

Accomplishments

Last Year

Operations



- ❖ Hired 959 New Employees
- ❖ Processed 27,233 personnel actions (SF-50's)
- ❖ Posted 1,315 vacancy announcements
- ❖ Received 90,419 applications for USGS vacancies
- ❖ Referred 12,263 candidates to you on certificates
- ❖ Average number of days to issue a certification - 9.94
- ❖ Attended 26 First Level and 2 Second Level Research Panels to provide classification oversight
- ❖ Reviewed over 1700 employee files for those being offered the Bureau VERA
- ❖ Implemented the Bureau VERA
- ❖ 1,010 Retirement Estimates provided to employees
- ❖ 10 Death Cases processed
- ❖ 498 Retirements (including voluntary and early retirements)
- ❖ 9 Disability Retirement Cases
- ❖ 900 Benefits Counseling Sessions
- ❖ 15 FEGLI changes involving a required physical and approval
- ❖ 227 Employees changed their Beneficiaries
- ❖ 214 Employees changed their FEGLI
- ❖ 257 FEHB changes (by the HR staff)

Accomplishments

Last Year Operations



- ❖ 56 Military deposit cases
- ❖ 36 Employee Name Changes
- ❖ 17 TCC Elections for employees
- ❖ 80 TSP Elections
- ❖ Advised or reviewed RIF/reorganization/position change actions (6 cases)
- ❖ Provided training to centers, webinars
- ❖ Labor relations activities (grievances, ULP, general notifications, meeting attendance, responses to unions, clarification of a unit (24 cases)
- ❖ OWCP issues – (5 cases)
- ❖ Drug Testing – 3 groups testing events/2 self identification/problem issues, provide verification data to DOI on all employees tested
- ❖ OIG – Cases/referral/investigations (10 cases)
- ❖ Directed Reassignment (2 cases)
- ❖ Removal (8 cases)
- ❖ Termination (21 cases)
- ❖ General advisory services on a variety of issues (213 cases)
- ❖ Hours of Work, AWS, attendance, overtime compensation, travel comp, work schedule (54 cases)

Accomplishments

Last Year Operations



- ❖ Performance (PIP, Request for reconsideration, assistance with standards, advisory services) (66 cases)
- ❖ EEO (15 cases filed with EEO that included ER involvement)
- ❖ Discipline (Counseling, Warning, Reprimand) (20 cases)
- ❖ Suitability issues (15 cases that had issues for resolution)
- ❖ Accommodation/medical documentation (47 cases)
- ❖ Administrative Grievance (processing and advisory services) (22 cases)
- ❖ Suspension (28 cases)
- ❖ Mediation (3 cases)
- ❖ Leave share case management (35 cases)
- ❖ Leave issues (advisor services, general information, leave restriction, etc. (88 cases)
- ❖ MSPB appeal/settlement (3 cases)
- ❖ Appraisal/awards management, processing, tracking, questions
- ❖ WIGI denial/issues (28 cases)
- ❖ Telework coding – on-going
- ❖ Implemented FY 14 shutdown furlough
- ❖ Serve on many Departmental teams throughout the year in all topical areas

Accomplishments

Last Year

Operations
Training/Briefing
Sessions



- ❖ Planning for the Future CSRS – presented quarterly
- ❖ Planning for the Future FERS – presented quarterly
- ❖ EOD – With Benefits – presented monthly
- ❖ Performance management and standards
- ❖ Dealing with performance and conduct problems
- ❖ Telework
- ❖ TERM Appointments
- ❖ Presented HR sessions at all 3 Supervisory Challenge's

Additionally, the HR Office provides briefings to Associate Directors; Regional Directors and their Center Directors, RMO's and AO's on a number of topics as needed or requested. Some of these topics include but are not limited to:

- ❖ Workforce Flexibilities
- ❖ Pathways, Recruiting Veterans
- ❖ VERA/VSIP
- ❖ Furlough and RIF

Accomplishments

Last Year

CADR



The Collaborative Action and Dispute Resolution (CADR) Office provides conflict management and collaboration service to the USGS workforce.

Services include: consultation, mediation, team intervention, coaching, climate assessment and training.

Individual consultations: 319

Individual Consultations consist of the initial contacts received from individuals interested in conflict management services. Total includes individual sessions in preparation for mediation, team intervention, and conflict/climate assessment services.

Mediation: 29

Mediation services supports the HR Administrative Grievance , EEO Informal/Formal Complaints process and CORE PLUS informal mediation services. The CADR Offices provides the third party neutral to consult and coordinate request for mediation services. Resolution rate for successful mediation interventions is 80%.

Accomplishments

Last Year

CADR



Conflict Coaching Clients: 26

Conflict Coaching services are provided to individuals seeking to explore alternatives to addressing and managing workplace conflict. Coaching are offered in 6-8 individual sessions per client.

Team Interventions: 12

Team intervention services are provided to teams experiencing decline in morale and productivity or in need of reviewing their team norms, operating process and internal interactions. Session durations are 1-1.5 day offsite settings.

Climate/Conflict assessments: 4

Climate assessment are provided to offices seeking to take a pulse check of the overall morale and productivity of their office. Assessment review the clarity of vision/mission/goals, operating process, roles/responsibilities/expectations, and interpersonal dynamics. Assessment are conducted via individual interviews and on-line assessments. Assessment are offered to office consisting of 15-30 employees.

