

**Strategic Planning Committee**  
**HR Subgroup Report**  
**February 18, 2015**

**Committee Members:** Les Uhazy, Pamela Ford, Diana Keelen, Maria Clinton, Judy Lamberty, Maria Valenzuela, Sharon Dalmag, Dolores Avendano, and Mark Bryant

In early November 2014 the HR subgroup committee began meeting twice a month to process replacement, and new categorically funded positions as they were proposed. The committee also developed a process for identifying and prioritizing new positions in the areas of non-CMS classified, and CMS/Administration. Finally, the committee developed a rubric to be used in rating the proposed positions.

The process included:

- Verbal orientation at Executive Council (Non-CMS: November 10, CMS/A: January 5)
- Timelines and due dates (Non-CMS: Nov. 10-Dec. 16, CMS/A: Jan. 5-Feb. 5)
- Written justifications
- Oral presentation in support of positions
- Application of rubric
- Compilation of rubric results
- Submission of results to Budget Committee
- Submission of results to Strategic Planning Committee
- Submission of results to Executive Council

The prioritization process for non-CMS classified positions was completed December 16, 2014

The prioritization process for CMS/Administrative positions was completed February 5, 2015

Next Step: At the next regularly scheduled meeting on February 19, the committee will debrief the process. Input will be solicited from users to help improve the process for the 2016-17 cycle.