

## **EMPLOYMENT PROGRAM**

### LEVEL I PROGRAM

02

PROGRAM TITLE: EMPLOYMENT

OBJECTIVE: TO ASSURE ALL WORKERS FULL AND EQUAL OPPORTUNITY TO WORK, DECENT WORKING CONDITIONS, FAIR TREATMENT ON THE JOB, EQUITABLE COMPENSATION, AND ASSISTANCE IN WORK-RELATED DIFFICULTIES.

#### MEASURES OF EFFECTIVENESS:

1. PERCENTAGE OF JOB APPLICANTS WHO FOUND JOBS.
2. % FEDERALLY-MANDATED REPORTS THAT MEET DEADLINES.

### LEVEL II PROGRAM

02 01

PROGRAM TITLE: FULL OPPORTUNITY TO WORK

OBJECTIVE: TO ENHANCE AN INDIVIDUAL'S OPPORTUNITY TO SEEK AND OBTAIN EMPLOYMENT BY FACILITATING THE DEVELOPMENT OF JOB SKILLS AND JOB PLACEMENT, AND TO PROTECT INDIVIDUALS AND FAMILIES FROM UNDUE ECONOMIC HARDSHIPS RESULTING FROM THE INVOLUNTARY LOSS OF JOBS.

#### MEASURES OF EFFECTIVENESS:

1. PERCENTAGE OF JOB APPLICANTS WHO FOUND JOBS.
2. NO. INSURED EMPLOYEES AS % OF TOTAL LABOR FORCE.
3. % ECONOMICALLY DISADVANTAGED PERSONS OBTAINED EMPLOYMENT THRU OCS.
4. NO. RECEIVING SERVICES AS % NEEDING SERVICES (VOCATIONAL REHABILITATION).

### LEVEL III PROGRAM

02 01 01

LBR 111

PROGRAM TITLE: WORKFORCE DEVELOPMENT

OBJECTIVE: TO PLAN, DIRECT, COORDINATE, AND IMPLEMENT A CUSTOMER-DRIVEN STATEWIDE WORKFORCE DEVELOPMENT SYSTEM THAT DELIVERS EMPLOYMENT AND TRAINING SERVICES TO JOB APPLICANTS, WORKERS, AND INDUSTRIES.

#### MEASURES OF EFFECTIVENESS:

1. PERCENTAGE OF JOB APPLICANTS WHO FOUND JOBS.
2. PERCENT OF MILITARY VETERAN JOB APPLICANTS WHO FOUND JOBS.
3. PERCENT OF ADULTS PLACED IN JOBS FOLLOWING DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS (DLIR) SPONSORED BASIC SKILLS AND/OR OCCUPATIONAL SKILLS TRAINING (SUCH AS CLERICAL, ACCOUNTING, COMMERCIAL DRIVING, ETC.).
4. PERCENT OF YOUTH PLACED IN JOBS FOLLOWING DLIR-SPONSORED BASIC SKILLS AND/OR OCCUPATIONAL SKILLS TRAINING.
5. PERCENT OF APPRENTICES COMPLETING TRAINING AND ATTAINING A CERTIFICATE.

#### TARGET GROUPS:

1. JOB APPLICANTS RECEIVING DLIR PLACEMENT ASSISTANCE.
2. MILITARY VETERANS RECEIVING DLIR PLACEMENT ASSISTANCE.
3. ADULTS RECEIVING DLIR-SPONSORED BASIC SKILLS AND/OR OCCUPATIONAL SKILLS TRAINING.
4. YOUTHS (16-21) RECEIVING DLIR-SPONSORED BASIC SKILLS AND/OR OCCUPATIONAL SKILLS TRAINING.
5. APPRENTICES IN APPRENTICESHIP TRAINING PROGRAMS.