Accomplishments

Last Year

CADR



Training sessions: 12

- ❖ Defusing Conflict for Supervisors
- ❖ Conflict Management and Negotiation Skills for Leaders
- ❖ Bullying in the Workplace (webinar)
- ❖ Conflict Management for Virtual Teams (webinar)
- ❖ Inside/Out Coaching for Supervisor and Team Leads
- ❖ Crucial Conversations (3 day workshop)
- ❖ Getting to the Core of Conflict and Communication

Goals for FY 2015

- ❖ Increase virtual service capabilities in an effort to expand service capabilities
- ❖ Build a geographically dispersed collateral duty presence
- ❖ Expand coaching awareness and capabilities as an alternative to the traditional conflict resolution methods.

Accomplishments

Last Year

Accountability & Honor Awards



- ❖ In September we completed a review of the Atlantic Region Human Resources Office. As noted by both OPM and DOI, who are active participants on reviews, this review was one of the best they've seen regarding ease of reviewing files and the organization of case files. The review yielded no legal violations. With each review the HR Offices come together as one group, review the lessons-learned and work to improve processes across the bureau.
- ❖ Organized/coordinated the 2014 USGS Honor Awards Ceremony (communications with 103 recipients (and their supervisors) attending, ceremony logistics, prepared program, DO talking points, coordinated workers, performers, presenters, Director's Meet and Greet, and the presentation of awards)
- ❖ Reviewed/edited/prepared routing packages/ordered certificates for 9 DSAs, 18 MSAs, and 18 SSAs, 6 Exemplary Act Awards (both individual and group).
- ❖ Completed the re-write of the USGS Honor Awards Manual
- ❖ Prepared and shipped 266 3rd and 4th quarter certificates and pins.

Accomplishments

Last Year

Executive
Resources



- ❖ Through the Biennial process, we worked with OPM and OMB to gain approval for 13 additional ST slots.
- ❖ The Senior Scientist Review Panel or ST Panel is Chaired by the USGS Director and meets every two years. HR serves as the Classification Technical Expert for this panel. The panel reviews current ST's for maintenance of professional stature and reviews ST candidates for promotion to the ST Level. The panel met this year and recommended 15 scientists for promotion to ST positions. They are pending ERB approval.
- ❖ Worked with the Department to submit SL/ST performance system certification request for OPM/OMB approval. This will allow us to pay our SL's and ST's at the highest pay levels.

Accomplishments

Last Year

Strategic
Initiatives



- ❖ Facilitated development of VSIP authority requests of larger scope for Mission Area, Region, and Office levels by working directly with management officials, and by developing user friendly templates to ensure expeditious development and review of such requests. Requests were from the following areas: Core Science Systems, Midwest Region; Mineral Resources Program Amendment, Northwest Region, Southwest Region, and Northwest Region Amendment (pending in DOI at this time). One Center (Nevada Water Science Center) developed a VERA/VSIP request which was approved in FY 2014.
- ❖ Drafted the bureau VERA request, which was reviewed and approved by bureau level management in 45 days, and facilitated its approval through OPM. Facilitated communication message to employees that was sent by the Acting Deputy Director, USGS.
- ❖ 117 employees accepted VERA during FY 2014, 70 employees during Q4. Of the 117 employees separating under VERA, 15 employees had a VSIP incentive. Note: We estimated that approximately 80 – 160 employees would accept a VERA when the request was developed. We attained our projections in the first year of the VERA authority.

Accomplishments

Last Year

Strategic
Initiatives



- ❖ Initiated and completed pilot succession planning (SP) effort with the Office of Acquisition and Grants (OAG). Completing pilot with the Office of Human Capital (OHC) in next few months. This work provides valuable insights on how to implement SP in other bureau organizations.
- ❖ Developed Statement of Objectives (SOO) for contract support for SP from the Office of Personnel Management, and worked with contracting staff to secure resources to start effort on a SP process for Senior Executive Service positions in FY 2015.
- ❖ HR provided advice and guidance on the development of the USGS Workforce Plan. The plan outlines the "people" strategy for the USGS to ensure the USGS has workforce it needs to fulfill its mission. The strategy focuses on four themes: skill set gaps, flexibility, succession planning, and diversity. There is an action plan for each theme that identifies specific actions the Office of Human Capital will take to implement the strategy.
- ❖ Provided data and analysis support for Workforce Planning, Succession Planning, and VERA-VISP authorities and quarterly/annual official reports. Updated retirement projections for use in workforce analysis.

Accomplishments

Last Year

Strategic
Initiatives



- ❖ Maintained standard demographics, measures, and metrics tables on the internet for the USGS; regions, mission areas and offices; leadership; and 46 individual occupational series that are mission critical or have 25 or more employees (19 science professional series, 7 science technician series, and 20 administrative/support series) going back to FY 1999.
- ❖ Provided workforce data and analysis, and produced a variety of standard and special purpose workforce data and analyses for various organizations within and outside USGS that cover various requests for data. Some specific examples include:
 - Data on hires, separations, promotions, QSIs and WGIs on a monthly and annual basis.
 - Data and analysis on health benefits for temporary employees, including:
 - Advice to DOI on how to best capture data on the potential financial impact.
 - Analysis of potential financial impact of Health Benefits for the USGS.
 - Annual advisory on allocation of available pool of money for cash awards.