REDUCING TIME TO HIRE

RESEARCH GRANT SUPPORT STAFF

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Division of Human Resources
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PURPOSE

Consistent message from faculty:
‘It takes too long to get grant support staff hired’

Shorten the time to hire between receiving the Notice of Award and posting positions on job board(s)

PEOPLE INVOLVED

Project Sponsors:

- Caroline Agardy, VP for Division of Human Resources
- Julius Fridriksson, VP for Office of Research
- Mandy Kibler, University Controller

Process Participants:

Faculty
- Dr. Andreas Heyden (CEC)

Controller's Office
- Lindsey Crawford, Ast Controller
- Denise Koon, Sr Director (GFM)

USC-DHR
- Ciji Tolbert, Dir C&C
- Teresa Limpalair, Dir Service Teams

Sponsored Awards Management
- Nida Reid, Dir SAM

Department HR
- Theresa Williams (ASPH)

College/Division HR
- Atavia Jackson (COSW)
- Mark Gumba (CAS)

Business Operations
- Sandy Besley (ASPH)
- Elizabeth Caulder (SOMC)

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PEOPLE INVOLVED

Integration Discussion Participants:

USC-DHR

- Belinda Ogorek – Ast Vice President, Operations & Systems
- Connie Thompson – Director, Strategic Partnership & Policy Admin
- Ciji Tolbert – Director, Classification & Compensation
- Teresa Limpalair – Director, Service Teams
- Ati'ya Bailey – Director, Talent Acquisition
- Stacy Lee – Manager, HR Systems Information & Reporting

Sr. Info Systems/Business Analysts – PeopleSoft (HCM)

- DeAnna Sloop – Program Manager
- Chris Poore
- Will Meetze

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PROJECT PATH

Discovery:

- Map current processes

Possibility:

- Review options with resources available now
- Review possible solutions with the HR system and integration specialists

Action-Planning:

- ➢ Test solution options and how they integrate in HCM
- *Make changes in PeopleAdmin*
- *Change Management and Communication*

