

**APPENDIX 2**

**Doc#2015-002**

**REQUEST FOR BOARD ACTION**

Complete review by:  
Click here to enter a date.

Title of Action Document,  
Request for New OGM Hire


Brief description of Purpose,  
Approve immediate hiring of a junior Human Resources Analyst (this is a request for a new position also identified in the draft FY 2015 Staffing Plan). See attached background information.

Relevant background information attached (initial),

Summarize any staff difference of opinion regarding the Proposed action,  
None

Summarize any time sensitive considerations,  
None

Requestor signature  October 9, 2014

Responsible Office Director signature  October 9, 2014

Executive Secretary signature  October 9, 2014

Final disposition of proposed action summary,

Executive Secretary signature  10/09/14 Click here to enter a date.

Doc#2015-002 Background Material

The Director, Division of Human Resources (DHR) is requesting an additional position be allocated to DHR in accordance with the President's FY 2015 Budget that includes a request for five additional Board FTEs, two in the administrative area. This resource was identified as necessary in the draft FY 2015 Work Plan, and the new position will be included in the FY 2015 staffing plan.

Based on the workload experienced during FY 2014, given the workload outlined in the OGM Work Plan, and given the current DHR staff numbers, OGM has determined there is a need for an additional position in the DHR. The request for a new position will be included in the FY 2015 It has become apparent that without additional permanent resources the division will not be able to develop and implement the much-needed strategic initiatives in the areas of workforce planning, succession planning, and expanded professional development. With the current staff, DHR will be able to continue to provide the essential operational responsibilities and duties of the division, but the workload will continue to be reactive in nature. DHR is requesting an additional FTE at the GS-9 level (with promotion to the GS-12), so that the more-senior HR Specialists can work to provide an HR framework and structure that allows the Board to proactively address its workforce issues and also provides employees and managers with additional tools to be successful.

The Director, DHR recommends the recruitment for the new HR Specialist position begin immediately and that the Board take advantage of direct hire options to expedite the process. These options include Schedule A appointments of veteran's with disabilities or hiring a returning Peace Corps volunteer.

Based on the current workload already being generated by the HR needs of the Board and the anticipated increase in workforce and succession planning programs; approval to begin the recruitment process for this position is requested.

**AFFIRMATION OF BOARD VOTING RECORD**

**SUBJECT: Request for Board Action by OGM; Request for New OGM Hire**

**Doc Control#2015-002**


The Board, with Board Member(s) Peter S. Winokur, Jessie H. Roberson, Sean Sullivan *approving*, Board Member(s) none *disapproving*, Board Member(s) none *abstaining*, and Board Member(s) none *recusing*, have voted to approve the above document on October 9, 2014.

The votes were recorded as:

	APRVD	DISAPRVD	ABSTAIN	RECUSAL	<u>NO VOTE*</u>	COMMENT	DATE
Peter S. Winokur	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/09/14
Jessie H. Roberson	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/09/14
Sean Sullivan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/09/14

\*Reason for "No Vote

This Record contains a summary of voting on this matter together with the individual vote sheets, views and comments of the Board Members.

  
\_\_\_\_\_  
Executive Secretary to the Board

Attachments:

1. Voting Summary
2. Board Member Vote Sheets

cc: Board Members  
OGC  
OGM Records Officer  
OTD

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD  
NOTATIONAL VOTE RESPONSE SHEET**

**FROM: Peter S. Winokur, Ph.D.**

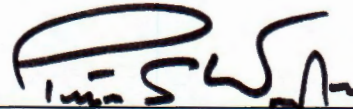
**SUBJECT: Request for Board Action by OGM; Request for New OGM Hire**

**Doc Control#2015-002**

**Approved   X                        Disapproved                             Abstain**

**Recusal – Not Participating**

**COMMENTS:            Below                   Attached                   None   X**



**Peter S. Winokur, Ph.D.**

**12-9-14**

**Date**

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**

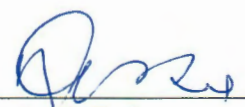
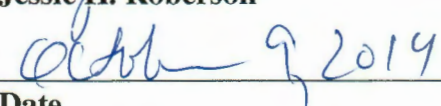
**FROM:** Jessie H. Roberson

**SUBJECT:** Request for Board Action by OGM; Request for New OGM Hire

**Doc Control#2015-002**

**Approved**  **Disapproved** \_\_\_\_\_ **Abstain** \_\_\_\_\_  
**Recusal – Not Participating** \_\_\_\_\_

**COMMENTS:** **Below** \_\_\_\_\_ **Attached** \_\_\_\_\_ **None**

  
\_\_\_\_\_  
**Jessie H. Roberson**  
  
\_\_\_\_\_  
**Date**

**DEFENSE NUCLEAR FACILITIES SAFETY BOARD**  
**NOTATIONAL VOTE RESPONSE SHEET**

**FROM:** Sean Sullivan

**SUBJECT:** Request for Board Action by OGM; Request for New OGM Hire

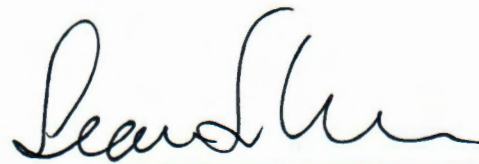
**Doc Control#2015-002**

Approved  Disapproved \_\_\_\_\_ Abstain \_\_\_\_\_

Recusal - Not Participating \_\_\_\_\_

COMMENTS: Below  Attached \_\_\_\_\_ None \_\_\_\_\_

Resource planning should be completed before the start of the fiscal year. That would eliminate the need for requests such as this.



Sean Sullivan

10/9/14

Date