



# CONNECTIONS

DAS HUMAN RESOURCES BUSINESS CENTER

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## HR professionals gather for one-day conference

*Discuss ideas and vision of human resources*

**O**n March 17, the Connecticut State Training Manager's Network presented, *Connections: Linking Staff Development Stakeholders*, a one-day conference for staff development and human resource professionals in state service. The conference, co-sponsored by the Network and Middlesex Community-Technical College, took place at the college's facility in Meriden. The network's mission is to support the development of high-performance organizations by:

- Designing and delivering training initiatives
- Sharing best practices in training and organizational development
- Sharing resources and learning networks
- Advocating human resource development departments as stakeholders and partners for initiatives in state agencies.

The conference covered a variety of topics including: How personal learning styles impact instruction; performance-based learning techniques; and how to effectively use non-traditional, alternative educational techniques. Marilyn Griest, of Career Systems International, presented the plenary session on *Career Development: Mindset for the 21<sup>st</sup> Century*, and Dr. Merle W. Harris, president of Charter Oak State College, highlighted the luncheon with her presentation on *The Internet - The New Tool for Education and Training*.

One of the members of the Managers Network is HRBC's Cathy Bysiewicz-Cluen. She said, "This workshop was a wonderful opportunity to learn about best practices and for training professionals to enhance their skills, assess their own career development, and network with colleagues."

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## ADA gives good advice

**O**n Tuesday, May 4, Suzanne Liquerman, HRBC's ADA coordinator and disability employment specialist, called together the first meeting of the statewide advisory committee for Public Act 98-205, concerning disability employment in state service.

"What we've been asked to do is begin the process of addressing what measures need to be taken to

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**ADA continued...**

employ and accommodate individuals with disabilities,” said Liquerman. This process includes adaptation of employment examinations, alternative hiring processes for individuals with disabilities, and reasonable accommodations. Currently, Connecticut does not have set parameters for individuals wishing to be employed by the state.



Liquerman has done nationwide research to identify what other states have done to address these same issues. Eleven states responded to a survey devised by Liquerman and have developed certification programs. Some states appoint a disability coordinator, while others temporarily waive testing in lieu of a training period so that people are able to enter state employment.

“There are any number of programs,” said Liquerman. “However, we need to find out what will work for Connecticut and what won’t. I’m confident that this advisory committee will do a fantastic job as they are very energized and dedicated to the goal of furthering employment opportunities for people with disabilities in state service.”

Committee members who were invited to serve by DAS Commissioner Barbara Waters are:

- Kenneth Tripp, Director*  
Board of Education and Services for the Blind
- Stacie Mawson, Director*  
Commission on the Deaf and Hearing Impaired
- Pamela Libby, Ph.D.*  
Department of Administrative Services
- Suzanne Liquerman*  
Department of Administrative Services
- John McKay*  
Department of Administrative Services

- Carl Passanisi*  
Department of Administrative Services
- Sandra Sharr*  
Department of Administrative Services
- Jean E. Zurbigen, Deputy Commissioner*  
Department of Labor
- Karen Snyder, Chief Financial Officer*  
Department of Mental Health and Addiction Services
- Rita Kelley*  
Department of Mental Retardation
- Edward Mambruno*  
Department of Mental Retardation
- James McGaughey, Director*  
Office of Protection and Advocacy
- Cheryl Niland*  
Department of Revenue Services
- John Halliday, Director*  
Department of Social Services – Bureau of Rehabilitation Services

**USA Careers**

**O**n April 30 at the *Connecticut Learns and Works* conference at the Sheraton Four Points Hotel in Waterbury, HRBC’s Suzanne Kaswan gave a demonstration on a computer program called *USA Careers*. *USA Careers* is an automated system designed by the Federal Office of Personnel Management for self-assessment, career planning, career transition, and workforce re-engineering.

“For the individual,” said Kaswan, “*USA Careers* provides an interactive process designed for you to learn more about yourself and what you like to do. There are several ways to assess your skills and interests on this system in order to prepare for a targeted job search.”

Kaswan’s presentation has had some success. She has already received feedback and interest from the Department of Labor and several other agency career planning offices. If you would like more information on *USA Careers*, contact Suzanne Kaswan at (860) 713-5250.

# Correction Update

It was time for a change. The Correction Officer exam had been in use for a number of years and needed a facelift. "We needed to develop a new written test to ensure that the Department of Correction (DOC) was getting the most qualified candidates," said HRBC's Don Jordan. The test was revamped to better assess the knowledge, skills, and abilities of candidates as they relate in importance to the job.

"It's not as easy as it sounds," said Jordan. The project involved having 465 correction officers complete a job analysis questionnaire in order to identify the knowledge, skills, and abilities that officers need to perform their job successfully. The project also involved having 239 current correction officers take a preliminary version of the new test and obtain performance evaluations from their supervisors so that test items most effective in predicting job performance could be identified.

HRBC has worked on the re-engineering of the exam since early February. "A lot of credit has to go to DOC," added Jordan. "Putting together the new test could not have been completed without a great deal of effort and coordination on their part."

## HR professionals day, continued...

Nina Davit, who runs DAS' *CareerPower*, an interactive training session for employees to manage their own career and life objectives, said, "The whole conference was so informative. DAS' *CareerPower* really fits in with the network's ideals of making Connecticut an employer of choice. It's a good partnership."

Committee members include: Cathy Bysiewicz-Cluen from DAS, Bonnie Delaney from the State Library, Barbara Kleefeld from the Department of Children and Families, Linda Rubin from the Department of Correction, Karen Taylor from the

# Employee Ingenuity

Sometimes you just have to take the initiative. That's what HRBC's Dale Greenwood and Jeannette Rheume did when they decided to print HRBC informational business cards. Dale and Jeannette came up with the idea of putting the most requested information onto one business card. The card has the DAS home page, automated phone, fax, and TDD numbers,



address, and hours of operation.

"It's a simple idea that works well and creates a sophisticated image of streamlined efficiency," said Greenwood. "Customers really appreciate it and employees think it's great," said Rheume.

Copies of the business card will be sent to job centers for distribution to the public. If agencies are interested in obtaining copies of the business card, they should call Carl Passanisi at (860) 713-5151.

Department of Environmental Protection, Barbara Viadella from the Office of the Comptroller, and Ron Webb from Central Connecticut State University.

The State Training Manager Network meets monthly from September to June, and provides its members with professional development opportunities at each meeting. Every state agency is encouraged to have a representative join this dynamic group.

# News and Notes

*Helpful information for the HR professional*

## Memos

The following is a list of official memoranda since January 1999.

- 99-001** Administrative & Residual (P-5) Bargaining Unit Seniority Lists Effective November 30, 1998
- 99-002** AWCS Processing and Benefit Payment Procedures
- 99-003** Nursing Job Classes Added to General Letter 222
- 99-004** Observance of Holidays - 2000

Log onto the DAS website at [www.das.state.ct.us](http://www.das.state.ct.us) for more information on these and other agency personnel memoranda.

## ADA Training Schedule

The following dates are all full-day sessions covering ADA Title I. All run from 8:30 a.m. to 4:15 p.m.

**June 10, June 15,  
and June 23.**

Each training session will be held at the State Office Building, 165 Capitol Avenue, Hartford. The training session costs \$85.00, payable to Treasurer – State of Connecticut. Transfer invoices are also accepted. For more information, contact Suzanne Liquerman at (860) 713-5057.



**CONNECTIONS**

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