

## Advisory Committee to State Human Resources 2014 Charter

### **PURPOSE**

Provide strategic planning leadership and guidance on major human resource issues affecting state government. Ensure coordination and decision making of human resource (HR) efforts on behalf of Washington state government. The Human Resource Advisory Committee (HRAC) will provide a forum for discussion and sharing of information in order to review, update, prioritize and/or create statewide HR services, processes and policy in order to provide the best possible services to the agencies and their employees of the state of Washington.

### **GOALS AND OBJECTIVES**

- Provide leadership for State Human Resources through the alignment of customer agency objectives and activities with enterprise objectives and processes.
- Support enterprise initiatives by representing customer agencies' perspectives, providing resources when necessary, championing the outcome and advocating for success.
- Recommend priorities, identify investment opportunities and service improvements.
- Commit to open communication between customer agencies and State Human Resources leadership to ensure collaboration.
- Provide a forum to discuss and brainstorm future strategic opportunities and ideas regarding HR system improvements.
- Provide oversight to the development of human resource professionals within state government.
- Serve as a forum to raise critical issues and seek resolution.
- Provide assistance and recommendations in preparation for contract negotiations and civil service rule revisions.
- Provide communication and guidance to the agencies and institutions on human resource issues.
- Provide cross-agency staff work on issues as needed.
- Make appropriate human resource related decisions that impact the state human resource system.

### **GUIDING PRINCIPLES**

- Act with integrity
- Hold each other accountable
- Encourage respectful debate, broad participation and collaboration
- Promote and support innovation
- Be open and honest
- Balance agency perspective with the needs of the state

Subject	Description
Committee Membership	<ul style="list-style-type: none"> <li>• By invitation from the OFM Assistant Director for State Human Resources, the agency shall designate a representative to the HRAC who has authority for human resource related issues, concerns, opportunities, and process improvement ideas on behalf of their agency.</li> <li>• Designees are responsible for communicating information back to their respective agency and partner agencies, as well as contributing to decision-making and resolution.</li> <li>• Committee members may send a delegate in their place in the event that they are not available to attend a scheduled meeting.</li> <li>• Vacancies that occur during midterm will be filled at the discretion of the HRAC facilitator.</li> </ul>
Methods/Timeframes for Decision-Making	<ul style="list-style-type: none"> <li>• Through committee discussion and human resources advice/consultation, the HRAC will determine whether issues for decision-making are within the scope of HRAC authority or require OFM or legislative action. Action may include delegating oversight/decision-making back to the HRAC. <ul style="list-style-type: none"> <li>○ Decisions requiring OFM action will typically be those that may have fiscal impact; state-wide labor implications; and/or significant enterprise-wide business process change.</li> </ul> </li> <li>• Decisions within the scope of the HRAC will be determined by consensus, using the following process: <ul style="list-style-type: none"> <li>○ Discussion and decision-making within the meeting agenda timeframe.</li> <li>○ Information sharing, with each representative communicating the decision-points within their agency and partner agencies, gathering feedback and recommendations and bringing to the next scheduled meeting or sending feedback/recommendations to designated HR lead by a defined due date.</li> </ul> </li> <li>• When OFM decisions are required, the HRAC will define the issue and make recommendations for action to the HRAC Facilitator. The HRAC Facilitator will communicate the issue/recommendations to the OFM Director. If the issue requires a presentation the presentation will include the complexity of the issue and describe the potential consequences (positive or negative) of recommended options.</li> <li>• Timeframes for decision-making will be determined on a case by case basis dependent upon the urgency and complexity of the issue to be resolved.</li> </ul>
Time Commitment	<ul style="list-style-type: none"> <li>• HRAC will meet once per month.</li> <li>• Meetings will be cancelled if there are no agenda items identified for discussion/decision-making.</li> <li>• Additional time may be required between meetings based on assignments that are required to be completed by the group.</li> </ul>
Communication Methods	<ul style="list-style-type: none"> <li>• Agendas will be distributed via email in advance of the meeting, and members will be encouraged to identify agenda items for group discussion/resolution.</li> <li>• Meeting minutes (summary of action items) will be distributed within 5 business days of each meeting.</li> </ul>
Annual Review	<ul style="list-style-type: none"> <li>• Charter shall be reviewed during the month of January in each calendar year for necessary revisions/updates.</li> </ul>

## **ROLES**

Executive Sponsor: Assistant Director, State HR Office of Financial Management

Facilitator: Assistant Director, State HR Office of Financial Management

Members:

- Department of Corrections
- Department of Transportation
- Department of Ecology
- Department of Natural Resources
- Department of Labor and Industries
- Department of Social and Health Services
- Department of Enterprise Services (Personnel Services Division)
- Department of Revenue
- Department of Financial Institutions
- Department of Health

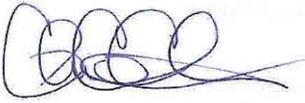
## **Stakeholders**

Executive Cabinet

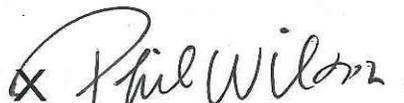
Deputies

HR Employees

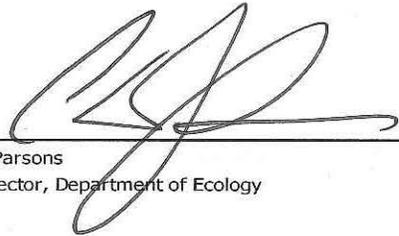
Washington State Employees & Managers

X 

Glen Christopherson  
Assistant Director State Human Resources

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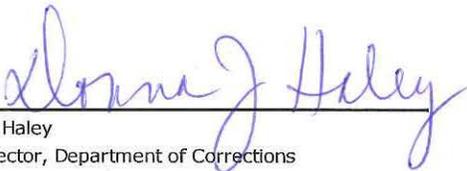
Phil Wilson  
HR Director, Department of Natural Resources

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Chris Parsons  
HR Director, Department of Ecology

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Steve McLain  
HR Director, Department of Labor & Industries

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Donna Haley  
HR Director, Department of Corrections

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Laura Wulf  
HR Director, Dept of Social & Health Services

X 

Gerri Davis  
HR Director, Department of Financial Institutions

X 

Scott Turner  
Assistant Director, Dept. Enterprise Services

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Jeff Pelton  
HR Director, Washington State Department of Tra...

X 

Shane Esquibel  
HR Director, Department of Health

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Pat Hazzard  
HR Director, Department of Revenue