

Mid-Level Fiscal Employee Development



How Does It Benefit State Government?

Introduction



WHAT GOVERNMENT AGENCIES DO AND WHY THEY DO IT

James Q. Wilson

"May well be the
best book now
available on
bureaucracy in
America."
—Paul Starr, *The New
Republic*

Bureaucracy

BASIC BOOKS 50 YEARS



Case Study



Training OAKS ELM

Internal Training

Flexible

Open Door Policy

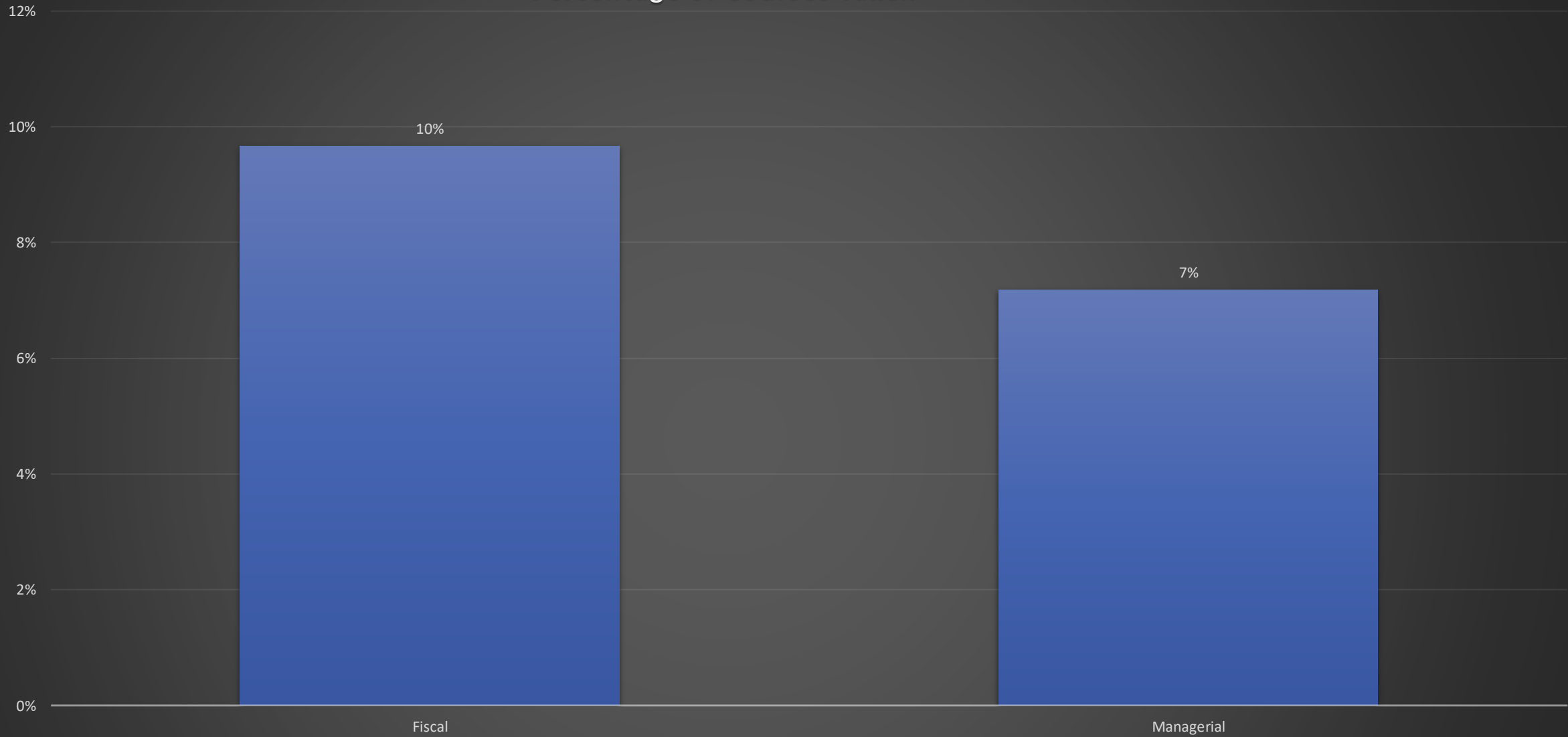
Work as a Team

Mentoring

Creating a Positive Work Place Culture



Percentage of Courses Taken



STANDARDIZATION







STATE OF OHIO EMPLOYEE COMPETENCIES



State of Ohio employee competencies are demonstrated and measurable patterns of knowledge, skills, abilities, behaviors and other characteristics designed to reflect the behaviors employees use to complete tasks to achieve performance expectations.

The above illustration displays the new statewide competency clusters.