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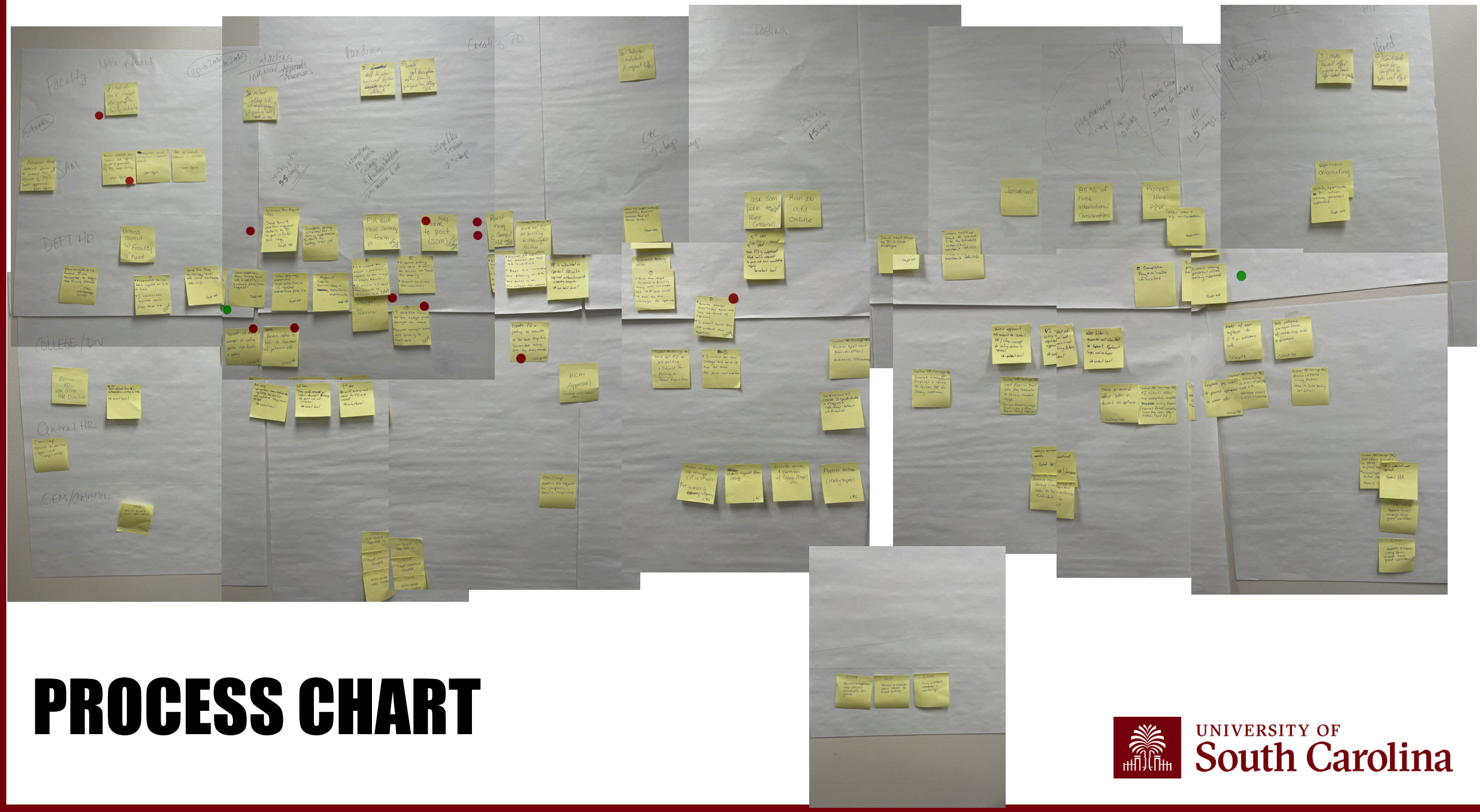

PROCESS CHART

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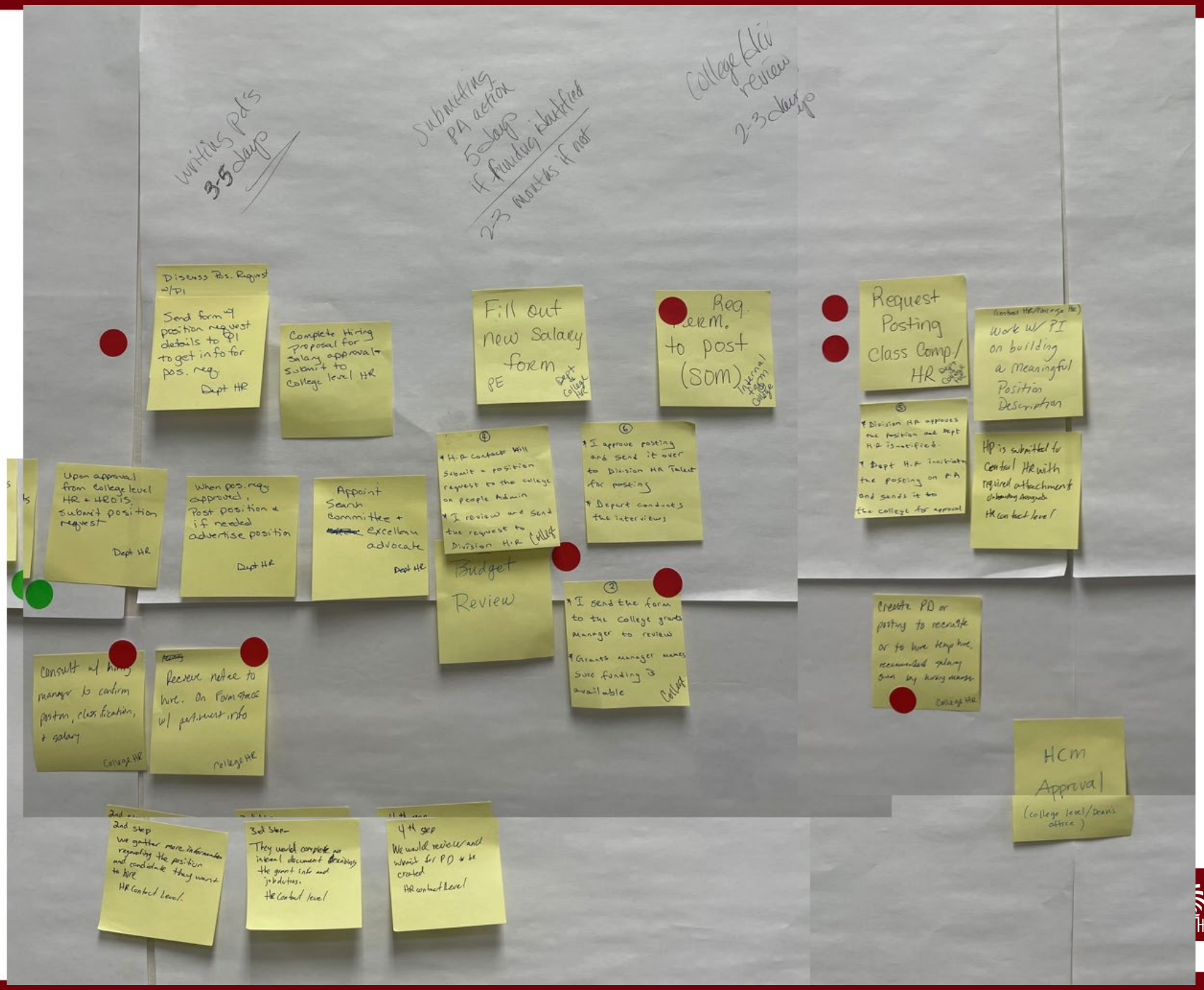