PROGRAM ACTIVITIES:

1. NO. OF JOB OPENINGS FROM EMPLOYERS.
2. NO. OF EMPLOYERS REQUESTING TO FILL JOB OPENINGS.

LEVEL III PROGRAM

02 01 03

LBR 171

PROGRAM TITLE: UNEMPLOYMENT INSURANCE PROGRAM

OBJECTIVE: TO ALLEVIATE ECONOMIC HARDSHIPS THAT RESULT FROM LOSS OF WAGE INCOME DURING PERIODS OF INVOLUNTARY UNEMPLOYMENT.

MEASURES OF EFFECTIVENESS:

1. NO. INSURED EMPLOYEES AS % OF TOTAL LABOR FORCE.
2. NO. PROMPT PAYMENTS MADE AS % TOTAL NO. PAYMENTS.
3. NO. ACCEPTABLE NON-MONETARY DETERMINATIONS AS % TOTAL NON-MONETARY DETERMINATIONS.
4. NO. ACCEPTABLE APPEALS DECISIONS AS % TOTAL DECISIONS.
5. NO. PROMPT STATUS DETERMINATIONS AS % TOTAL STATUS DETERMINATIONS.
6. NO. AUDITS PERFORMED AS % TOTAL EMPLOYERS.
7. NO. EMPLOYERS DELINQUENT FOR TAXES AS % TOTAL EMPLOYERS.

TARGET GROUPS:

1. NO. OF INSURED UNEMPLOYED INDIVIDUALS (WKLY AVE).
2. NO. OF SUBJECT EMPLOYERS.
3. NO. OF SELF-FINANCED NON-PROFIT ORGANIZATIONS.

PROGRAM ACTIVITIES:

1. INITIAL OR NEW CLAIMS (ALL PROGRAMS).
2. CONTINUED CLAIMS (ALL PROGRAMS) (1000'S).
3. CLAIMS ADJUDICATION - ALL PROG (NON-MONETARY DET).
4. STATUS DETERMINATIONS.
5. EMPLOYER AUDITS.
6. TAX PAYMENT PROCESSING.
7. WAGE RECORDS (1000S).
8. INSURED UNEMPLOYMENT RATE.
9. TOTAL UNEMPLOYMENT RATE.

LEVEL III PROGRAM

02 01 04

LBR 903

PROGRAM TITLE: OFFICE OF COMMUNITY SERVICES

OBJECTIVE: TO FACILITATE AND ENHANCE THE DEVELOPMENT, DELIVERY AND COORDINATION OF EFFECTIVE PROGRAMS FOR THE ECONOMICALLY DISADVANTAGED, IMMIGRANTS, AND REFUGEES, TO ACHIEVE ECONOMIC SELF-SUFFICIENCY.

MEASURES OF EFFECTIVENESS:

1. % ECONOMICALLY DISADVANTAGED PERSONS OBTAINED EMPLOYMENT THRU OCS.
2. % REFUGEES WHO OBTAINED EMPLOYMENT THRU OCS PROG.
3. % IMMIGRANTS OBTAINED EMPLOYMENT THRU OCS PROG.
4. % ECONOMICALLY DISADVANTAGED PERSONS WHO MAINTAINED EMPLOYMENT FOR 6 MONTHS.
5. % REFUGEES WHO MAINTAINED EMPLOYMENT FOR 6 MONTHS.
6. % OF IMMIGRANTS WHO MAINTAINED EMPLOYMENT FOR 6 MONTHS.
7. % OF CONTRACTS MONITORED/EVALUATED BY OCS.

TARGET GROUPS:

1. # ECONOMICALLY DISADVANTAGED PERSONS SERVED.
2. # IMMIGRANTS SERVED.
3. # REFUGEES SERVED.
4. NUMBER OF MICRONESIANS SERVED.
5. # PERSONS OBTAINED OTHER (NON-EMPLOYMENT) SERVICES THRU OCS.
6. # REINTEGRATING INDIVIDUALS SERVED.

