



**ILLINOIS
CRIMINAL JUSTICE
INFORMATION AUTHORITY**

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Memorandum

To: Authority Members
From: Jan M. Oncken
Date: February 14, 2003
Re: Summary of Human Resources Activities

The following highlights the work performed by Human Resources since the last Authority meeting.

Recruitment, Screening and Hiring

- Advertised and recruited for 4 vacant positions.
- Prepared and sent out over 50 interview letters.
- Provided 6 orientation meetings for new full-time staff and several part-time interns.
- Prepared contracts for new employees and amendments for staff being evaluated for annual performance increases.
- Processed 4 promotions and 4 resignations.
- Discussed with staff the ramifications of Executive Order One (2003) dated January 14, 2003 regarding the hiring freeze and inability to process promotions.

Employee Benefits

- Worked with 3 staff to process early retirement incentive paperwork and answer all related questions.
- Met with Central Credit Union of Illinois' representative to discuss benefits provided.
- Worked with several new staff to explain insurance benefit options as well as researched and resolved insurance related problems.
- Continued to calculate and submit payroll information to the State Retirement System for each member requesting credit for furlough day.
- Processed all WageWorks deductions for staff enrolled for this transportation benefit.
- Provided 2 staff with disability and family leave information. Processed all related medical/administrative paperwork.
- Scheduled several staff for 2003 retirement seminars.
- Processed several Deferred Compensation transactions.
- Processed and distributed Savings Bonds for employees.

Salaries & Compensation

- Continued bi-monthly payroll processing for 100 employees.
- Issued time balance reports monthly to payroll and contractual employees as well as supervisors.
- Continued to check timesheets of federally funded employees for correct time certification reports.
- Continued distribution of petty cash.
- Processed wage garnishments and other involuntary wage deductions.

Equal Employment Opportunities

- Received a comprehensive review provided by the Department of Human Rights (DHR) on the Authority's affirmative action performance during FY'02 and was found to have accomplished the goals set out in our plan.
- Prepared and submitted 2nd quarter EEO reports for the Department of Human Rights. Promoted a female to a management position, thereby meeting one of our programmatic goals.
- Prepared and submitted fiscal year 2002 Agency Workforce Report in accordance with the State Employment Records Act to the Office of the Secretary of State.

Staff Development & Training

- Staff attended a "Lunch & Learn" training session regarding performance appraisals provided by CMS.
- Coordinated training for supervisory staff regarding "Conflict Resolution".
- Coordinated Rutan training for new supervisors.
- Coordinated sexual harassment training for employees.
- Investigated and recommended management training for new supervisors.
- Researched on-line courses available as well as new management training classes being offered through New Horizons.
- Counseled supervisors on progressive discipline and probationary discharge procedures.
- Provided information and processed tuition reimbursement for several staff.
- Continued to provide staff with development tools now available in library for use.

Other Miscellaneous Projects

- Provided the new Administration with personnel information regarding all personnel transactions back to July 2002.
- Requested an exception to the hiring freeze in order to hire two Criminal Justice Specialist I's and an Accountant funded by federal dollars.
- In conjunction with the Office of Fiscal Management, completed budget forms for the Illinois Legislature.
- Reorganized the Systems Development section in the Information Technology Unit. Established and clarified several job descriptions.

- Updated the agency organizational chart.
- Processed 3 and 6-month evaluations as well as annual evaluations for all staff.
- Met with employees and supervisors when performance evaluations were disputed. Clarified issues and objectives for the next performance period.
- Continued background checks and fingerprinting for all new employees.

Reports

The following reports were prepared and submitted by HR staff:

- 2002 Annual Flex-Time Report for Central Management Services.
- Certification of employees required to file statements of economic interest to the Office of the Secretary of State.
- BR-8 Personnel Detail forms for the Governor's Budget Book
- End of the month headcount and staff salary information to executive staff.
- Bureau of the Budget Headcount Tracking Form to the Bureau analyst.
- Bureau of Labor Statistics Log and Summary of Occupational Injuries and Illnesses for the calendar year 2002.
- Annual Petty Cash Usage Report to the Comptroller's Office.