



Department of Personnel & Administration FY2019 Annual Performance Evaluation (October 1, 2019)

Strategic Policy Initiatives

The Department of Personnel & Administration has identified several goals/strategic policy initiatives (SPIs) for FY19 and beyond. For this performance evaluation, the Department has updated progress on the initiatives identified in the FY19 Performance Plan that capture the Department's strategic and operational priorities, and reflect the overall direction as identified by Department leadership. The updates reflect data as of June 30, 2019.

Additional detail for these, and other, strategic policy initiatives is available in the Department's Performance Plan, which may be accessed [here](#).

Improve DPA Customer Service

DPA performs core functions that provide the infrastructure, processes, services, guidance and tools necessary to help eliminate redundancy in State government and help keep costs down. Due to the nature of the Department's business, service to customers is the Department's driving force. The DPA customer base is three-fold; DPA serves government entities, State employees, and the public. The Department serves State departments, the General Assembly, Institutions of Higher Education, and local government entities. The Department seeks to be the State's leader in service excellence by offering quality services that enhance the success of Colorado State government. The Department aims to improve service to its customers in each and every interaction, to be focused on solutions, and to "do the right thing." The Department works to engage its customers and exceed their expectations at every step.

Modernize Business Operations

Modernize Business Operations DPA provides centralized human resources, information, tools, resources and materials needed for the State of Colorado government to function. The Department provides much of the infrastructure by which many agencies in State government operate. The programs and services provided by the Department are vitally important to the efficient and effective operation of State government; and it is therefore paramount that the systems and processes the Department uses are consistent with customers' expectations and enable customers to do their work efficiently and effectively. The Department's success depends upon offering quality and value to customers and stakeholders by providing economically-efficient and sound services while adhering to the highest standards of personal and professional integrity.

Increase Employee Engagement

State employees are an essential component of DPA's internal customer base and are the State's most valuable resource. The Department serves tens of thousands of public employees and is committed to ensuring human resources processes provide for the best recruitment, selection, job evaluation, compensation, and retention methods available. One of the Department's most important goals is to develop an environment in which employees can be productive, creative, and function at their highest level. To that end, the Department is focused on investing in the workforce.



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Operational Measures - Major Program Areas: Executive Director's Office.

Strategic Focus Driver#1: Provide an environment that fosters engaged and talented employees to thrive and grow

Key Strategy #1: Employee Engagement Opportunities – Provide opportunities to enable employee's engagement in agency improvements

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Increase the per capita ratio of employees supporting and working on improvement projects within DPA to > 35%.	Approximately 18% of DPA employees worked on improvement projects.	Approximately 28% of DPA employees worked on improvement projects. On track to meet goal.	Achieved the goal. Engaged 160 employees engaged in improvement projects.	>35% per capita employees supporting improvements.	>45% per capita employees supporting improvements.

Key Strategy #2: Employee Career Planning – Encourage employees to take more control over their career planning

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Increase use of Individual Development Plans (IDPs) with employees to 10% of the population (approximately 42 FTE).	Identified employees to complete the IDP's. In the month of September, created additional tools and resources to support leaders and employees in developing plans.	Division Directors have identified employees who may benefit from an IDP. DPA has additional 17 employees who successfully completed the Emerging Leaders Academy and are engaged in career development.	This goal remains in process. DPA has 25 IDPs, plus a variety of development opportunities leveraged by DPA employees	~10% of the DPA employees	>40% of the DPA employees

Key Strategy #3: Enhance Skill Training and Team Building – Expand and enhance skills training to meet State and agency demographic needs

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
The Center for Organizational Effectiveness will develop a total of 5 new certificate courses related to Statewide Competency model, one of the courses will be a new Statewide Senior Leader Competency program.	Completed development of a Leader Certificate. Senior Leader Certificate has been posted on Center for Organizational Effectiveness (COE) website. (1 of 5 complete).	Four statewide certificate programs have been created: Customer service, leading without authority, leadership, and senior leader certificates. Additionally, COE launched a Leadership Certificate program for DORA and are creating a CDOT emerging leaders certificate program.	Achieved the goal in Q2; COE now offers 4 new certificate programs.	3-5 New Courses (30 courses available).	More than 35 courses available.