PROGRAM ACTIVITIES:

1. # FEDERAL GRANTS AWARDED TO THE OCS.
2. \$ AMOUNT OF FED GRANTS AWARDED TO THE OCS (\$M).
3. # FEDERALLY-FUNDED CONTRACT ADMINISTERED BY OCS.
4. # STATE-FUNDED CONTRACTS ADMINISTERED BY THE OCS.
5. \$ AMOUNT OF STATE CONTRACTS ADMINISTERED BY OCS (\$M).
6. NUMBER OF POUNDS OF SURPLUS FOOD DISTRIBUTED.
7. NUMBER OF HOUSES WEATHERIZED.
8. \$ VALUE OF HOUSES WEATHERIZED.
9. \$ VALUE OF SURPLUS FOOD DISTRIBUTED.

LEVEL III PROGRAM

02 01 06

HMS 802

PROGRAM TITLE: VOCATIONAL REHABILITATION

OBJECTIVE: TO ENABLE THOSE WITH PHYSICAL AND MENTAL DISABILITIES TO ACHIEVE GAINFUL EMPLOYMENT BY PROVIDING THEM VOCATIONAL REHABILITATION SERVICES.

MEASURES OF EFFECTIVENESS:

1. NUMBER RECEIVING SERVICES AS % NEEDING SERVICES.
2. NUMBER PLACED AS % RECEIVING SERVICES DURING YEAR.
3. AVERAGE TIME TO ACHIEVE GAINFUL EMPLOYMENT.
4. AVERAGE COST PER INDIVIDUAL TO ACHIEVE EMPLOYMENT.
5. AVERAGE WEEKLY EARNINGS AS % OF EARNINGS PRIOR TO SERVICE.

TARGET GROUPS:

1. # PERSONS WITH DISABILITIES WHO COULD BENEFIT FROM VOCATIONAL REHABILITATION.

PROGRAM ACTIVITIES:

1. NUMBER OF APPLICATIONS PROCESSED.
2. NUMBER OF VOCATIONAL REHABILITATION PLANS DEVELOPED.
3. NUMBER IN REHABILITATION PROGRAMS.
4. NUMBER OF SUCCESSFUL JOB PLACEMENTS.

LEVEL II PROGRAM

02 02

PROGRAM TITLE: ENFORCEMENT OF LABOR LAWS

OBJECTIVE: TO ASSURE AND PROTECT THE RIGHTS OF JOBSEEKERS AND WORKERS RELATED TO FAIR AND EQUITABLE TREATMENT FOR HIRING, ON-THE-JOB MATTERS, SAFE AND HEALTHFUL WORKING CONDITIONS, AND UNDUE ECONOMIC HARDSHIPS RESULTING FROM WORK OR NON-WORK RELATED INJURY OR ILLNESS.

MEASURES OF EFFECTIVENESS:

1. % OF SUBJECT EMPLOYERS IN COMPLIANCE.
2. ACCIDENT, INJURY/ILLNESS RATE PER 100 EMPLOYEES.
3. COMPLAINT RATE (PER 100,000 LABOR FORCE - WAGES).

PROGRAM TITLE: HAWAII OCCUPATIONAL SAFETY AND HEALTH PROGRAM

OBJECTIVE: TO ENSURE EVERY EMPLOYEE SAFE AND HEALTHFUL WORKING CONDITIONS; AND THE SAFE OPERATION AND USE OF BOILERS, PRESSURE SYSTEMS, AMUSEMENT RIDES, ELEVATORS, AND KINDRED EQUIPMENT.

MEASURES OF EFFECTIVENESS:

1. ACCIDENT, INJURY/ILLNESS RATE PER 100 EMPLOYEES.
2. WORKDAYS LOST PER 100 EMPLOYEES.
3. WORK-RELATED FATALITIES PER 100,000 EMPLOYEES.
4. AVERAGE WORKERS' COMPENSATION COSTS.
5. % OF ELEVATORS INSPECTED.
6. % OF BOILER AND PRESSURE VESSELS INSPECTED.
7. % OF HOISTING MACHINE OPERATORS ADVISORY BOARD (HMOAB) APPLICATIONS PROCESSED WITHIN 48 HOURS OF RECEIPT.
8. % OF HOISTING MACHINE OPERATORS ADVISORY BOARD (HMOAB) INFORMATION RESPONDED WITHIN 24 HOURS.

