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CHARTER TEMPLATE

*Explanation: The primary function of a charter is to officially vest a group of people (teams, divisions, etc.) with the authority to act on an identified purpose. Therefore, the charter should clearly define the charted entity’s purpose, its authority in relation to existing entities with governing authority connected with it (above, peer, and below), as well as the individual roles, responsibilities, and operating rules.*

*The charter may also establish procedures for both the chartered and any higher-level management authority on communicating, reporting, and decision-making procedures. It lays out a blueprint for conducting the chartered entity’s business and defines how the entity works in an empowered manner, including describing responsibility, authority and accountability.*

*The charter may also speak to stakeholder involvement/relations to garner the necessary buy-in by including key members in the decision-making process and obtaining their concurrence along the way.*

*The charter includes the following sections, each of which is necessary to providing clear authority to the entity being chartered so that it may act effectively and efficiently.*

**DRAFT CHARTER: Workforce Planning Board**

**1/28/2022**

**1. Purpose**

*(Describe the purpose the new group is being formed to fulfill, as well as the anticipated outcomes. Clarify if this is an ongoing entity or timebound, and if the latter, specify the end date. If the new body is associated with or within a larger entity, i.e., team, group, program division, etc., clearly align its purpose with it.)*

The Workforce Planning Board’s purpose is to provide a consistent and efficient process using a corporate approach for review of proposed new positions in the Region; such process is to be compatible with and support the Region’s Strategic Plan. The Board’s primary deliverable is a slate of suggested new positions for executive approval. This is an ongoing function in the Region, and therefore, the Workforce Planning Board’s tenure is indefinite, as authorized by the Regional Forester.

**2. Background**

*(Summarize the instigating context – the need – that resulted in the decision to form the new governing body, in other words, explain why the new body is needed at this point in time.)*

With the variety and number of requests for new positions across the Region, there is a need for an objective and deliberate evaluation process, as well as a discrete and representative body to design and implement the process on an ongoing basis.

**3. Scope**

*(Describe the body's specific purview and primary objectives.)*

The Workforce Planning Board has the authority to design and implement the ongoing new position evaluation process in accordance with intended objectives as described herein, with the primary objective of delivering a suggested slate of new positions on a monthly basis, to ensure responsiveness to workforce needs.

**4. Authority**

*(Define the authority of the new entity, specifically, from where it is bestowed and over what it extends, i.e., what is its decision space and to whom does it report and what, if any, other entities/roles report to it. Locate where it fits within the Org Chart.)*

The Regional Forester is the authorizing entity for the Workforce Planning Board. The Board collectively reports to the Deputy Regional Forester (DRF) of Operations. In the case where the DRF Operations cannot timely respond, the other DRF will act in that place. The DRF Operations has the final authority to approve the suggested slate or to request in writing further deliberations from the Board. The Board has no governing authority over any other positions or bodies but does have the authority to enforce the Region’s process for submission and review of new positions. Further, the Board has the authority to engage individual Forest Supervisors and Regional Directors as potential new members to the Board and as participants in the position evaluation process, as needed.

**5. Membership Composition**

*(Describe the membership makeup, specifying the number of members and any required positions, representation and expertise. Describe their relationship to each other, their tenure, election, voting rights and other important aspects of membership in the new body. State which member positions are core members versus support or advisory members and full or part-time designation/voting and non-voting, and the anticipated time/resources commitments involved over the anticipated duration of the team. Note: this section does not speak to specific individuals but rather to positions.)*

2 – A Forest Supervisor from each state (AZ and NM) (voting members – one-year rotating membership)

2 - Directors (voting members – one-year rotating membership)

1 - Human Resources Officer (ongoing, voting member)

1 - Regional Budget Director (ongoing, voting member)

1 – Special Assistant to the Regional Forester (Board Facilitator – non-voting except in instances of a tied vote, for the term of the Special Assistant )

The initial Board members will be appointed by the Regional Forester. In future years, the Board has the authority to appoint new members in accordance with the requirements specified herein.

**6. Membership Roles**

*(Identify and describe specific roles, e.g., Chair, Notetaker, Logistics, etc., of the new body. Identify the responsibilities, any primary functions and/or requirements associated with each role.)*

Board Convener/Facilitator: authority to convene the Board and facilitate the sessions to ensure timely, consistent and equitable Board deliberations. To be filled by the Special Assistant, and then by the HRO after the Special Assistant position is retired.

General Member: All other members of the Board will be voting members with equal standing. Each member will provide input, background, and any applicable pertinent information on the design of the evaluation process and the positions being considered. Note: this input should be rendered with the greater good of the Region in mind, and not “stakeholder” input advocating for one unit in the Region.