Key Strategy #4: Leadership Acumen and Communication – Enable our leadership to grow and thrive in their role elevating their organization

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Increase the number and frequency of monetary and non-monetary instances of recognition/appreciation to >150.	Held employee appreciation lunch at DPA's Pueblo office in September. Employee Action Team finalized plan for a peer recognition program.	DPA Employee Action Team implemented peer-to-peer recognition program across the department, which includes a thank you card program and selection of employee of the month. 50% of goal achieved.	Exceeded the goal. DPA held 4 employee appreciation events.	> 150 instances of monetary and non-monetary recognition/appreciation.	> 175 instances of monetary and non-monetary recognition/appreciation.
Develop 5 clear organizational roadmaps for the divisions/units.	Currently one completed and several more in process.	2 additional roadmaps in process within IDS. On track to meet goal.	Achieved the goal with 7 roadmaps completed.	Greater than 5 roadmaps.	Greater than 10 roadmaps.



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Strategic Focus Driver#2: Deepen and strengthen DPA’s understanding of business expectations and provide “exceptional customer service”

Key Strategy #1: Understand Customer Business Outputs–Gain deep knowledge and understanding of the customers’ outputs to address their needs & expectations

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Develop and implement a Voice of the Customer (VOC) closed loop process and perform 10 process improvement projects as a result of the outreach to DPA customers.	Survey questions developed for OSC to request information from customer base. Participation in working group to review possible vendors for a Customer Experience software system.	Office of the State Controller (OSC) and Integrated Document Solutions (IDS) North and South campuses have engaged with the customers. IDS has initiated.	Achieved the goal. DPA formally identified and completed 15 new process improvement projects this fiscal year.	> 10 Voice of the customer feedback sessions with Process Improvement events.	> 20 Voice of the customer feedback sessions with Process Improvement events.

Key Strategy #2: Offering the Right Services – Offer the right services so that agencies and state employees supported by DPA remain productive to meet mission deliverables

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Division of Human Resources- C-SEAP will expand capacity and increase the availability of services in the Golden facility to 12 hours per week.	C-SEAP School of Mines contact has resumed, report willingness for C-SEAP to be on campus and are pursuing possible options.	C-SEAP - School of Mines contact has resumed, tentative move-in date is set for February.	Achieved goal. The facility opened March 1, 2019 and is providing services.	Facility is open and available to provide services at a minimum of 12 hours per week.	Sustain or add capacity based on client needs.
Division of Central Services- Complete realignment of the State Archives to place the right skills in the right role to provide the right level of service.	The restructuring of the Research Desk is complete. Continuing to evaluate the potential need for changes in the Records Management area.	State Archives – currently selecting a consultant to assist the program with a long-term strategy for preserving records, and developing the records management area.	Achieved goal. Reorganized the Research Room. Improvement work will continue per the consulting report.	Restructuring of the State Archive personnel customer service areas.	Adjust and/or add staff based on customer volume of calls and feedback.
Division of Central Services – The Address Confidentiality Program will increase the percentage of calls addressed by human intervention; not a voice message.	As training continues for the new FTEs, proficiency is increasing. The number of calls answered by a program employee increased 5% in September.	ACP call volume remained steady in December, however, volumes are expected to increase again in January.	Exceeded goal. The percentage of calls going to voicemail remains less than 25%.	~60% human response rate.	~75% human response rate.
Division of Central Services – Implement production dashboard for customers using IDS for request tracking and status, and production scheduling.	The internal production scheduling component is implemented and functional, and DCS is now working with OIT to develop the external customer tracking functionality.	DCS is continuing working with OIT to develop the external customer tracking functionality.	This goal remains in process. The production dashboard is active for CBMS. The next phase is to roll out to others, as OIT resources are available.	Functional dashboard with customer input and tracking features.	Sustain or add capacity based on increased customer expectations and requirements.
Review all DPA websites and perform a gap analysis to comply with Web Content Accessibility Guidelines (WCAG).	Approximately 20% of the sites have been reviewed and on track to meet goal.	Approximately 30% of the sites have been reviewed and on track to meet goal.	This goal remains in process. 92% of the sites are completed.	All DPA web sites reviewed for compliance.	All DPA web sites are WCAG compliant.



