



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Tuesday, September 24, 2002

MSG-063a

### **MEMORANDUM FOR: Human Resources Directors**

**FROM:** Dan G. Blair, Deputy Director

**Subject:** Workshops on Streamlining the Senior Executive Service Staffing Procedures

The President's Management Agenda is dedicated to ensuring that the resources entrusted to the Federal Government are well managed and wisely used, and this Agenda identified the Strategic Management of Human Capital as the first item of the five government-wide initiatives. In carrying out this initiative, the Office of Personnel Management has been focused over the course of the past year at developing and designing systems, tools, and strategies for agencies and departments to use in order to improve their strategic management of their workforces. Part of our efforts has focused on a broad review of federal hiring procedures and practices, including models to streamline the SES hiring practices.

At OPM, we are committed to a Senior Executive Service (SES) selection process that results in a diverse highly qualified executive corps. Our goal is to attract candidates of the highest caliber from within and outside Government. In a memo dated April 17, 2002, OPM Director Kay Coles James announced to heads of departments and agencies, a 30-day hiring model for filling SES positions. The model includes the steps to Qualifications Review Board certification within 30 days of the announcement closing. To assist in educating your executive resources staff regarding this effort, we have developed a series of workshops on key areas of SES staffing. The first workshops will be held on September 26 and 27, 2002. Please refer to the attachment for registration procedures.

If I can personally be of service to you, please contact me on (202) 606-1000. As always, the Office of Executive Resources Management staff stands ready to work with you. Contact Daliza Salas on (202) 606-1274.

[SES Staffing Workshops](#)

## **SES Staffing Workshops**

**What:** Three SES Staffing Workshops

**When:** Thursday and Friday, September 26th and 27th, 2002

**Where:** Thursday: Department of Veterans Affairs, 810 Vermont Avenue, NW Washington , DC Room: C7

Friday: National Science Foundation, 4201 Wilson Blvd. , Arlington , VA Room: 375

**Who:** Intended audience for this pilot series: HR practitioners in Executive Resources Offices (Executive Resources Network and Executive Resources Work Group Members)

**Why:** To provide information and tools for streamlining agency SES staffing processes and attracting the best candidates.

**How:** Thursday: - Arrive by Metro on the Blue/Orange line and get off at the McPherson Square station

**Friday:** -Arrive by Metro on the Orange line and get off at the Ballston station

### **SES Staffing 101**

Thursday, Sept. 26, 2002 8:30 a.m. to 12:30 p.m.

What's included: Job Analysis

Uniform Selection Guidelines

Merit Systems Principles

SES Staffing Plans

### **SES Staffing 102**

Thursday, Sept. 26, 2002 1:30 p.m. to 4:30 p.m.

What's included: Job Analysis

Qualifications Standards

Preparing the Vacancy Announcement

Candidate Evaluations

Streamlining the Staffing Process

Executive Core Qualifications

### **SES Staffing 201**

Friday, Sept. 27, 2002 8:30 a.m. to 12:30 p.m.

What's included: Candidate Evaluation

Use of Selective Placement Factors

Candidate Evaluation Models

Decision Tools

Working in Partnership with your ERB

Panel Processes

**Registration:**

Call 202 606-2246 and register your name, agency and phone number with Matilda Overton  
Or send an e-mail to [BDepuy@opm.gov](mailto:BDepuy@opm.gov) no later than September 25, 2002 .

***PLEASE NOTE:*** At the request of many participants, these workshops are being offered at a different location each day in order to avoid traffic problems caused by IMF demonstrations in Washington , DC , on September 27, 2002