

# Human Resources

Office or Department of Fiscal Affairs  
 Administrative Unit Assessment  
 Year Reporting: FY 20 (July 2019 to July 2020)

## Department and Assessment Report Information

Prepared on 8/4/2020 7:16:18 PM	Prepared by vicky.smith@mga.edu
For which department or area are you reporting?	Human Resources
What is the name and MGA email address of the person responsible for this report?	Vicky Smith, vicky.smith@mga.edu

## Departmental Mission and Goals

The mission and goals of the department should be consistent over a 5 year period, although some institutional changes may necessitate and prompt a change in mission or goals for specific departments. In this section, you will report the mission statement for your department as well as the long term goals (

welfare, empowerment, growth and retention, while being committed to MGAs mission and

intends to accomplish within 5 years.

strategic priorities.

	<ol style="list-style-type: none"> <li>1. Development of a comprehensive compensation review and plan for implementation of wage adjustments supported by CVIG's research.</li> <li>2. Provide more assistance to managers with the recruiting process. This process may necessitate the addition of another HR employee.</li> <li>3. Work with an outside vendor to eliminate the completion errors and risk associated with our current forms.</li> </ol>
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## Objectives

Each year, every department should identify objectives the department hopes to accomplish in the next year. These should align with departmental goals and the MGA strategic plan. In the next year, you will be reporting on the objectives you set and whether or not you achieved them in FY20. Later in the document you will report on objectives you hope to accomplish in the coming fiscal year, FY21.

### Objective 1

Objective 1: Will the department be able to... philosophy and plan along with the Executive Vice President by June 30, 2020. Objectives should be specific, measurable, and achievable within one year.

Objective 2

<p>Objective 2: What was this department's second objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>2. Research and propose the purchase of Learning Management system by March, 2020.</p>
<p>Objective 2: Detail how your department measured this objective? (Survey, budget number, number of participants, jobs completed, measurable time and/or effort)</p>	<p>2. Investigation of systems.</p>
<p>Objective 2: What was your target outcome for this objective? (1.e. 80% participation, 5% enrollment growth, 7% change in engagement)</p>	<p>Research of Systems and Recommendation to Purchase</p>
<p>Objective 2: At what level did the department/area achieve on this objective? (This should be a number, i.e. 82%, 6%, 345 attendees, 75% engagement)</p>	<p>100% research completed.</p>
<p>Objective 2: Did your department meet this objective?</p>	<p>The department met this objective.</p>

### Objective 3

Objective 3: What was this department's third objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.

Objective 4

<p>Objective 4: What was the department's fourth objective for this fiscal year? Objectives should be specific, measurable, and achievable within one year.</p>	<p>4. By September 30, 2019 increase the number of employees who qualify for the USG Well-being credit from last year's number 109.</p>
<p>Objective 4: Detail how your department measured this objective? (Survey, budget</p>	

Future Plans

<p>Please identify and detail three to four measurable objectives for the next fiscal year. In listing the objectives please use the format shown in these examples. 1) The Department of X will improve services levels by 5% as measured by our satisfaction survey. 2) The department of X will provide training in ABC for at least 73 MGA faculty and staff.</p>	<ol style="list-style-type: none"> <li>1. Finish update of job descriptions by June 30, 2021.</li> <li>2. Complete compensation study and develop an implementation plan by June 30, 2021.</li> <li>3. Implement the OneUSG Careers applicant tracking system by January 1, 2021</li> <li>4. Implement the OneUSG Manager Self Service module by January 1, 2021.</li> </ol>
<p>Based on this assessment, please share your thoughts on the current status and future direction of this department or area.</p>	<p>MGA is part of the USG's Third Cohort implementing the three modules of Careers – electronic onboarding, an applicant tracking system and Manager Self Service (a document management system). As of July 23, 2020, the electronic onboarding system was operational. This system provides new hire paperwork to individuals joining MGA. This includes tracking the submittal and accuracy of forms. We are working to complete the remaining two modules by December, 2020. These three modules are expected to increase our efficiency and processing of the paperwork associated with recruitment – job requisitions, PARFs, new hire paperwork and candidate application materials. These improvements to our processes should allow us to devote more time in the future to the needs of our customers.</p>

Open Box for Additional Comments

<p>Open Text Box For Assessment Comments: If the COVID19 pandemic impacted this assessment cycle, please provide specific details below.</p>	<p>COVID slowed down the job description revisio</p>
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