



Human Resources and Allied Professionals Program



Human Resources Accreditation and Assurance Model

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Human Resources and Allied Professionals Program



University of California Board of Regents

Human Resources Department Accreditation

**A Pilot Program
Between**

The National Academy of Public Administration

**The University of California
and its**

Contracting Partner the Department of Energy

**Alethea Long-Green
Responsible Academy Officer**

**Patricia Cornwell Johnson
Project Director**



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National Academy as a unique resource

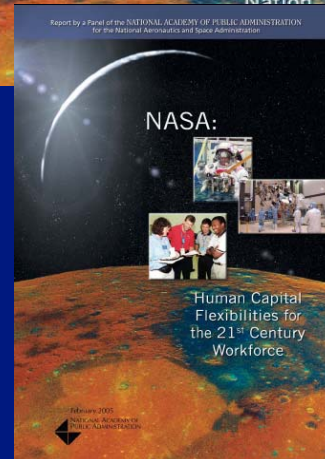
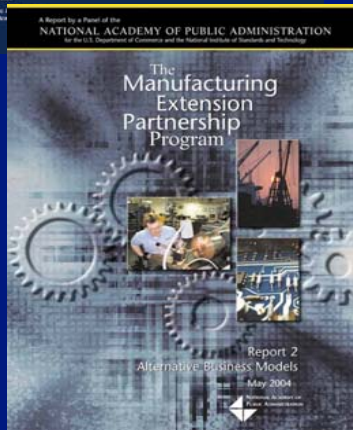
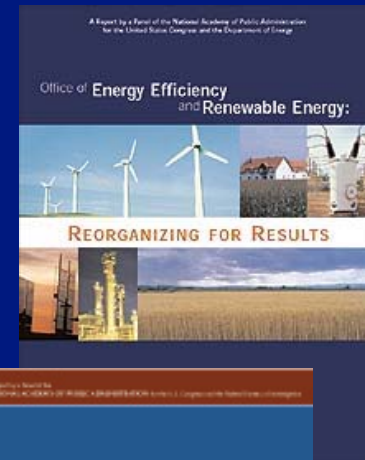
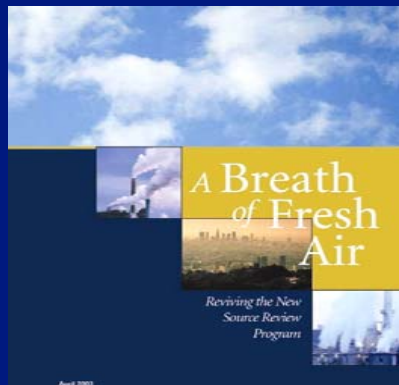
- **Congressionally Chartered in 1967**
- **Non-profit 501(c)(3)**
- **Independent—Non Partisan Advice**
- **600 Elected Fellows**
 - **Distinguished Public Administration Careers**
 - **Primary Resource in Addressing Issues**
- **100 Employees, IPAs, Independent Contractors**
 - **15-20 Research Studies a Year**



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Completed Academy Studies





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Academy Research

Multisector Workforce Management
"Managing Federal Missions with a Multisector Workforce: Leadership for the 21st Century"

A Project of the
Public Service Positioning Committee

supported by the
Standing Panel on the Public Service

21ST CENTURY FEDERAL MANAGER SERIES

Final Report and Recommendations
 The 21st Century Federal Manager

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

MANAGEMENT CONCEPTS

The Presidio Trust:
 Developing a National Park While Attaining Self-Sufficiency

January 2004

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

Report by the Human Resources Management Panel of the NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

Recommending Performance-Based Federal Pay

May 2004

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION

CONVERSATIONS ON PUBLIC SERVICE
 FEDERAL SERVICE AND THE PUBLIC INTEREST

February 2004

NATIONAL ACADEMY OF PUBLIC ADMINISTRATION



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UC has engaged Academy assistance to...

- Evaluate, refine, validate draft accreditation standards
- Incorporate appropriate qualitative & quantitative measures
- Incorporate process for self-assessment & independent peer review
- Define accreditation scheme that recognizes organizations which meet established standards & highlights exemplary practices



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Accreditation Program Outcomes...

- **Assure HR policy, operational and practice accountability**
- **Design and implement a transparent, flexible and repeatable process**
- **Improve consistency in policy implementation, processes and practices**
- **Leverage expertise to avoid wasting resources by “reinventing the wheel”**



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History of the effort...

- **2002 discussions initiated to develop a certified human resources management system**
- **DOE Task Force developed draft standards and sought an external expert organization to validate those standards. They were introduced to the Academy**
- **UC awarded the contract for Berkeley Lab which has the requirement for an accredited HR organization**
- **UC leadership retained the Academy to design, test and deliver an HR Accreditation Model and Process**



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Human Resources Accreditation and Assurance Design

HR Strategic Management

Workforce Planning and Employment

Compensation and Benefits

Workforce Training and Development

Employee and Labor Relations

HR Scorecard & Assurance Process



- HR Accreditation standards validated by NAPA



- HR Performance metrics by Saratoga Institute



- Approved UCOP/HR Policy and procedures



- System metrics and standards agreed to by DOE/SC



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Engagement Components...

- **Validate the standards and add scorecard measures and HR operations metrics**
- **Design Self Assessment Process**
- **Pilot test accreditation Model and Process**
- **Incrementally refine and test Model, Self Assessment Process and Peer Review Process**
- **Make recommendations for implementation and ongoing administration of the HR Accreditation Process**



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Academy's Technical Approach...

Part I

**Orientation, Data Collection and
Analysis**

Part II

**Validate Standards, Develop
Model, Design Self Assessment,
and Test**

Part III

**Independent peer review,
2nd round of testing,
finalize model and report**



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Next steps...

- **Active partnership between Academy study team and University**
- **Utilization of the Academy's Panel Process including Academy Fellows, a UC appointee and DOE appointee**
- **Design and pilot testing of the Model and Process**
- **Linkage with the University's Assurance process**
- **Periodic updates to the Board of Regents**



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University of California
Board of Regents
January 18, 2006

In Strict Confidence



Human Resources and Allied Professionals Program



HR Department Accreditation and Assurance

Our vision is having competent HR professionals, acting as operating partners to management at University of California locations; thereby enabling them to meet, through self assessment, corrective actions and peer review, the HR Policy and Assurance requirements of the Board of Regents of the University of California



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HR Department Accreditation HR Measurement/Scorecard Standard

HR Policy Assurance Process Pilot Model

Objective of this Pilot Model:

Five pilot UC locations will implement processes that meet the HR Policy assurance standards using the accreditation model elements of self-assessment, corrective actions and peer review.



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HR Policy Assurance Process Model

The Pilot will be designed to include assurance processes for UC management in their roles and accountabilities for HR Policy in:

- **People Management**
- **Work Management**
- **Financial Management**
- **Safety Management**
- **Property Management**

Consistent with UC Code of Conduct



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HR Policy Assurance Process Pilot Model

Capability to be Addressed by this Pilot Model:

To design and test a model process that can provide annual assurance to the President and Board of Regents of the University of California that a UC location meets the agreed upon HR policy requirements of the University of California in designated areas of HR accountability



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Assurance Pilot locations will include:

- Campuses at Davis, Riverside and San Francisco
- Medical Center at San Francisco
- Lawrence Berkeley National Laboratory

Periodic Status Reports on the HR Policy Assurance Pilots will be provided to the Regents



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