TARGET GROUPS:

1. COVERED CIVILIAN WORK FORCE EXCEPT FED/MARITIME.
2. COVERED EMPLOYERS EXCLUDING FEDERAL AND MARITIME.
3. NO. ELEVATORS, BOILERS, ETC. IN STATE.
4. HOISTING MACHINE OPERATORS ADVISORY BOARD (HMOAB) CERTIFIED WORKERS.

PROGRAM ACTIVITIES:

1. NO. OF SAFETY/HEALTH COMPLIANCE INSPECTIONS.
2. # SAFETY/HEALTH COMPLIANCE ASSISTANCE CONSULTATION.
3. NO. FATALITY/CATASTROPHE INVESTIGATIONS FOR SAFETY/HTH.
4. NO. DISCRIMINATION INVESTIGATIONS FOR SAFETY/HTH.
5. NO. OF SAFETY AND HEALTH HAZARDS CORRECTED.
6. NO. OF ELEVATOR/ETC. INSPECTIONS.
7. NO. OF BOILER AND PRESSURE VESSEL INSPECTIONS.
8. NO. OF COMPLAINTS SATISFIED WITH TIMELY RESPONSES.
9. NO. OF HOISTING MACHINE OPERATORS ADVISORY BOARD (HMOAB) NEW/RENEW APPLICAITONS PROCESSED.
10. NO. OF HOISTING MACHINE OPERATORS ADVISORY BOARD (HMOAB) STATE REGULATIONS SURVEYED IN THE UNITED STATES.

PROGRAM TITLE: WAGE STANDARDS PROGRAM

OBJECTIVE: TO ASSURE WORKERS OF THEIR LAWFUL RIGHTS AND BENEFITS RELATED TO WAGES, SAFEGUARD AGAINST UNLAWFUL EMPLOYMENT PRACTICES, AND PROMOTE VOLUNTARY COMPLIANCE BY EDUCATING AND ASSISTING EMPLOYERS.

MEASURES OF EFFECTIVENESS:

1. COMPLAINT RATE (PER 100,000 LABOR FORCE - WAGES).
2. COMPLAINT RATE (PER 100,000 LABOR FORCE-WORK INJURY).
3. % OF WAGE FINDINGS WITHIN 100 DAYS OF COMPLAINT.
4. % OF WORKER INJURY TERMINATION DECISION WITHIN 100 DAYS OF HEARING.
5. % OF MONETARY VIOLATIONS /100 EMPLYRS INVESTIGATED.
6. % OF CHAPTER 104 FINDINGS WITHIN 195 DAYS OF COMPLAINT.
7. CHILD LABOR VIOLATION RATE (PER 10,000 MINORS).
8. PERCENTAGE OF SATISFIED CUSTOMERS.

TARGET GROUPS:

1. TOTAL NUMBER OF EMPLOYERS.
2. TOTAL NUMBER OF LABOR FORCE (THOUSANDS).
3. TOTAL NUMBER OF COMPLAINTS (WAGES).
4. TOTAL NO. OF COMPLAINTS (WORK INJURY TERMINATION).
5. TOTAL NUMBER OF MINORS (14 - 17 YEARS).

PROGRAM ACTIVITIES:

1. INVESTIGATIONS COMPLETED.
2. CERTIFICATES ISSUED.
3. COMPLAINT AND APPEAL HEARINGS.
4. ENROLLEES AT EDUCATIONAL WORKSHOPS.

LEVEL III PROGRAM

02 02 03

LBR 153

PROGRAM TITLE: HAWAII CIVIL RIGHTS COMMISSION

OBJECTIVE: TO SAFEGUARD AND ASSURE THE RIGHTS OF THE PUBLIC AGAINST DISCRIMINATORY PRACTICES DUE TO RACE, COLOR, RELIGION, AGE, SEX, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, OR HANDICAPPED STATUS IN EMPLOYMENT, HOUSING, AND PUBLIC ACCOMMODATIONS THROUGH ENFORCEMENT OF ANTI-DISCRIMINATION LAWS AND PROVIDING PUBLIC EDUCATION AND OUTREACH.