For more information about competencies visit: dss.ohio.gov/Peritools

Mid-Level Fiscal Classifications and Competency Requirements

Job Code	Job Title	Competency 1	Competency 2	Competency 3	Pay Range
63222	Budget Management Analyst 2	Communicating with People Outside the Organization	Interpreting the Meaning of Information for Others	Analyzing Data or Information	12
66212	Financial Reporting Acct 2	Making Decisions and Solving Problems	Processing Information	Updating and Using Relevant Knowledge	12
63223	Budget Management Analyst 3	Communicating with People Outside the Organization	Interpreting the Meaning of Information for Others	Analyzing Data or Information	13
66213	Financial Reporting Acct 3	Making Decisions and Solving Problems	Processing Information	Updating and Using Relevant Knowledge	13
63165	Grants Administrator	Working with Computers	Processing Information	Getting Information	13
63265	Budget Analyst Supervisor	Monitoring and Controlling Resources	Interpreting the Meaning of Information for Others	Making Decisions and Solving Problems	14
63224	Budget Management Analyst 4	Communicating with People Outside the Organization	Interpreting the Meaning of Information for Others	Analyzing Data or Information	14
64515	Sourcing Supervisor	Resolving Conflicts and Negotiating with Others	Estimating the Quantifiable Characteristics of Products, Events or Information	Judging the Qualities of Objects, Services, or People	14
66566	Financial Analyst Supervisor	Making Decisions and Solving Problems	Evaluating Information to Determine Compliance Standards	Analyzing Data or Information	14
66585	Financial Program Manager	Making Decisions and Solving Problems	Developing Objectives and Strategies	Providing Consultation and Advice to Others	14
66214	Financial Reporting Acct 4	Making Decisions and Solving Problems	Processing Information	Updating and Using Relevant Knowledge	14
66225	State Accounting Manager 1	Making Decisions and Solving Problems	Providing Consultation and Advice to Others	Developing Objectives and Strategies	14
64536	State Purchasing Procurement Manager	Coaching and Developing Others	Guiding, Directing, and Motivating Subordinates	Analyzing Data or Information	14
63225	Budget Management Analyst 5	Communicating with People Outside the Organization	Interpreting the Meaning of Information for Others	Analyzing Data or Information	15
66586	Financial Manager	Making Decisions and Solving Problems	Developing Objectives and Strategies	Providing Consultation and Advice to Others	15
66215	Financial Reporting Acct Adm 1	Making Decisions and Solving Problems	Processing Information	Updating and Using Relevant Knowledge	15
66226	State Accounting Manager 2	Making Decisions and Solving Problems	Providing Consultation and Advice to Others	Developing Objectives and Strategies	15
64537	State Purchasing Contracts Manager	Coaching and Developing Others	Guiding, Directing, and Motivating Subordinates	Providing Consultation and Advice to Others	15



Competency Development Guide

Revised 5/31/2017



Multi-generations in the workplace



BABY BOOMER

GEN X

GEN Y

GEN Z



Baby Boomers

1943-1960



Generation X 1960-1980

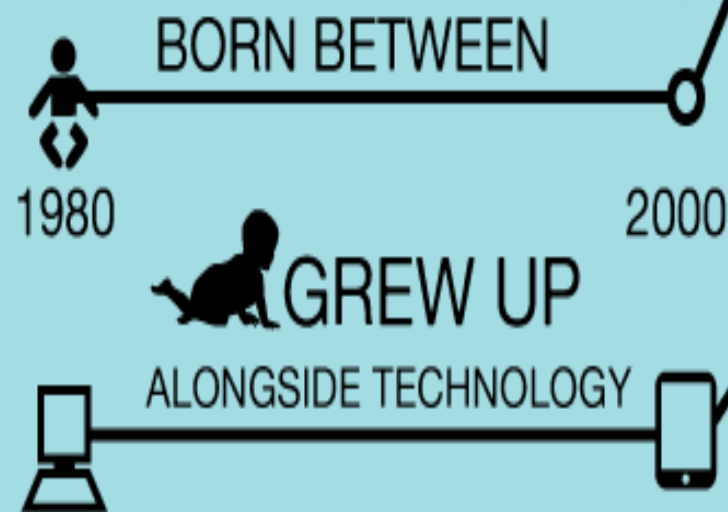


Millennials

1981-2004



WHO ARE MILLENNIALS?



"GEN Y"

80 MILLION IN THE U.S



LARGEST GENERATION YET

2.5 BILLION WORLDWIDE

MOST ETHNICALLY & RACIALLY DIVERSE



DOMINANCE OF SOCIAL NETWORKS



DO THEY MATTER?

% OF WORKFORCE IN THE COMING YEARS

50% BY 2020

75% BY 2030



ASPIRE TO

MAKE A DIFFERENCE W/ THEIR WORK



CONFIDENT
HAVE HIGH EXPECTATIONS
ACHIEVEMENT ORIENTED

MENTORING – Times are changing!!!





