

I-PERFORM FOCUS GROUP

Purpose of the Focus Group

The purpose of the Focus Group is to identify and make recommendations related to the State Performance Management System development and implementation. This focus group is a subcommittee of the Performance Management Project Committee. Roxanne Lopez is a member of the project committee so she will serve as the lead for the focus group. The lead will provide the update to the Performance Management Committee meetings.

In practice the subcommittee responsibilities are carried out by performing the following functions:

- Attendance and participation in the Focus Group meetings;
- Following the Group Roles and Responsibilities.

Note: Frequency of meetings will be determined at the November 9, 2011 meeting.

Focus Group Members

Sharon Duncan, IDHR Project Manager
Roxanne Lopez, Tax Commission Human Resources Officer – Focus Group Lead
Monica Young, IDHW Human Resources Manager
Mary Harker, ITD Chief Human Resource Officer
Roberta Hartz, IDOC Human Resources Unit Supervisor
Pablo Coblentz, BSU Human Resources Director
Mychal Coleman, ISU Human Resources AVP
Tana Cory, IBOL Bureau Chief

Focus Group Roles and Responsibilities

1. Role of a Focus Group member. It is intended that the Performance Management Project Committee leverage the experiences, expertise, and insight of its focus group members. The focus group members should:

- Understand the Performance Management Project Committee goals and expected outcomes;
- Appreciate the significance of the project for some or all major stakeholders and represent their interests;
- Be an advocate for broad support for the outcomes being pursued in the project;

In practice, this means they:

- Consider ideas and issues raised;
- Check adherence of strategies to standards of best practice both within their organization and in a statewide context;
- Foster positive communication outside of the Group regarding progress and outcomes;

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- Report on progress to those responsible within their organizations, such as executive management groups or heads of agencies.

2. Responsibilities of a Focus Group member

Related to Phase 1:

- Determine communication process to other delegated agency Human Resource Representatives and review communication plan;
- Review Draft Performance Management System Frequently Asked Questions (FAQs) Sheet;
- Provide recommendations for explanation of rating levels: Does not Achieve, Achieves, Solid Sustained, and Exemplary;
- Discuss and recommend system transition processes;
- Review and provide recommendations for Training Plan.

Related to Phase 2:

- Review, recommend and prioritize business requirements;
- Discuss additional ideas.