

Ministry of Attorney General Human Resource Management Plan Overview

Linkages to the Ministry Service Plan:

The ministry's Human Resource (HR) Management Plan makes linkages to the goals, objectives and outcomes identified in the Service Plan. The effective and strategic use of human resource policies and practices serves to strengthen the ministry and act as a key enabling agent for all areas of the organization to deliver on the Service Plan objectives. This approach is aligned with the ministry's stated value of "To honour members of the ministry and support them in their learning and development".

During 2005/06, the ministry will continue to refine and report on the performance measures.

GOALS (Corporate HR Plan) ¹	MINISTRY STRATEGIES 2005/06 – 2007/08	PERFORMANCE MEASURES
<p>Effective People Strategy</p> <p><i>Human resource planning is integrated into the existing service and budget planning cycle to ensure the ability of the workforce to successfully deliver the government's short and long-term objectives.</i></p>	<p>Continue to build on existing programs and activities such as:</p> <ul style="list-style-type: none"> ○ Employee Performance and Development Plan (EPDP). ○ Executive mentoring and mentorship's. ○ Career development initiatives such as temporary assignments, staff rotations and job exchange. ○ Gauging the health and wellness of the ministry with the use of surveys and other tools. ○ Use of competency-based hiring. ○ Creation of competency models. ○ Creation of an employee orientation program. 	<ul style="list-style-type: none"> ○ Maintain the target of 100 per cent EPDP completion and ensure each employee has an active plan in place. ○ Number of executive mentoring relationships formed. ○ A minimum of one mentoree per ADM. ○ Number of staff on developmental assignments or exchanges.
<p>Proactive and Visionary Leadership</p> <p><i>Leadership will be actively and openly demonstrated throughout the public service.</i></p>	<ul style="list-style-type: none"> ○ <u>Communications</u>: Enhance executive and leadership communications within the ministry and its work units; focus on the communication of the ministry's Vision, Mission, Culture and Values (VMCV). 	<ul style="list-style-type: none"> ○ 100 per cent of staff aware of the VMCV statements as identified by survey.

¹ The Corporate HR Plan describes the government's objectives and strategies for managing its employees, prioritizes government wide HR initiatives and assists ministries in identifying their own HR strategies.

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	<ul style="list-style-type: none"> ○ <u>Executive Development</u>: Enhance the ministry’s access to cutting edge leadership programs and training. ○ <u>Succession Planning</u>: Ensure the ministry is able to effectively transfer critical corporate knowledge to the “next generation” of ministry leaders. 	<ul style="list-style-type: none"> ○ Total number of MAG managers and supervisors enrolled in Leading the Way and other leadership courses by end of plan. ○ Development and implementation of a ministry succession plan for key positions by the end of the plan. ○ Support MAG participants enrolled in and completing the Corporate Succession Program.
<p>Performance Focused Workplace</p> <p><i>Organizational performance is driven by aligned employee performance, accountability and rewards.</i></p>	<p>Continue to build on existing programs and activities such as:</p> <ul style="list-style-type: none"> ○ EPDP Program. ○ EPDPs linked with ministry service plan. ○ Culture change: moving the ministry and its staff towards a more performance-oriented philosophy. ○ 360 Leadership Assessments – performance evaluations. ○ Ensure staff understand and know what competencies are critical to success. 	<ul style="list-style-type: none"> ○ Maintain the target of 100 percent EPDP completion and ensure each employee has an active plan in place. ○ Increase in net positive responses in follow-up employee surveys. ○ 20 percent overall increase at the end of the plan against Office of the Auditor General (OAG) survey benchmark.
<p>Learning and Innovative Organization</p> <p><i>The public service has a culture in which learning is continuous and innovation is welcomed and championed at all levels of the organization..</i></p>	<ul style="list-style-type: none"> ○ <u>Employee Growth & Development</u>: Focus resources on the development of leaders and staff to contribute effectively to the obtainment of organizational goals. ○ <u>Streamlining the Recruitment Process</u>: Building competency based tools that allow managers to better and more effectively recruit for vacant positions in a timely manner. ○ <u>Employee Participation in Decision-Making</u>: Ensure that staff at all levels of the organization are included or represented in corporate decision-making; self identify training and development needs; knowledge transfer among employees. ○ <u>Ministry Orientation Program</u>: Develop and implement a ministry orientation program. 	<ul style="list-style-type: none"> ○ Monitor average number of training hours for ministry employees. ○ Increased management satisfaction with recruitment turnaround time through an annual survey. ○ Monitor and report out on number of employees receiving developmental opportunities within ministry and government. ○ Implementation of a ministry-wide employee orientation program, with 100 percent utilization rate for new employees.

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<p>Flexible and Motivating Work Environment</p> <p><i>The BC Public Service has an engaged and committed workforce that is able to adapt and respond to change in order to meet business goals and improve the quality of life and morale of employees at all levels.</i></p>	<p>Continue to build on existing programs and activities such as:</p> <ul style="list-style-type: none"> ○ Promoting and encouraging work life balance and a healthy work place through the use of best practices. ○ Promoting and encouraging the recognition and appreciation of staff. ○ <u>Compliance with Worker’s Compensation Board (WCB) Act</u>: Ensure all worksites are in compliance with the ACT, including: <ul style="list-style-type: none"> ● <u>Working Alone Policy</u>: Ensure that staff working alone or in isolation have the protections needed to do their jobs in safety. ● <u>Violence in the Workplace Policy</u>: Develop a strategy to reduce incidences of violence in the workplace throughout the ministry. ○ <u>Staff Security Screening Policy</u>: In partnership with the BC Public Service Agency (BCPSA) and ministry branches, build on existing strategies to develop and establish a policy that guides who will have access to secure and confidential data within the ministry. ○ <u>Workplace Health</u>: Gauge the health and wellness of the ministry through the analysis of sick leave reports and surveys. 	<ul style="list-style-type: none"> ○ Communicate work life balance information to ministry staff via Web site. ○ Number of recognition and appreciation awards given to ministry staff. ○ Net decrease in turnover rates amongst ministry staff (excluding retirements). ○ Ministry report on results of annual compliance checklists. ○ 100 percent compliance with all checklists. ○ Implementation of Staff Security Screening Policy throughout ministry, when approved. ○ Number of health related absences per quarter (total hours and total costs). ○ On-going reduction in overall sick leave usage throughout the ministry over the life of the plan.
<p>Progressive Employer/Employee Relations</p> <p><i>The public service has a positive work environment built on respectful and collaborative relationships between employees and their supervisors.</i></p>	<ul style="list-style-type: none"> ○ <u>Employee Relations</u>: Ensure managers have the knowledge about collective agreements and terms and conditions of employment and their roles and responsibilities under the HR delegation of authority matrix. 	<ul style="list-style-type: none"> ○ Determine if information on Website/training assists managers by analyzing user feedback. ○ Report out on Step 2 grievances and conduct trend analysis.