

INTERNATIONAL PACIFIC



HALIBUT COMMISSION

# Personnel and Human Resource Management

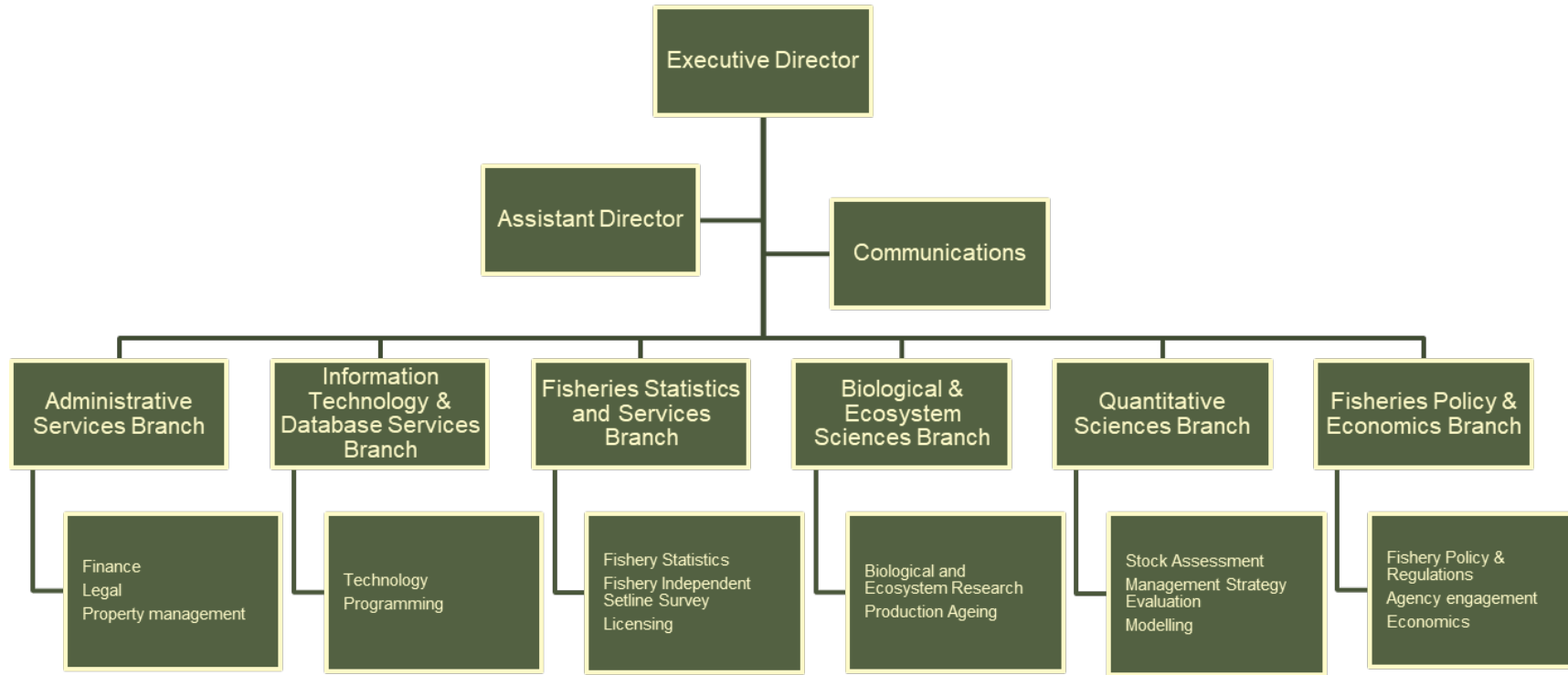
Item 3.7

Efficiency and transparency of financial and administrative management

# HR and personnel management

- Staff organization
- Personnel administration
  - HR / admin data systems
  - Recruiting and hiring
  - Compensation and benefits
  - Training and development
  - Evaluation
- Personnel policies
- Employee relations

