

MEMORANDUM

6/18/2010

TO: Jennifer Barrett, Director, Department of Finance
Joe Adler, Director, Office of Human Resources
FROM: Chris Cihlar, CountyStat Manager
SUBJECT: Workforce Availability

The following items were identified for follow-up during the 6/18/2010 CountyStat meeting:

Continue to track and report workforce availability on a quarterly basis.

Responsible parties: CountyStat
Other parties involved: none
Deadline:

Define categories of training to begin tracking.

Responsible parties: CountyStat, OHR
Other parties involved: FIN
Deadline: 9/1/2010

Begin tracking scheduled holidays within the payroll system.

Responsible parties: FIN
Other parties involved: none
Deadline: 9/1/2010

Work with any department that requests help in better quantifying their availability based on their particular operations.

Responsible parties: CountyStat
Other parties involved: none
Deadline:

Better define workforce productivity as distinct from workforce availability.

Responsible parties: CountyStat
Other parties involved: none
Deadline: 9/1/2010

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer