

CONNECTIONS

DAS Human Resource Business Center

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March Madness Is In The System

"It's going to be crazy here in March!" said Automated Personnel Systems (APS) Manager Toni Alphonse. The APS office is beginning to take an in-depth look at some of the retro-paperwork that needs attention. "This is something our customers really want looked at," said Alphonse. "There are a number of APS history records with

various agencies that are in need of TLC, and DAS' APS office is going to start reviewing these histories to bring them up to date."

"Bob Cosgrove and I have had our eye on getting this project started for a while," said Alphonse. "We weren't sure how our customers would react because this is a big undertak-

ing by everyone involved."

Surprise, surprise. Customers were ecstatic when Alphonse and Cosgrove suggested that action be taken.

"Their reaction was more than positive," said Alphonse. "I think they were a little surprised that we would do this. But, we had listened to our customers and were trying to anticipate their needs. We hit a bull's eye with this one," she added.

For February, Cosgrove and Alphonse will run various APS reports to look for the accounts

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Wonder Woman

It's no wonder that Suzanne Liquerman was nominated Woman of the Year by the *Connecticut Post*. Not only is she DAS' disability specialist, she's a member of countless organizations and committees dedicated to helping people with disabilities, patients, and Connecticut businesses and organizations.

"I was so honored just to be nominated," said Liquerman. "As a state employee, the public's perception is that you service the public and that's your job. To even be acknowledged is reward enough." Liquerman went on to say that it's her commitment to community that she's most proud of.

"We are so proud of Suzanne for receiving such a wonderful honor. No one has worked harder than she has to bring disability

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DAS' Suzanne Liquerman

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DAS Constructs Strategic Plan For Connecticut's Human Resources

It's always important to have a plan, and DAS' Strategic Leadership Center (SLC) is working on one for the State of Connecticut's human resources. In an effort to identify a number of factors that will contribute to the future state workforce, SLC's Dr. Martin Anderson and his staff are assembling the first human resources strategic plan for Connecticut.

"There are so many resources and variables that need to be identified," said Anderson, "including anticipating the future needs of the state, how to recruit prospective employees, and keep them here in Connecticut. What we're looking to do is formulate an HR blueprint for the future that also shows where we were and where we want to go," added Martin. Before now, there hasn't been a human resources report issued that identified these specific needs.

To do this, Anderson and his staff have been meeting with customers for the past six months soliciting their input and feedback. Plus, they've gathered data from a number of state sources including the Department of Labor and CERC, but aren't limiting themselves to Connecticut. SLC is also identifying what other states and countries are doing to anticipate human resources needs. "We're also looking closely at other progressive states as well as Canada," said Martin. "We're always looking for original 'out-of-the-box' thinking."

"This isn't just a one-time report either," said Anderson. "We hope to continue to chart the progress of Connecticut's workforce as it grows and changes with the new wants and needs of the State of Connecticut."

"We're always looking for original 'out-of-the-box' thinking."

DAS' Dr. Martin Anderson

Wonder Woman continued

awareness to a new level," said Commissioner Barbara Waters. "It's so gratifying to know that her hard work and her successes have been recognized by so many throughout the state and region," Waters added.

Eight different associates nominated Liquerman for the award. Fred Frank, senior community educator from the Disability Resource Center of Fairfield County wrote, "This outstanding woman has changed her life and the lives of many others through her work, volunteer activities, and commitment to Connecticut. She has been an educator, counselor, employment specialist, advocate, and role model to people with disabilities, businesses, and organizations in and outside of Connecticut."

Liquerman is also one of the main subjects of the feature story "Access Denied" in this month's *Woman*. She was cited for her work in placing people with disabilities in positions of employment.

Official Memoranda

- 99-020** Salary Schedules for Implementation on January 14, 2000
- 99-019** General Letter 226 Promotion by Reclassification
- 99-018** Phase in PARS

For more information on these memoranda, visit the DAS website at:
<http://www.das.state.ct.us/HR/om/bhrmdir.htm>

Census 2000: How DAS is Helping to Make Connecticut Count

Census 2000, the largest peacetime mobilization in US history, is about to begin. About 860,000 workers will be needed to reach an anticipated 275 million people across the United States.

And the Department of Administrative Services (DAS) is helping to make it a success. DAS is the lead agency in coordinating Census 2000 activities between the federal government and the State of Connecticut.

"Human resources folks have more of a role in this than they may think," said DAS Commissioner Barbara Waters. "Our human re-

sources liaisons are on the 'front line' to get the word out to other agencies and encourage people to participate in the census." Waters went on to say that HR personnel are in contact with other



The logo for the United States Census 2000. It features the words "United States" in a smaller, bold, sans-serif font at the top. Below that, the word "Census" is written in a very large, bold, sans-serif font. At the bottom, the year "2000" is also written in a large, bold, sans-serif font, matching the size of "Census".

agencies, vendors, and the public everyday, and will need to be cheerleaders and

spokespersons for Census 2000.

DAS is encouraging agencies to hold special Census 2000 events that will promote the project. Some initiatives include: running Census 2000

articles in agency newsletters, mailing Census 2000 flyers, wearing Census 2000 pins, and highlighting www.census.gov on agency web pages.

If you'd like to learn more about working for Census 2000, including positions available and

pay, check out our website at http://www.das.state.ct.us/exam/Census2000_Info.htm

March Madness continued

most in need of attention, such as working test periods and appointment termination dates that have since expired. Then in March, when activity in DAS' APS unit is relatively calm, they'll charge full force into rectifying the retro-paperwork. The Audit/Review Quality Assurance Team will set up appointments with their customers for one on one sessions at DAS.

Alphonse says that her mission is simple – to make APS as accurate as possible. "We've given ourselves a deadline of June 30," said Alphonse. "Working with our customers, I don't see any reason why we can't make it."

DAS Teaches a New Lesson

Everybody will know what everybody else knows. That's the theory behind the new HRBC initiative of the Employment Learning Center.

"What we're trying to accomplish is a broad, in-depth education of every human resource professional," said Commissioner Barbara Waters. "We want every HR professional knowledgeable in every aspect in human resources. Having specialists in certain areas will become almost obsolete because of the Employment Learning Center."

Courses will cover applications and legal ramifications of the Americans with Disabilities Act, the Federal and Medical Leave Act, and sexual harassment.

A March open house is scheduled to announce the curriculum calendar and training programs that will be available for human resource professionals statewide.

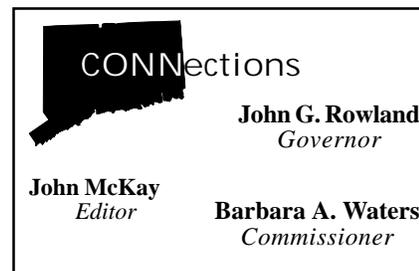
Recruitment Corner

Helpful hints for getting the right person for the right job

How do you know where your advertising dollars are going? Agencies spend plenty of time and money advertising for positions in local newspapers, but which newspapers are getting you the most bang for your buck?

"It's simple," said Department of Administrative Services (DAS) recruitment manager Patsy McLaughlin. "Assign different codes to your ads." These codes work as tracking numbers for your advertisements. When applicants return resumes or phone calls, have them indicate the code number from where they got the information.

"You would be surprised to see where your money is doing the most work," said McLaughlin. "It's not always where you think it is," she added.



DAS Human Resources Business Center
165 Capitol Avenue
Hartford, CT 06106