


# RETAINING AND REWARDING LEGISLATIVE STAFF


We've made some progress with staff retention, but we're still having issues with recruitment!




# ARKANSAS BUREAU OF LEGISLATIVE RESEARCH

- Approximately 120 employees
  - Five Sections
  - Most experienced employee started in 1971
  - Least experienced employee started July 2<sup>nd</sup>
  - No partisan staff
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- A decorative graphic consisting of several parallel white lines of varying lengths, slanted diagonally from the bottom right towards the top right, located on the right side of the slide.


# WHY NOW AND WHAT ARE WE DOING?

- Salary Structure – Since 2009 employees received merit bonus that was not added to their salary
  - Baby boomers, Gen X, Millennials, and Gen Z
  - Five years experience under my belt
  - Three areas of focus
    - Professional Development
    - Performance Evaluations
    - New Employees
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# PROFESSIONAL DEVELOPMENT

- Restructured staffing to create a Professional Development Coordinator
  - Three different tracks
    - Leadership Team
    - Aspiring Leaders
    - General Professional Development
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## PROFESSIONAL DEVELOPMENT (CON'T)

- **Aspiring Leaders Program**
    - Application process with interviews
    - Clear that it isn't succession planning but professional development
    - Year long program that will follow-much of what the leadership team is doing
    - Used Maine as a model for creating our program.
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## PROFESSIONAL DEVELOPMENT (CON'T)


- General Professional Development
  - Survey (35% response)
  - Created focus groups
  - Reviewed pattern of courses suggested
  - Began with low-hanging fruit
    - CPR classes
    - Active shooter training
    - Retirement courses
    - Financial Planning

## PROFESSIONAL DEVELOPMENT (CON'T)

- We will have official kick-off in Mid-August
  - Ice Cream, Popcorn, & Parking Spot Raffle
- Courses to include:
  - What does the Bureau do
  - Computer Courses (Excel, Word, Power Point)
  - Communication and Writing Courses
  - Time Management, Dealing with Conflict,



# RESOURCES

- State Resources
    - Speakers and Consultants through Employee Benefits Division
    - State Agency Personnel
  - Bureau Staff
    - Trainers
  - Sold a Car
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# PERFORMANCE EVALUATIONS

- Previously – Annual Performance Evaluations
- New Plan
  - Quarterly discussions
  - Annual Written Performance Evaluation
  - Self-Evaluation
    - Employee comments and suggestions
    - Again, began with low-hanging fruit

# NEW EMPLOYEES

- Onboarding Program
  - Investment in the Bureau
  - Prior to Start Date
  - First Three Months
    - Formalized Training
  - Quarterly Discussions that are documented
  - Ambassador Program

**QUESTIONS?**

