

BPH Workforce Workgroup: Who We Are

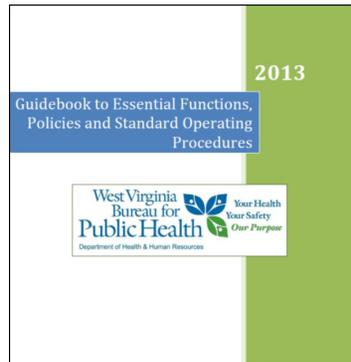
***Current Members:** Judy Ashcraft, Stephanie Burdette, Erica Dickerson, Kate Hatfield, Russell Hicks, Pam Holt, Dan Mace, Amanda McCarty, Judy McGill, Judi Nuckolls, Wilma Pile, Cindy Pillo, Tisha Reed, Rebecca Schmidt, Denise Smith, Barb Taylor*

Goal: Serve as a BPH advisory committee to support the planning, implementation and evaluation of BPH workforce development activities.

Objectives:

1. Identify, share and support the implementation of best practices in workforce development
2. Engage BPH employees in development of workforce planning
3. Support BPH leadership in coordinating and communicating workforce policy across offices and centers
4. Support workforce-related accreditation requirements

What We've Done — Products



Retirement? What??

You're leaving?

I'm pretty sure you said you were leaving



Description	Status?	Available at:
<ul style="list-style-type: none"> • DRAFT Guidebook for Office Directors on Essential Functions, Policies and Standard Operating Procedures • Defines essential functions, policies and standard operating procedures • Provides templates for each • Provides examples of each • Includes a tool to assist in the identification of essential functions 	DRAFT	STILL IN DRAFT
<ul style="list-style-type: none"> ✓ Checklist for retirement, including timelines 	APPROVED FOR USE	www.ddhr.wv.gov/publichealthquality
<ul style="list-style-type: none"> ✓ Supervisor checklist for when an employee leaves 	APPROVED FOR USE	www.ddhr.wv.gov/publichealthquality
<ul style="list-style-type: none"> ✓ Template letter to acknowledge receipt of resignation 	APPROVED FOR USE	www.ddhr.wv.gov/publichealthquality
<ul style="list-style-type: none"> ✓ Options for increasing leadership visibility both within and outside BPH/DHHR 	HAS BEEN REVIEWED BY BPH LEADERSHIP	
<ul style="list-style-type: none"> ✓ Options for employee engagement 	HAS BEEN REVIEWED BY BPH LEADERSHIP	

What You Can Do As An Individual

- √ When going through the Employee Performance Appraisal (EPA) process, create an Individual Development Plan (IDP) and discuss it with your supervisor. Consider the following questions:
 - Identify aspects of your performance you would like to improve over the next year.
 - What might you do to improve your performance in these areas?
 - How will you measure success in these areas?
 - What type of support will you need to accomplish these goals?
- √ Identify Trainings to enhance your professional development. Trainings can be accessed at:
 - OHRM <https://www.wvdhhr.org/HRM.asp>
 - WVTRAIN <https://wv.train.org/>
 - OHRD www.personnel.wv.gov/ohrd
 - WV Office of Technology <http://www.wvtlcclasses.com/>
 - Other websites affiliated with your job (professional associations, higher education sites, etc.)
- √ Consider working with someone new as a “Buddy.” Buddy systems are to help new employees adjust to jobs during their first few months of employment. Buddies are most often peers in the same department, who assist new employees for short periods of time and require no specialized training, just a desire to help others.
- √ Become a mentor by using your experience and knowledge to provide support and guidance to others.
www.management-mentors.com/resources/corporate-mentoring-programs-faqs
- √ Determine your essential job duties in the event of an unplanned absence.

How You Can Help BPH As A Whole



CONTACT us at bphworkforce@wv.gov with ideas for:

- Employee engagement
- Onboarding, retirement and professional development ideas
- Other workforce-related ideas
- Challenges and suggested solutions related to workforce



JOIN us by contacting bphworkforce@wv.gov

- Come to one of our meetings to see if it interests you
- Join our SharePoint site for access to meeting materials, agendas and HR research



YOU ALREADY HAVE

- Thank you for participating in the BPH Employee Development Forum
- Please consider participating in future focus groups and surveys on BPH Workforce Development