**7. Operational Norms/Rules/Procedures**

*(Describe the entity's operational processes, e.g., how the entity convenes, its deliberations/decision process, membership turnover, operating rules and/or values, etc. Since process changes with greater frequency than other aspects of the Charter, this section may be addressed in an appendix to the Charter so that it does not require continual re-ratification.)*

The Board is convened as needed to satisfy the monthly deliverable to the DRF. For voting matters, the Board requires a quorum of five (5) its members. The Board will seek complete agreement among all members for its decisions, wherever possible. In instances of impasse, which should be the exception and not the rule, the Board will use Majority Rule and report the yay/nay record as part of its submission to the DRF.

**8. Performance Assessment**

*(Describe the process by which the effectiveness of the chartered body will be evaluated and what key indicators of performance will be used for measuring success.)*

Key performance measures will be the timeliness of the Board’s deliverable to the DRF, as well as the quality of its deliberations, as indicated by the level of agreement among members on its submissions.

**9. Other**

*(Describe anything else that is pertinent to this body.)*

In its initial year, the development of a standard process for the Region to utilize in both collecting new position requests, with the necessary background information, and in evaluating those positions for their benefit to the Region, will be a major deliverable of the Board. In the future years, the Board will hold one annual meeting dedicated to reviewing the process and making adjustments, as indicated. Any revisions to the process will be communicated to the DRF (not for approval, but as information sharing) and then to the Region at large, using OCE-established communication protocols.

**10. Signature Page**

(Each member signs, agreeing to the contents of the Charter and accountable for adherence. Provide a member roster with name, organization/area, contact information including telephone and email address, and chartered role, if applicable. The roster may also be an Appendix item since this will change over time.)

Dale Deiter, Forest Supervisor, Prescott NF – AZ Forest Supervisor Date

James Duran, Forest Supervisor, Carson NF – NM Forest Supervisor Date

Kim Giang, Director, Grants & Agreements – Director Date

Danny Montoya, Director, Engineering & Recreation – Director Date

Frank Gomez, Officer, Human Resources Date

Dan Frederickson, Acting Director, Program Development & Budget Date

Heather Provencio, Special Assistant to the Regional Forester Date

**11. Approval**

(Individual[s] authorized to approve the charter, including granting the authorities requested above, signs with their approval.)

Michiko Martin, Regional Forester Date

Kerwin Dewberry, Acting Deputy Regional Forester, Operations Date

Elaine Kohrman, Deputy Regional Forester Date

**Appendix: DRAFT Process for Submitting New Positions & for Evaluation**

**Hiring Manager/Designated Representative Roles:**

Hiring Manager/designated representative for the position(s) being filled – Submit positions to be filled through the hiring tool using local guidance. If applicable, complete Request to Fill Position form (Tab 1) to provide the Board members specific information about the position(s) being filled. The hiring manager/designated representatives have the option to attend the monthly meeting to discuss the position(s) being filled with the panel or let the written justification stand for itself. If attending the meeting, specific times will be assigned to each hiring manager/designated representative with a limit of 10 minutes to discuss a position (unless board needs/requests additional time to discuss).

**Process/Responsibilities (Prior to Board Meeting):**

*Human Resources Officer (HRO)/Human Resources Service Team (HRST)* –

1) The HRST will compile a list of positions that have been requested to be filled in the hiring tool on a monthly basis. The positions submitted will be reviewed by the HRST to determine the next steps using the matrix below:

|  |  |  |
| --- | --- | --- |
| **Category of position being filled** | **Continue filling (justification form not required)** | **Board Review (justification form required tab 1)** |
| **Straight refill** of a vacated position without any changes to the series/grade. | X |  |
| Slight **one-for-one** swap (at same grade or lower or different series). Note: If filling at the lower grade HR notifies Budget with possible cost savings. | X |  |
| **Upgrade** from the vacated position (higher grade). |  | X |
| Position vacant for over 1 year. |  | X |
| **New position**. |  | X |

2) Notification emails will be sent out by the HRST (Tab 2) to the applicable hiring manager/designated representative with the initial results of the review of position(s) and directions on next steps.

3) If position(s) are identified as requiring Board review, justification form will be requested, meeting scheduled, agenda created, and coordinated times for the position review.

4) Provide Board members with the written position justifications prior to the Board meeting.

*Workforce Planning Board members* –

1) Prior to the Board meeting, review position justification(s) provided by the Field/Regional Office through the HRO and come prepared to discuss proposals.

2) **Quarterly** the Board will complete a Region-wide workforce review. The review will include:

a) Determining if resources are meeting the needs of the Region.

b) Determining if resources assigned will meet emerging/changing priorities.

c) Make recommendations if needed to increase, decrease, or move resources.