GOOD...GOOD...



**LET THE MENTORSHIP FLOW
THROUGH YOU**

generator.net



**“ALONE WE CAN
DO SO LITTLE;
TOGETHER WE
CAN DO SO MUCH.”**

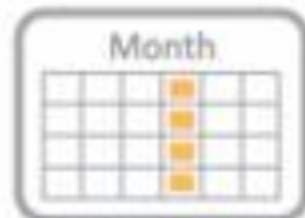
- Helen Keller



the NEW MENTORING MINDSET

traditional

new



Fixed
Face-to-face
Long-term



Fluid
Virtual
Flexible-term



© 2011 Triple Creek

Emelo's Approach to Modern Mentoring

<i>Mentoring Program</i>	<i>Traditional</i>	<i>Modern</i>
<i>Purpose</i>	Career Advancement	Broad Learning
<i>Participants</i>	Mentors are senior leaders and proteges are high potential employees	Advisors and learners can be anyone in the organization
<i>Connections</i>	One to one	Many to many
<i>Duration</i>	Long term	As long as needed
<i>Method</i>	Face to face	Virtual
<i>Design</i>	Top down and matched by outside administrator	Flat and self-directed



A person wearing a white lab coat is holding a white rectangular card with both hands. The card has the word "Recommendation" written on it in a black, handwritten-style font. The background is a light-colored surface with a subtle dot pattern.

Recommendation

Pay Range 15

**Budget/Management Analyst 5
Financial Manager
Financial Institution Specialist 1
Financial Reporting Accountant Administrator 1
State Accounting Manager
State Purchasing Contracts Manager**

Pay Range 14

**Budget Analyst Supervisor
Budget/Management Analyst 4
Financial Analyst Supervisor
Financial Program Manager
Financial Reporting Accountant 4
Sourcing Supervisor
State Accounting Manager 1
State Purchasing Procurement Manager**

**Mandatory Courses for All
Fiscal Employees: Statewide
Fiscal Orientation**

Pay Range 13

**Budget/Management Analyst 3
Financial Reporting Accountant 3
Grant Administrator**

Pay Range 12

**Budget/Management Analyst 2
Financial Reporting Accountant 2**

Accounts Payable

**OAKS FIN Accounts Payable Overview
(FIN_AP_100)**

Pcard Holder Training - 2016 Refresher (FIN-SA-016)

AP 230 Processing P-Card Transactions (FIN-AP-230)

Accounts Receivable

**OAKS FIN Billing and Accounts Receivables
Overview (FIN_AR_101)**

Asset Management

AM 100 Asset Management Basics (FIN-AM-100)

**AM 202: Integrating Assets from Vouchers and
Receipts (FIN-AM-202)**

AM 300: Asset Management Workshop (FIN-AM-300)

AM 200: Entering and Maintaining Assets (FIN-AM-200)

eProcurement

ePro 100 eProcurement Basics (FIN-EP-100)

**ePro 200 Creating and Managing Requisitions
(FIN-EP-200)**

**PO 200 Managing and Reviewing Purchase
Orders (FIN-PO-200)**

ePro 215 Approving Requisitions (FIN-EP-215)

General Ledger

Uploading Spreadsheet Journals (FIN_GL_210)

