway to HR topics and tools. Use links or search feature. Has link to USAJOBS.
OPM Classification	http://www.opm.gov/fedclass/index.asp	Useful for supervisors of non-NSPS positions, e.g., GS or wage grade employees.
OPM Pay Tables	http://www.opm.gov/oca/09tables/index.asp	Has current year tables plus links to prior years.
OPM Fact Sheets	http://www.opm.gov/oca/pay/HTML/factindx.asp	Links to factsheets on pay—these are what HR Specialists use to answer many questions
	http://www.opm.gov/oca/leave/HTML/factindx.asp	Links to factsheets on leave programs, like the Family and Medical Leave Act.
DOD	http://www.cpms.osd.mil/nsps/transition/	NSPS Transition Updates.
	http://www.cpms.osd.mil/fas	Field Advisory Service – where HR Specialists go to research HR questions and find factsheets.
ABC-C	https://www.abc.army.mil	Army Benefits Center – all employees should create a password and learn how to use self-service features.
DFAS	http://mypay.dfas.mil	All employees should obtain a PIN and learn how to use self-service features of “mypay”.
TSP	http://www.tsp.gov	All employees should obtain a password and PIN and learn how to use self-service features.
Army	http://www.cpol.army.mil/library/permis/index.html	PERMISS is a great HR self-service site for employees and supervisors—like an online encyclopedia with links

