

PEF - Department of Labor
November 30th, 2016
Room 544 10:00 a.m.

1. Welcome/Introductions
2. Executive Deputy Commissioner's Comments
3. Budget
 - A. Federal
 - B. State
 - C. UI Trust Fund Status
 - D. Most recent Monthly Position Allocation vs. Spending by Division as it pertains to the Divisions below:
 1. Include information on the changes in FTEs.
 2. Planned fills and promotions.
 - E. Current staffing by Division:
 1. Provide any information on attrition plans.
 2. Count of employees by division permanent/hourly (in separate columns).
 3. Number of hourly LSRs and Employment Counselors vs. number of permanent LSRs and Employment Counselors (Personnel), by office location and division.
 - F. Excel Spreadsheet showing all current PS&T members at DOL.
 - G. Excel Spreadsheet showing current listing of hourly PS&T employees at DOL.
 - H. Have there been any changes in the list of lease expiration dates provided at the last meeting?
 1. Glendale- how far in advance is new lease negotiated on and signed?

New Business

1. Unemployment Insurance Division:
 - A. Division Update
 - B. Update of HPU pilot
 - C. DOL's response to Comptroller's audit - one key recommendation "Ensure staff follows established policies and procedures to process claims appropriately." Will there be new processes implemented? If so, what will they be?
2. Research and Statics:
 - A. Division Update
3. Division of Employment and Workforce Solutions (DEWS):
 - A. Division Update / Center Staffing
 - B. Update on the Manager and SLSR Promotions
 - C. Are there plans to continue using the Senior Employment Counselor title
 - D. Veterans Awards – Thank you.

4. Worker Protection
 - A. Safety & Health
 1. Division Update
 - B. Public Work
 1. Division Update
 - C. Labor Standards
 1. Division Update
 - D. Division of Immigrant Policies and Affairs
 1. Division Update
 - E. Special Investigations
 1. Division Update

5. UI Appeal Board:
 - A. Update on Board
 - B. Update on the Implementation of the Amelioration Plan

6. Miscellaneous
 - A. Any plans for new titles, reclassification or earmarking of existing titles, redefining job descriptions or job duties, or any other change or modification of a given job Title?
 - B. Outdated technology, e.g. Web browsers, Windows- negative impact on production: Any update?
 - C. Update on Personnel office staffing
 - D. SFS:
 1. Rejection of vouchers/loss of submissions. Where can staff report problems?
 2. Field Trip Calculator – Field Staff Exemption
 3. Can link to training be reposted?
 - E. Travel audit and findings

HANDOUTS

Budget Section:

1. Federal, State Budget, UI Trust Fund Status Update
2. Monthly Summary Position Allocation & Spending by Major Division
3. PEF Count of Employees by Division
4. Permanent Employees (provided by Personnel)
5. PEF Hourly Employees (provided by Personnel)
6. Leases
7. Number of Hourly vs Permanent LSRs & Employment Counselors by office location and division (provided by Personnel)

UI Section:

8. Initial Claims (provided by Research & Statistics)

2017 MEETING SCHEDULE:

February 15, 2017

May 24, 2017

August 16, 2017

November 29, 2017