Purchasing

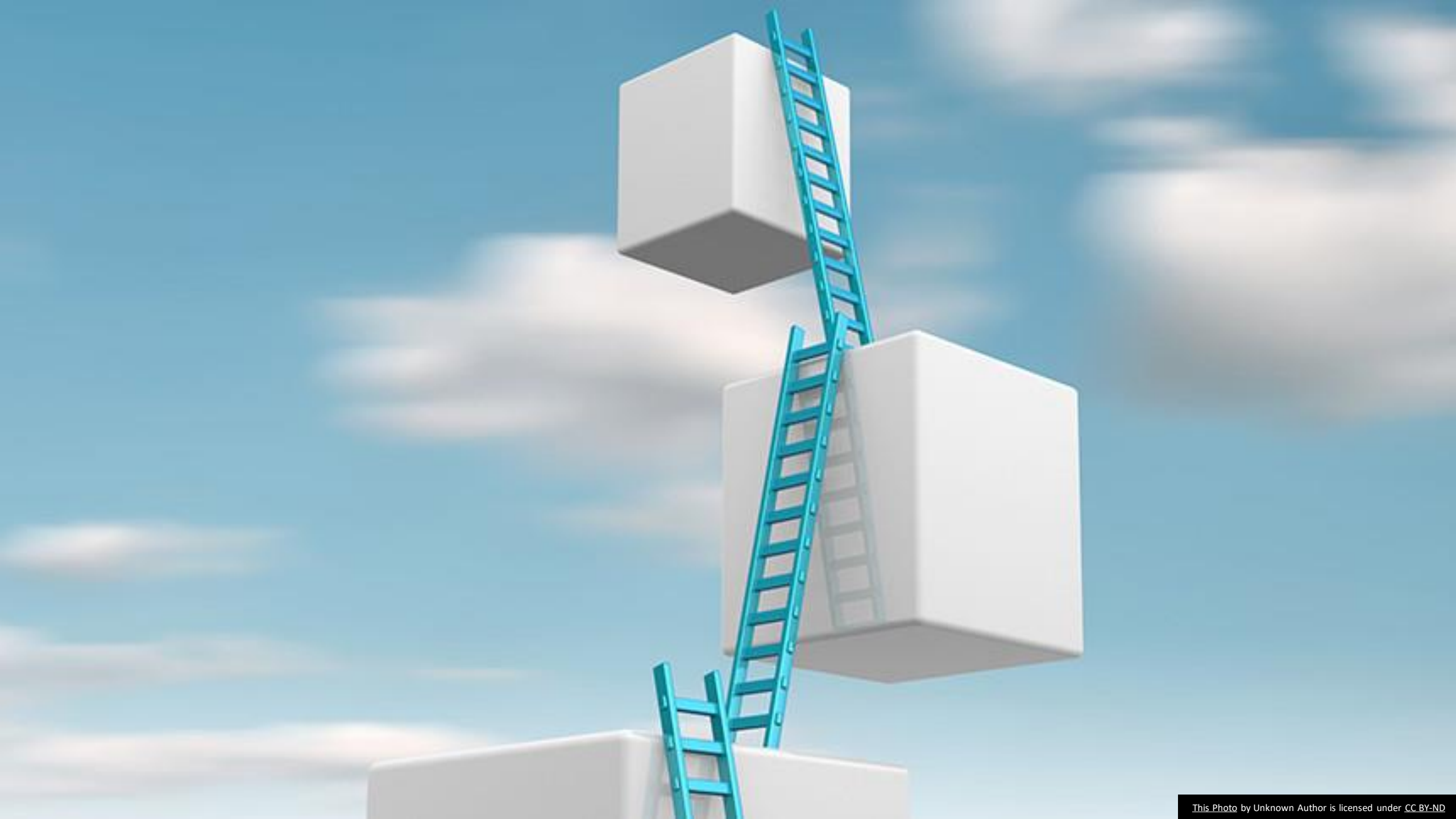
PO 220 Receiving (FIN-PO-220)

PO 100 Purchasing Basics (FIN-PO-100)

**PO 200 Managing and Reviewing Purchase
Orders (FIN-PO-200)**

AM 100 Asset Management Basics (FIN-AM-100)

**PO 305 eProcurement and Purchasing Monthly
Document Clean-Up (FIN-PO-305)**





A man in a dark suit is shown from the chest up, holding a black marker and writing on a glass surface. The background is a dark, textured wall. Overlaid on the image is a word cloud of career-related terms in white, handwritten-style font. The words are arranged in a circular pattern around the central text. The central text consists of two lines: "Career" and "Development". The word cloud includes terms such as "experience", "relationship", "ethic", "training", "ability", "management", "leadership", "motivation", "idea", "connection", "decision", "performance", "goal", "education", "achievement", "trust", "potential", "plan", "knowledge", "inspiration", "skill", "vision", "coaching", "responsibility", "work", "strategy", "contribution", "growth", and "communication".

experience relationship
ethic training ability management
leadership motivation
idea connection
decision Career performance
Development goal
education achievement trust potential
plan knowledge inspiration
skill vision coaching
responsibility work strategy
contribution growth communication

OUR MISSION





ACTION ITEMS



Employee Skill Advancement Plan (ESAP) Sample

Job Title: Sourcing Supervisor

Job Code: 64515

Pay Grade: 14

Name: John D. Smith

Date: 6/1/2019

Mission Objectives: Our mission is to save lives, reduce injuries and economic loss, administer Ohio's motor vehicle laws and preserve the safety and wellbeing of all citizens.

Core Competencies:

1. Resolving Conflicts and Negotiating with Others
2. Estimating the Quantifiable Characteristics of Products, Events or Information
3. Judging the Qualities of Objects, Services, or People

Goal 1: Develop the ability to communicate well with others.				
Actions	Due Date	Progress	Barriers	Date of Completion
1. Run 10 meetings with Business Owners.	9/28/2019	Has run two meetings. Has 7 more scheduled	Unable to get the Chief Information Officer Scheduled for meetings	
2. Complete Assertiveness in the Workplace Training.	9/28/2019	Scheduled for September 13, 2019	None	9/13/2019



Questions?