



Hiring Reform Action Plan

The Marine Mammal Commission is a micro-agency of 14 full-time permanent employees, located in Bethesda, Maryland. During the past ten years, the Commission has experienced low personnel turnover. Most staff members have been at the Commission for more than five years and several employees have been at the Commission for more than 20 years.

The Commission has reviewed communications from the Office of Personnel Management and the Office of Management and Budget regarding the President's hiring reform agenda. These communications requested that the Commission review and reform its hiring process.

The Commission appointed Cathy Jones, the Commission's Administrative Officer, as its Human Capital Officer. The Human Capital Officer met with Commission management to identify barriers that the Commission may encounter in reaching the government-wide standard in the End-to-End Hiring Roadmap. During this meeting, barriers and improvements were identified and analyzed.

Action Plan: Identifying Hiring Process Improvements and Barriers

The Office of Personnel Management and the Office of Management and Budget guidance require federal agencies to develop action plans to identify hiring process barriers and improvements. The Commission mapped the End-to-End Hiring Roadmap in the hiring process. This allowed the Commission to analyze data to determine if there are any barriers in reaching the government-wide standard. No barriers were identified in the hiring process. However, because the Commission is small, it does not maintain a human capital office, and it has to rely on the General Services Administration, Agency Liaison Division, and the Office of Personnel Management to complete its hiring process. Both agencies are very responsive; however, response time varies depending on these agencies' workloads. The Commission will continue to coordinate with these agencies to streamline the hiring process.

Hiring Manager Engagement

The second goal of the President's hiring reform agenda is to improve manager involvement in the hiring process. Because of the Commission's small size, management is always involved in the hiring process.

Streamlining Vacancy Announcements

The Commission worked with the Office of Personnel Management and the General Services Administration, Agency Liaison Division, to develop a template for future vacancy announcements. The purpose of this task was to develop interesting, easy-to-understand vacancy announcements that do not exceed five pages. The Commission relies on the Office of Personnel Management and the General Services Administration, Agency Liaison Division, to post the Commission's vacancy announcements on USAJobs.

Applicant Notification

The Office of Personnel Management and the Office of Management and Budget guidance requires federal agencies to notify applicants of their status at four points in the application process: application received, application assessed for qualifications, applicant referred to selecting official (or not), and

applicant selected (or not). For vacancy announcements that are open to the public, the Commission relies on the Office of Personnel Management to post the announcement on USAJobs and to receive applications. The Office of Personnel Management notifies the candidate when his or her application is received and when it has been assessed. Upon receipt of the hiring certificate, the Commission notifies the candidates that the Commission has received his or her application and schedules interviews. Upon selection, the Commission notifies the selected candidate and non-selected applicants. For merit promotion vacancy announcements, the Commission relies on the General Services Administration, Agency Liaison Division, to post the vacancy announcement on USAJobs. Applications are sent directly to the Commission. The Commission informs the applicant that his or her application has been received and that it is being forwarded to the General Services Administration, Agency Liaison Division, for evaluation and processing. Upon receipt of the hiring certificate, the Commission notifies the candidates that the Commission has received his or her application and schedules interviews. Upon selection, the Commission notifies the selected candidate and non-selected applicants. The Commission will work with the General Services Administration, Agency Liaison Division, and the Office of Personnel Management to determine candidate status and ensure that applicants are notified four times during the hiring process.

Improvement Targets

- Streamline vacancy announcements
- Decrease hiring time
- Notify applicants four times during the hiring process

Analysis

The Commission has developed plain-language, streamlined templates for vacancy announcements. All future vacancy announcements will be prepared using this format.

The Commission relies on the General Services Administration, Agency Liaison Division, and the Office of Personnel Management to process vacancy announcements and to rate applicants. The Commission will use UPS overnight delivery to send documents to and from these agencies to decrease delivery time. When possible, the Commission will send data electronically.

The Commission will coordinate with the General Services Administration, Agency Liaison Division, and the Office of Personnel Management to determine the status of applicants during the review process. Upon receipt of this information, the Commission will notify the candidates of their status.

The Commission is committed to improving policies and procedures to comply with Office of Personnel Management and Office of Management and Budget guidance.