

# Personnel Management

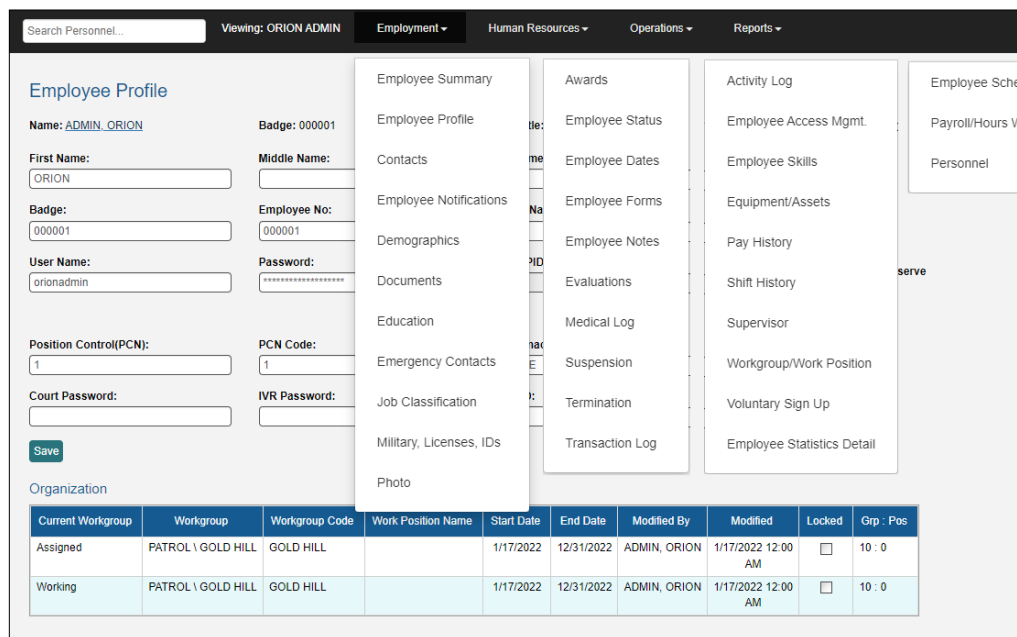
The public safety workforce includes a wide range of personnel, from employees to volunteers, to sworn and civilian personnel – with many working at different types of locations. Using a centralized solution like Workforce Management PLUS to manage your personnel’s administrative AND operational information increases efficiencies for administrators, operational managers, and employees alike.

## Centralized Personnel Information Management

With Workforce Management PLUS, each user’s employment, human resources, and operational activities are saved in one location. For example, an extensive medical log with follow-up task assignments tracks’ medical events for short or long-term time periods. Employee skills and certifications with auto-renewal settings are saved throughout their tenure. Uploaded documents and agency forms are stored for easy reference. Employee statuses based on agency rules trigger automatic alerts regarding scheduling or assignment conflicts. It’s an ideal employee data repository that uses its data for historical as well as actionable automation.

## Adaptable Security Access Control

As a role-based solution, personnel access screens based on their assigned security levels. What’s more, as an employee moves into temporary assignments their access, capabilities, and pay rates can be configured to adapt with their reassignment.



## Self-Service Workflow Automation

A variety of employee self-service capabilities reduces administrative workloads and eliminates manual processes. Supervisors receive alerts via email and/or on mobile devices informing them about employee requests. Since all workflow automation is based on your policies, supervisors confidently respond to requests knowing that checks are in place to flag conflicts. Once saved, responses are automatically stored in several locations throughout the system.

With internal job posting and hiring capabilities, employees use the solution to view and apply for internally posted sworn or civilian positions. Hiring managers can review candidate documentation, collaborate with other managers, and extend job offers using online workflows. It's one of the many advantages of this centralized solution.

The screenshot shows a web-based job posting application interface. At the top, there are tabs for 'Job Posting', 'Applicants', and 'Notes'. The main form is divided into several sections:

- Posting Information:** Includes fields for 'Date Posted:' (5/1/2022), 'Date Post Closes:' (5/31/2022), 'Posted By:' (ADMIN, ORION), 'Posting Number:' (2325255), and 'Job Status:' (APPLICATION OPEN).
- Job Information:** Includes 'Job Posting Title:' (IT MANAGER), 'Job Classification:' (NS, ITMGR, ITMGR), 'Job Start Date:' (6/1/2022), 'Sworn Restriction:' (None), 'Salary Amount:' (\$120,000.00), 'Location:' (HQ), 'Watch/Shift:' (ADMIN), 'Hours per Week:' (60.00), 'Background Check:' (No), 'Hiring Workgroup:' (ADMINISTRATION DIVISION), 'Hiring Manager:' (ADMIN, ORION - 0000), 'Job Supervisor:' (JOINER, STEVEN - 225), and 'Required Education:' (BACHELOR'S DEGREE).
- Job Description:** A text area containing the job description: 'Responsible for coordinating, planning, and leading computer-related activities for entire agency organization. This role will help determine the IT needs of the organization and are responsible for implementing computer systems to fulfill the organization's information systems requirements. This focus is primarily focused on computer networks.'
- Required Skills:** A section for listing required skills, currently empty.

## Benefits

- » Centralizes workforce administrative and operational data
- » Configurable settings enable the use of data for actionable automation
- » Role-based access control ensures information security

## Key Features

- » Manages full-time, part-time, sworn, non-sworn, volunteers
- » Tracks employees assigned and working organizations
- » Agency-defined role-based security controls
- » Status tracking triggers agency-defined automation
- » Internal job posting / hiring
- » Send announcement agency-wide, to groups or individuals
- » Employee record keeping saved through career
- » Job classifications, notifications, photos
- » Demographics, education, and licenses
- » Funding and payroll history
- » Uploaded documents
- » Medical logs
- » Agency-defined forms
- » Supervisors, workgroups, manager notes
- » Suspensions, terminations, and exit tracking
- » Contact information
- » Emergency contracts
- » Awards, evaluations, important dates
- » Activities, schedule history, and assignment tracking
- » Employee external systems security controls
- » Skills/certifications with renewal alerting
- » Equipment assignments
- » Transaction logs for auditing

Contact us today at 866-779-1689.