MEASURES OF EFFECTIVENESS:

1. % EMPLOYMENT DISCRIMINATION INVESTIGATION COMPLETED WITHIN 1 YR.
2. % FAIR HOUSING DISCRIMINATION INVESTIGATION COMPLETED WITHIN 150 DAY.
3. % PUBLIC ACCOMMODATION DISCRIMINATION INVESTIGATION COMPLETED WITHIN 1YR.
4. % STATE SERVICES DISCRIMINATION INVESTIGATION COMPLETED WITHIN 1 YR.

TARGET GROUPS:

1. NO. EMPLOYMENT DISCRIMINATION COMPLAINTS FILED ANNUALLY.
2. NO. FAIR HOUSING DISCRIMINATION COMPLAINTS FILED ANNUALLY.
3. NO. PUBLIC ACCOMMODATION DISCRIMINATION COMPLAINTS FILED ANNUALLY.
4. NO. STATE SERVICES DISCRIMINATION COMPLAINTS FILED ANNUALLY.

PROGRAM ACTIVITIES:

1. # INVESTIGATION/CLOSING EMPLOYMENT DISCRIMINATION CASES 368-3,HRS.
2. # INVESTIGATION/CLOSING FAIR HOUSING DISCRIMINATION CASES 368-3,HRS.
3. #INVESTIGATION/CLOSING ACCOMMODATION DISCRIMINATION CASES 368-3,HRS.
4. #INVESTIGATION/CLOSING STATE SERVICES DISCRIMINATION CASE 368-3,HRS.

LEVEL III PROGRAM

02 02 04

LBR 183

PROGRAM TITLE: DISABILITY COMPENSATION PROGRAM

OBJECTIVE: TO ALLEVIATE THE ECONOMIC HARDSHIPS RESULTING FROM THE LOSS OF WAGE INCOME DUE TO WORK OR NONWORK-CONNECTED DISABILITY AND PROVIDE VOCATIONAL REHABILITATION OPPORTUNITIES AND INCENTIVES FOR INDUSTRIALLY-INJURED WORKERS.

MEASURES OF EFFECTIVENESS:

1. % OF SUBJECT EMPLOYERS IN COMPLIANCE.
2. % OF VOCATIONAL REHABILITATION PARTICIPANTS RETURNING TO WORK (WORKERS' COMPENSATION).
3. % WORKERS' COMPENSATION DECISIONS WITHIN 60 DAYS OF HEARING.

TARGET GROUPS:

1. SUBJECT EMPLOYERS.
2. COVERED WORKERS - TEMPORARY DISABILITY INSURANCE (TDI) & PREPAID HEALTH CARE (PHC).
3. COVERED WORKERS - WORKERS' COMPENSATION (WC).
4. WORKERS REQUIRING SERVICES - WORKERS' COMPENSATION (WC).

PROGRAM ACTIVITIES:

1. INVESTIGATIONS (WORKERS' COMPENSATION, TEMPORARY DISABILITY INSURANCE, PREPAID HEALTH CARE).
2. AUDITS (WORKERS' COMPENSATION, TEMPORARY DISABILITY INSURANCE, PREPAID HEALTH CARE).
3. PLANS REVIEW (TEMPORARY DISABILITY INSURANCE, PREPAID HEALTH CARE).
4. TOTAL CLAIMS - NEW (WORKERS' COMPENSATION).
5. HEARINGS (WORKERS' COMPENSATION).
6. DECISIONS (WORKERS' COMPENSATION).
7. REFERRAL TO REHABILITATION TRAINING.

LEVEL II PROGRAM

02 03

PROGRAM TITLE: LABOR ADJUDICATION

OBJECTIVE: TO PROVIDE PROMPT RESPONSE, EQUITABLE TREATMENT, AND ADMINISTRATIVE REDRESS OF GRIEVANCES TO PARTIES APPEALING DECISIONS AS PROVIDED BY THE WORKERS' COMPENSATION AND OTHER LABOR LAWS, AND TO RESOLVE DISPUTES IN COLLECTIVE BARGAINING FOR EMPLOYEES.