# IPHC Structure

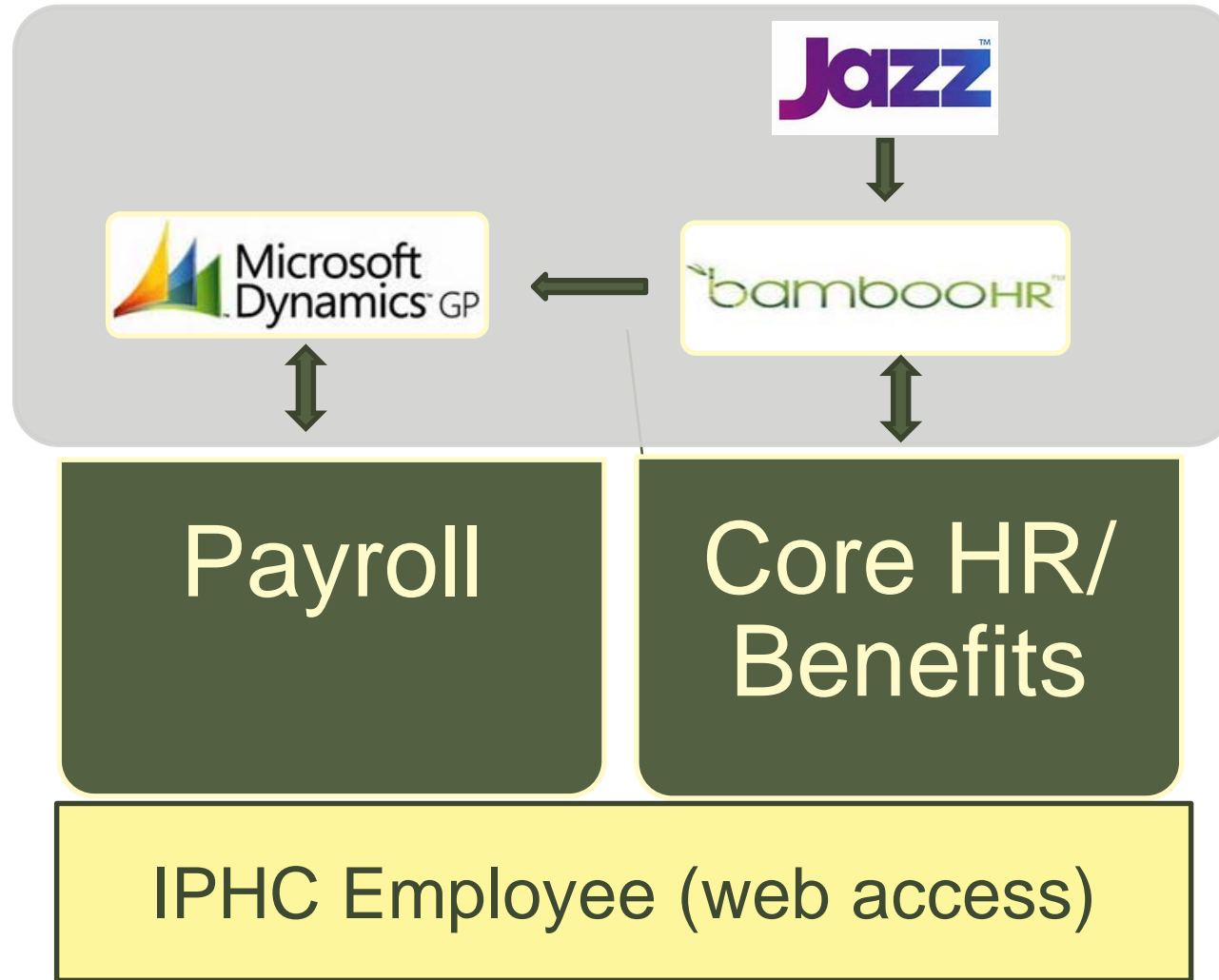


# Staff organization (FTEs)

- Staff structure (49.5 FTE)
  - Administrative Services Branch
    - 4.5 FTE
  - Biological and Ecosystem Management Branch
    - 9.25 FTE
  - Executive Branch
    - 2 FTE
  - Fisheries Policy and Economics Branch
    - 1 FTE
  - Information Services Branch
    - 4 FTE
  - Fisheries Statistics & Services Branch
    - 11 FTE (office)
    - 7 FTE (10 port samplers)
    - 5.75 FTE (27 sea samplers)
  - Quantitative Sciences Branch
    - 5 FTE



# HR / Admin data systems



Other programs:

