

OCAO Operational Personnel Management Board
Minutes
June 11, 2007

IN ATTENDANCE:

William Broglie (CAO, Chair), Gene Hubbard (DCAO), Stella Fiotes (RPFLO), John Pierson (SECO), Helen Halloway (AMES), Dana Shields (CAO), Mack Cato (AIMO), Andy Duran (RPFLO), Al Corea (CRO), Judy Mickens, (CAO), Cynthia Burley (CAO), Pam Dressell (RPFLO), Rosalind Epps (WFMO), Jim Czerwonky (Fisheries)

ITEMS OF SIGNIFICANCE:

1. Pay and Bonus Pool Size: Pay pools have been determined using 2.4 percent for ZA, ZP and 1.45 percent for ZS. Gene explained that this determines only the size of each pay pool, not the amount of individual pay increases. The bonus pool will be budgeted at approximately 2% of salaries. (Note: Gene confirmed after the meeting that there is no prohibition against moving funds amongst the career paths in the bonus pools, essentially making it one overall pool.)

2. End of Year Performance Plans: Gene Hubbard provided example employee inputs, however, he explained that these still need improvement and asked that OPMB members submit more robust employee input examples. The examples will be posted on the OCAO pay demo website for employee use.

Note: Gene also forwarded and discussed employee and supervisory guidance for end-of-year performance evaluations.

ACTION: Gene asked the managers to continue to send in “good examples” of current mid-year performance write-ups.

3. End of Year Evaluation process and timeline: The tentative timeline starts July 1, 2007 ending October 31, 2007. Gene is still working on finalizing the timeline, but it won't change much from the process discussed. There will be several meetings in August with the rating officials to discuss the process and promulgate rating guidance. (See OCAO Pay Demonstration End-of-Year Process and Time Line handout.)

Reminder: It was emphasized at the last meeting, the importance of rating officials planning out their time effectively. It was suggested to limiting final performance reviews to three a day.

4. **Appeals Process:** Gene provide information on the appeals process with Jim Czerwonky (Fisheries) input on how it works. (See handout regarding the appeals/grievance process.)

5. **Status of the PPS System:** Judy gave us an update on the PPS system. WFMO will complete downloads of actual database by June 21, 2007. It will be updated every two weeks. WFMO will provide supervisors with a refresher course on DEMO/PPS.

ACTION: Each office needs to provide Judy with the names of those who wish to attend by June 21, 2007.

Miscellaneous ACTIONS:

6. Suggestion to improve/adjusted OCAO standard performance plan elements for FY08 should be forward to Gene prior to the July OPMB.

AGENDA ITEMS FOR NEXT MEETING:

1. Continue discussion on the End of Year performance review closeout process
2. Update on timeline and draft process
3. Discussions on FY08 Performance Plan standard elements

Next meeting: Thursday, July 12, 2007 at 9:00am, SSMC 4 Room 8150