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MAIN ISSUE PINPOINTED

Funding source is required to create and recruit a vacant position

2-6 months waiting to confirm and/or create salary funding source(s) before a position can be created in our system

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MAIN ISSUE PINPOINTED

Can we remove the funding source(s) requirement from PeopleAdmin actions?

Yes and No

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SOLUTION

Only require funding sources at the Hiring Proposal stage (request to hire)

Remove funding requirement for new positions and modification actions (RGP and TML only)

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KEY IMPROVEMENTS - ANTICIPATED

1. Shorten the time to create (or update) and post a position from 2-6 months to only 2-4 weeks*.
2. Compliance/consistency between internal and external job postings
3. Concurrent processes:
   - Positions will be created and posted on the job board(s)
   - The PI and department finalize funding source(s).
     - Funding source(s) must be confirmed before the final candidate can be entered into a Hiring Proposal and before the offer letter can be extended to the final candidate.

*depending on college/dept processing times

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NEXT STEPS

1. Continue testing integrations within the PA sandbox for integration errors
2. Work with PeopleAdmin to update forms
3. Test new forms to ensure integration with HCM will be successful
4. Communicate with HR professionals
5. Publish changes
6. Go Live

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STILL TO IMPROVE

The department and college levels are still obvious areas where process improvements need to be made.

HRedefined

This initiative to create a Business Partner Model will further assist faculty and program managers by creating processes to shorten the lag time within the departments and colleges.

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CONTRACT/GRANT PROPOSAL STAGE

1. Discuss budgets for staff salaries with faculty and grant admins
2. Titles and position descriptions discussed and organized within the grant structure
3. Including HR professionals in the discussions during the contract/grant proposal stage

*Invited to present at Grant Admin trainings offered by the Office of VPR

REFLECTIONS

Involving the right people from multiple points of view to talk through current processes empowers them to understand, value change, and brainstorm solutions.

- Understanding each other's "why"
- Creating a solution that will benefit all stakeholders

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THANK YOU!

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