**Process/Responsibilities (during Workforce Planning Board meeting):**

*Board Members –*

1) Review and request any clarification of positions. Reviews include but are not limited to the following:

a) Series, grade, and program of work the position will be supporting. Things to consider, how does it support our current Regional priorities and goals, what are the current staffing/budget levels within the Region, the current staffing/budget levels within that Forest/Directorate, and how does this position impact other positions within the Region (workforce planning).

b) Transfer of Station cost/incentives (see recommended table below)

|  |  |  |
| --- | --- | --- |
| Grades | Potential Offering | Exec level approval needed |
| GS-4 to GS-9 | Up to $15,000 Hiring Incentive | Limited TOS |
| GS-10 to GS-12 | Up to $25,000 Hiring Incentive | Limited TOS |
| GS-13 to GS-15 | Up to $25,000 Hiring Incentive/ Limited TOS | Full TOS |

2) Voting members vote and decide on the positions next steps. Outcomes may vary and could result in one of the following:

a) Approved continue to fill

b) Hold over until next meeting or future meeting (some clarification may be needed)

c) Clarification needed and once provided may be approved without further discussion

d) Disapproved

*Human Resources Officer (HRO)/Human Resources Service Team (HRST)* –

1) Facilitate meeting and keep track of Board decisions.

2) Provide overall Full Time Employee (FTE) and Temporary Employee totals by Forest/Directorate.

3) Send out notification email(s) with the results of the position review and next step instructions on position(s) that were reviewed (Tab 3).

4) Provide technical consulting as needed to the Board.

*Director of Budget –*

1) Provide update on Salary and Expense and projections.

2) Determine and provide impact of funds status if position(s) that are being reviewed are approved and filled.

3) Provide technical consulting as needed to the Board.

***Tab 1 Region 3 – Request to Fill Position Form (Board Review) Version 1, 8/3/20***

Forest/Directorate:

Hiring Manager/Point of Contact:

Type of Position (Full Time Employee, Temporary, Term):

Pay Plan, Series and Grade of Position:

Title of Position:

Vice (if applicable):

Estimated Start Date:

Will Transfer of Station (TOS) be offered?

If yes, what is the estimated TOS?

Will Relocation Incentive be offered?

If yes, what is the estimated incentive?

Is the position new, vacated over 1 year, or an upgrade?

Do you want to present this information to the Workforce Panel in person (yes/no)?

Provide justification and information below for the Workforce Planning Board to consider while making the decision i.e., how does the position fit into the organization, what are the impacts of not fillings, cost consideration, TOS/incentive justification (this justification form must be completed regardless if you are meeting the panel in person or letting the written justification stand for itself):

Justification:

***Tab 2 Region 3 – Sample Notification Emails (HR Reviewed) Version 1, 8/3/20***

*If determined during initial HR review that position(s) will be filled without Workforce Planning Board Review the following sample email will be sent by HR:*

**To:** Applicable Forest Supervisor/Director/Hiring Manager/Administrative Officer

**Courtesy Copy:** HR Case Manager

**Subject:** Position GS-401-13, XYZ National Forest

The subject position has been reviewed by the R3 Human Resources Service Team (HRST) and you may proceed with filling the position. Your HR staffing case manager assigned to the position is Jane Doe. Jane will be contacting you soon to begin the pre-hiring consultation process.

You may contact Jane at 505-842-XXXX or email at [janedoe@USDA.gov](mailto:janedoe@USDA.gov) if you have any further questions.

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*If determined during initial review that position(s) must be reviewed by the Board the following sample email will be sent:*

**To:** Applicable Forest Supervisor/Director/Hiring Manager/Administrative Officer

**Subject:** Position GS-401-13, XYZ National Forest (REPLY DUE August 25th, 2020)

The subject position has been reviewed by the R3 Human Resources Service Team (HRST) and will be forwarded to the Workforce Planning Board for further review prior to approval. The review is required because it falls within one of the following categories:

|  |
| --- |
| **Upgrade** from the vacated position (higher grade). |
| Position vacant for over 1 year. |
| Completely **new position**. |

Please complete the attached request to fill position form for the Board to review. If you indicate in the justification that you would like to personally present your position request during a Board meeting, an email with the meeting information and schedule will be forwarded to you. The justification must be completed by August 25th, 2020, to be considered in the August review of positions. Any delay in submittal may result in the position being reviewed on a later date. Please return justification to [frankdgomez@usda.gov](mailto:frankdgomez@usda.gov).

***Tab 3 Region 3 – Sample Notification Emails (Panel Reviewed) Version 1, 8/3/20***

*After the Workforce Panel has reviewed the following sample email will be sent:*

**To:** Applicable Forest Supervisor/Director/Hiring Manager/Administrative Officer

**Subject:** Position GS-401-13, XYZ National Forest

The subject position has been reviewed by the Workforce Planning Board and a decision was made to (insert applicable results)

a) approved the position to move forward with the hiring process. Your staffing case manager is Jane Doe and she will be contacting you soon to begin the pre-hiring consultation process.

b) held the position over until next meeting (more position clarification is needed).

c) needs more clarification once enough clarification is provided it is approved.

d) disapproved the position.

(further explanation/guidance should be inserted in the email depending on the results and reason for the results).