MEASURES OF EFFECTIVENESS:

1. # OF DECISIONS RENDERED ON TIMELY BASIS (WITHIN 1 YEAR).

LEVEL III PROGRAM

02 03 01

LBR 161

PROGRAM TITLE: HAWAII LABOR RELATIONS BOARD

OBJECTIVE: TO ADMINISTER CHAPTERS 89 AND 377, HAWAII REVISED STATUTES, IN A NEUTRAL QUASI-JUDICIAL CAPACITY TO PROMOTE HARMONIOUS AND COOPERATIVE LABOR-MANAGEMENT RELATIONS, AND RESOLVE DISPUTES IN COLLECTIVE BARGAINING FOR EMPLOYEES.

MEASURES OF EFFECTIVENESS:

1. # OF DECISIONS RENDERED ON TIMELY BASIS (WITHIN 1 YEAR).
2. % OF DECISIONS UPHELD ON APPEAL.

TARGET GROUPS:

1. PUBLIC EMPLOYERS.
2. PUBLIC EMPLOYEE ORGANIZATIONS.
3. PUBLIC EMPLOYEES (IN THOUSANDS).
4. PRIVATE EMPLOYERS COVERED BY HAWAII LABOR RELATIONS ACT.
5. PRIVATE EMPLOYEE ORGANIZATIONS COVERED BY HAWAII LABOR RELATIONS ACT.
6. PRIVATE EMPLOYEES (000S) COVERED BY HAWAII LABOR RELATIONS ACT.

PROGRAM ACTIVITIES:

1. PROHIBITED PRACTICE COMPLAINTS/PETITIONS/IMPASSE.
2. PRE-TRIAL RULINGS/MOTIONS.
3. POST-TRIAL RULINGS/DECISIONS.
4. HEARING NOTICES.
5. CIRCUIT/SUPREME COURT APPEALS.
6. OCCUPATIONAL SAFETY AND HEALTH APPEALS.

PROGRAM TITLE: LABOR AND INDUSTRIAL RELATIONS APPEALS BOARD

OBJECTIVE: TO PROVIDE FAIR TREATMENT FOR INDIVIDUALS IN THE PROMPT, JUST AND INEXPENSIVE REVIEW OF APPEALS FROM WORKERS' COMPENSATION AND OCCUPATIONAL SAFETY AND HEALTH (BOILER/ELEVATOR) DECISIONS OF THE DIRECTOR OF LABOR AND INDUSTRIAL RELATIONS.

MEASURES OF EFFECTIVENESS:

- 1. % OF APPEALS RESOLVED IN 15 MONTHS.
- 2. % OF BOARD DECISIONS UPHELD BY APPELLATE COURT.

TARGET GROUPS:

- 1. NUMBER OF APPEALS FILED.
- 2. NUMBER OF APPELLATE COURT DECISIONS IN FISCAL YEAR.

PROGRAM ACTIVITIES:

- 1. NUMBER OF PRE-HEARING CONFERENCES HELD.
- 2. NUMBER OF SETTLEMENT/STATUS CONFERENCES HELD.
- 3. NUMBER OF HEARINGS HELD.
- 4. NUMBER OF MOTION HEARINGS HELD.

PROGRAM TITLE: EMPLOYMENT SECURITY APPEALS REFEREES' OFFICE

OBJECTIVE: TO PROVIDE JUDICIAL REVIEW ON APPEALS FROM DETERMINATIONS AND REDETERMINATIONS FOR UNEMPLOYMENT COMPENSATION BENEFITS

MEASURES OF EFFECTIVENESS:

- 1. % APPEALS DECISIONS ISSUED WITHIN 30 DAYS OF APPEAL REQUEST.
- 2. % APPEALS DECISIONS ISSUED WITHIN 45 DAYS OF APPEAL REQUEST.
- 3. AVERAGE AGE OF CASES WITHIN 30 DAYS IS FED COMPLIANT.