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Key Strategy #3: Responsiveness to Changing Needs – Overcome the challenges to responsiveness in meeting the customers of DPA’s changing needs

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Office of State Controller – Continue execution and update the OSC rules, policy and guidance.	Currently drafting policies and guidance for Procurement rules and Fiscal rules (~30% complete).	Procurement Rules effective 10/1/18 and Fiscal Rules effective 11/1/18. Drafting policies for these rules to be reviewed with controllers and procurement officials.	Achieved the goal. Created 6 new policies and revised 1 policy this fiscal year. Compliance with all 7 policies.	Compliance to updated policies and rules.	Compliance to updated policies and rules.

Strategic Focus Driver#3: Build and modernize an efficient and effective business operations so employees and agencies can be productive

Key Strategy #1: Update Systems and Equipment – update systems and equipment (hardware) to operate more efficiently, effectively and more collaboratively

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Develop and implement a Project portfolio planning and management system to identify and prioritize continuous improvement projects.	Project Portfolio Planning and Management system is ~60% complete. The process and organization are developed.	The process is defined and in use within IDS North and South campuses. Project list and dashboard reporting created.	Achieved goal. The Project portfolio system is in process and includes projects from across DPA.	PMO system in place with 20% of DPA divisions utilizing the services.	> 60% of DPA utilizing the PMO services.

Key Strategy #2: Simplify Interfaces – Simplify the interfaces and accessibility of DPA services to make it easier to work with DPA

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Division of Capital Assets – Work order software to manage and track the work requested and performed across Capitol Complex buildings.	Final questions have been sent to DPA’s Contracts Unit to be incorporated into RFP.	DPA Contracts has placed the RFP on the State Bids system.	This goal remains in process. The new system to be active by Q1 FY20.	Software is functional and Useable.	Sustain or add capacity based on customer needs.
Division of Capitol Assets – Fleet Management asset management software.	RFI process is complete. Request for spending authority has been submitted and approved by OSPB. Submitted to JBC and JTC for questions and approval.	Currently waiting for JBC/JTC funding approval. Authority has been submitted and approval was granted by OSPB. Submitted to JBC and JTC for questions and approval.	This goal remains in process. Preparing to go out to bid for the software system by Q1 FY20.	Software is functional and useable.	Sustain or add capacity based on customer needs.
Office of Administrative Courts – Fully implement E-Filing.	Software solutions to known issues in process, training will commence by the end of October for external users.	E-filing has gone live. Some technical issues have been discovered and are being corrected by the vendor.	Achieved goal. eFiling system is now live.	Software is functional and useable.	Sustain or add capacity based on customer needs.

Key Strategy #3: Process Measurements and Lean Analysis – Promote a continuous improvement mindset and use “Lean Events”

Measure	Q1 FY19	Q2 FY19	Q4 FY19	1-Year Goal	3-Year Goal
Perform Lean analysis and implement improvement for Division of Central Services-Integrated Document Solutions Waiver request process.	Review of Waiver process underway to remove waste.	Developing process and preparing for pilot at IDS-Pueblo.	This goal remains in process. The waiver request website is in testing phase and awaits OIT resources.	Reduce cycle time by 30%, reduce errors on documentation.	Sustain gains implemented in Waiver process.