

Fiscal Year 2008

Appendix B

Human Resources/Workforce Diversity

Protocol Document

Lawrence Berkeley National Laboratory

University of California Laboratory Management Office

Department of Energy - Berkeley Site Office

Prime Contract No. DE-AC02-05CH11231

October 1, 2007

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Background Information

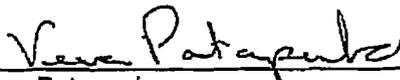
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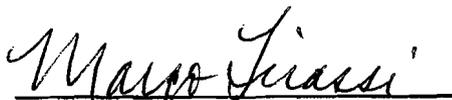
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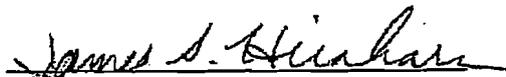
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FY08 Protocol Document

Introduction

The Lawrence Berkeley National Laboratory (LBNL), the Department of Energy (DOE) Berkeley site Office, and the University of California Laboratory Management Office have agreed to assess FY2008 performance according to the following methodology:

Office of Science, Performance Evaluation Management Process (PEMP)

Goal 6: Deliver efficient, effective, and responsive business systems and resources that enable the successful achievement of the Laboratory Mission(s).

Objective 6.3: Provide an Efficient, Effective, and Responsive Human Resources Management System and Diversity Program.

Measure 6.3.1: Operate an efficient, effective, and responsive Human Resources System and move the Laboratory towards National Academy of Public Administrators (NAPA) certification.

Target: By 9/30/08, substantially complete 9 initiatives with no notable areas of increased or diminished performance identified.

Weight: 70%

Protocol: Performance consistent with the "A" range gradients in PEMP Figure I-1, *Letter Grade and Numerical Score Definitions*, will also be considered in determining the final score for Measure 6.3.1.

Initiatives:

(Note: For each initiative we have indicated the strategy from the HR Strategic Plan which supports that initiative.)

Move Towards NAPA Certification

1. Finalize the 3-year HR Strategic Plan.

Deliverable:

- Provide a copy of the final LBNL Human Resources Strategic Plan to DOE and UCOP

Performance Management and Salary Planning - (Supports Lab Level Strategy 3. Performance Management Process (PMP))

2. Lead the performance management and salary planning processes in the Divisions.

Deliverable:

- Conduct a "lessons learned" session to identify areas for improvement for FY08 implementation
- Review, evaluate, and implement changes, if needed, to improve the processes
- Provide guidance and tools to Division management and supervisors to evaluate and manage performance and salary planning

Compliance, Quality Assurance, and Contractual Requirements - (Supports HR Department Strategy 3. Operations/Processes/Technology)

3. Create, review, and revise HR policies on an established cycle.

Deliverable:

- The following policies will be created and reviewed: Postdoctoral Policy, Work Deferment Policy, and Relocation Policy
- The following policies will be revised and forwarded to UC Office of the President: 2.16 Group Insurance and Retirement Plans, 2.01 Employment, 2.06 Compensation

4. Complete an Employee Handbook. (*Note: Completion of the Employee Handbook does not mean the handbook will be issued.*)

Deliverable:

- Draft an Employee Handbook
- Gather input from selected reviewers (management and non-management) and legal counsel
- Revise the handbook
- Complete the Employee Handbook

5. Comply with "Trafficking in Persons" Order.

Deliverable:

- Develop on-line communication tool to meet the requirements of the DOE order
- Roll-out the communication tool
- Track completions

Training and Development - (Supports Lab Level Strategy 4. Professional Development for Leaders and Staff)

6. Design and implement a pilot on supervisory fundamentals for scientific and non-scientific supervisor development: "Fundamentals of Leading and Motivating People".

Deliverable:

- Solicit feedback and identify delivery format to best accommodate supervisor participation
- Identify instructor / external subject matter expert
- Deliver 2-day pilot, "Fundamentals of Leading & Motivating People"
- Solicit and evaluate feedback on pilot
- Work with instructor to modify the session, tailor further to Laboratory needs based on pilot feedback
- Promote and launch the course to managers, supervisors and work leads

Compensation - (Supports Lab Level Strategy 5. Total Reward)

7. Maintain Certified Compensation Program.

Deliverable:

- Gain compensation program certification from the Department of Energy

Benefits - (Supports HR Department Strategy 4. Metrics and Strategy 5. Customer Service)

8. Track Benefits statistics and assess employees' satisfaction with these services.

Deliverable:

- Establish base-line reports on the number of staff counseled, the type of employees counseled, and the number of benefits-related events conducted. Provide a report on the number of employees who use CARE services and provide an analysis of the data
- Develop and deploy a Benefits Services Survey

HR Processes - (Supports Lab Level Strategy 2. Recruitment and Retention)

9. Standardize Recruitment Processes.

Deliverable:

- Develop Suitable Search Guidelines for Scientist & Engineers, professionals and managers, and non-exempt positions
- Establish a means to standardize and document the Recruitment process: "Recruitment Nuts and Bolts"

Measure 6.3.2: Diversity: Develop and implement the FY06-07 Workplace Climate Survey action items for job and career advancement, quality of supervision, communication between management and staff, and work-life balance.

Target: By 9/30/08, substantially complete 4 initiatives with no notable areas of increased or diminished performance identified.

Weight: 30%.

Protocol: The FY06-07 Workplace Climate Survey was launched by the laboratory's workforce diversity office, following Director Chu's endorsement of the laboratory's diversity best practices council recommendation. The survey was designed to move the laboratory beyond compliance with affirmative action guidelines to examine the quality of the daily experience of all employees who make up the laboratory community. The survey was inclusive of all employees at the laboratory, and resulted in four specific action items that the lab workforce identified with and Director Chu committed to take action on. These included: job and career advancement, quality of supervision, communication between management and staff, and work-life balance.

Performance consistent with the "A" range gradients in PEMP Figure I-1, *Letter Grade and Numerical Score Definitions*, will also be considered in determining the final score for Measure 6.3.2.

Initiatives:

Job and Career Advancement:

1. Draft a Career Development Program plan.

Quality of Supervision

2. Ensure that the course on supervisory fundamentals for scientific and non-scientific supervisor development, "Fundamentals of Leading and Motivating People", addresses diversity issues.

Communication between Management and Staff:

3. Ensure that the Employee Handbook addresses diversity issues.

Work-Life Balance:

4. Evaluate options for a staff child care facility (on/off-site).