TARGET GROUPS:

- 1. NUMBER OF APPEAL REQUESTS FILED.

PROGRAM ACTIVITIES:

- 1. NUMBER OF APPEALS DECISIONS ISSUED.

PROGRAM TITLE: OVERALL PROGRAM SUPPORT

OBJECTIVE: TO ENHANCE THE EFFECTIVENESS AND EFFICIENCY WITH WHICH THE OBJECTIVES OF THE PROGRAM ARE ACHIEVED BY PROVIDING EXECUTIVE DIRECTION, PROGRAM PLANNING AND ANALYSIS, OTHER PROGRAM SUPPORT, AND ADMINISTRATIVE SERVICES.

MEASURES OF EFFECTIVENESS:

- 1. % FEDERALLY-MANDATED REPORTS THAT MEET DEADLINES.
- 2. % VENDOR PAYMENTS MADE WITHIN 30 DAYS.

PROGRAM TITLE: RESEARCH AND STATISTICS

OBJECTIVE: TO ENHANCE PROGRAM EFFECTIVENESS AND EFFICIENCY, AND CONTRIBUTE TO GENERAL ECONOMIC POLICYMAKING BY GATHERING, ANALYZING AND REPORTING MANPOWER, EMPLOYMENT AND RELATED ECONOMIC DATA.

MEASURES OF EFFECTIVENESS:

1. % FEDERALLY-MANDATED REPORTS THAT MEET DEADLINES.
2. USER SATISFACTION WITH CAREER EXPLORATING TOOL(1-100).

TARGET GROUPS:

1. NO. OF ON-LINE USERS ON R&S INTERNET SITES.
2. NUMBER OF ON-LINE USERS OF CAREER EXPLORATING TOOL.

PROGRAM ACTIVITIES:

1. NO. MANDATED REPORTS PRODUCED FOR INTERNAL & EXTERNAL AGENCIES.
2. NO. ONLINE/HARDCOPY PUBLICATIONS ARTICLES & REPORT.
3. NO. OF OUTREACH AND EDUCATION FORUMS CONDUCTED.
4. NO. OF OUTREACH AND EDUCATIONAL ACTIVITIES CONDUCTED.

PROGRAM TITLE: GENERAL ADMINISTRATION

OBJECTIVE: TO ENHANCE PROGRAM EFFECTIVENESS AND EFFICIENCY BY FORMULATING POLICIES, DIRECTING OPERATIONS AND PERSONNEL, AND PROVIDING OTHER ADMINISTRATIVE AND HOUSEKEEPING SERVICES.

MEASURES OF EFFECTIVENESS:

1. % VENDOR PAYMENTS MADE WITHIN 30 DAYS.
2. % FED-MANDATED FISCAL REPORTS THAT MEET DEADLINES.
3. % INTERNAL VACANCY ANNOUNCEMENT RECRUITMENTS COMPLETED WITHIN 60 DAYS.
4. % DATA PROCESSING REQUESTS COMPLETED.
5. % EMPLOYMENT RELATED ACTIONS COMPLETED WITHIN 5 DAYS.
6. % OF CLASSIFICATION RELATED ACTIONS COMPLETED WITHIN 30 DAYS.

TARGET GROUPS:

1. NUMBER OF EMPLOYEES (DEPARTMENT).
2. NUMBER OF PROGRAM AND ATTACHED AGENCIES.

PROGRAM ACTIVITIES:

1. NUMBER OF PURCHASE ORDERS PROCESSED.
2. NUMBER OF PCARD TRANSACTIONS PROCESSED.
3. NO. FED-MANDATED FISCAL REPORTS ANNUALLY REQUIRED.
4. NO. OF POSITIONS FILLED.
5. NO. OF EMPLOYMENT ACTIONS REQUESTED.
6. NO. OF TRAINING REQUESTS PROCESSED.
7. NO. DATA PROCESSNG REQUESTS RECEIVED.
8. NO. OF CLASSIFICATION ACTIONS REQUESTED.