- Concur
- Harvest
- Triplt
- One Login



# Recruiting and Hiring

- Position definition
  - Generally follows US Federal civil service practices



The screenshot shows the OPM.GOV website. At the top, there is a navigation bar with the OPM logo, the text 'OPM.GOV', and menu items: ABOUT, POLICY, INSURANCE, RETIREMENT, INVESTIGATIONS, and AGENCY SER. To the right of the navigation bar, there are social media icons for Facebook and Twitter, a search bar with the text 'Search All of OPM', and an 'OPERATING STATUS: OPEN' indicator. Below the navigation bar, the breadcrumb trail reads 'OPM.gov Main > Policy > Classification & Qualifications'. The main content area features a sidebar on the left with the heading 'IN THIS SECTION' and a list of links: 'Assessment & Selection', 'Classification & Qualifications' (highlighted in orange), 'Classifying General Schedule Positions', and 'Classifying Federal Wage System'. The main content area has the heading 'Classification & Qualifications' in green, followed by a welcome message: 'Welcome to the U.S. Office of Personnel Management's Federal Position Classification and Qualifications website. This website provides Federal position classification, job grading, and qualifications information that is used to determine the pay plan, series, title, grade, and qualification requirements for most work in the Federal Government.' To the right of the welcome message, there is a 'CONTACT US' link and an email address 'Email: fedclass@'. At the bottom right, there is a 'RELATED INF' link.

- Process managed in Jazz HR
  - applicant tracking system



# Recruiting and Hiring

- Hiring process
  - Hiring team generally led by supervisor of the position
  - Job posting
  - Interviews
  - Decision
  - Job offer
- On-board process
  - Processed through BambooHR
  - Off-boarding process through BambooHR

# Compensation and benefits

- Pay scales
  - Positions rated using US civil service guidelines
  - Pay rates and increases generally follow, but are not limited to the US civil service practice
    - Approximately the “Seattle-Tacoma Locality” pay scale
    - Cost-of-living raises - annual
    - Step raises – years of service
- Benefits package
  - Secretariat staff members select benefits in Dec for coming year
  - Provide health care, 403(b), plus additional benefits



# Training and development

- History of strong support for training and development
  - Graduate studies
  - Certificate courses
  - Individual training courses
  - Conferences, workshops, communities of practice
- Training needs identified through evaluation process
- Programs propose training and development for their members in their budget inputs
- Tracked through BambooHR

# Evaluation

- Annual Employee reviews
  - Common format
  - Objectives-based (no ranking)
  - Mid-year review

# Personnel policy references

- Policy sources and authority
  - Generally patterned on examples from U.S.A. law
  - Actions and property of IPHC covered by the International Organizations Immunities Act in the U.S.A. (not applicable in Canada)
  - Enacted and enforced independently by IPHC
    - Rules of Procedure
    - Financial Rules
    - Employee Manual
- Employee Manual
  - Repository for most personnel policies
  - Living document, updated every six months
- Other policies
  - Developed over time, currently not all written or preserved in the same format but currently codifying in employee manual or in process documents

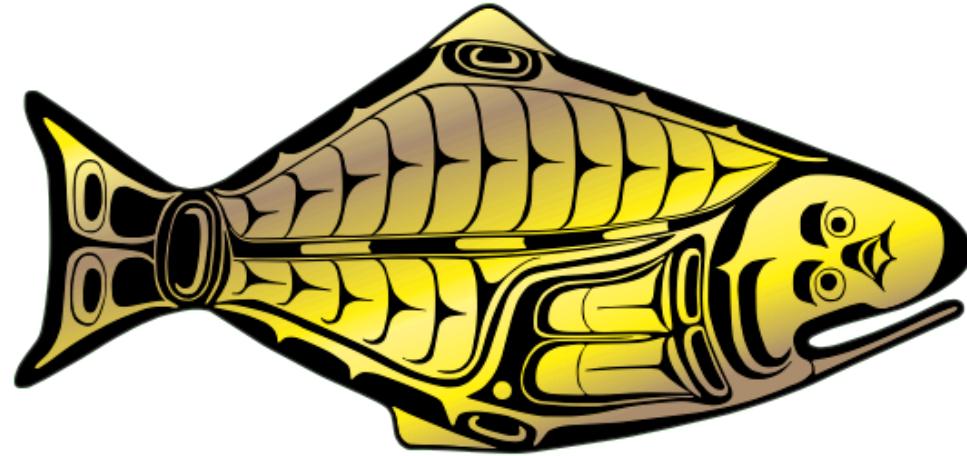


# Employee Relations

- State of Washington 'at will' employer law
- Employee Involvement Committee (EIC)
- Grievance process embedded in IPHC Rules of Procedure (Rule 17)



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2nd IPHC Performance Review (PRIPHC02)