



PEF/Labor Management Committee Meeting

October 15, 2024 @1:00- 3:00 PM

Swan Street Core 4#3B, Training Room



Meeting Minutes

I. Staffing:

A. Status.

- i. The list of skills that ITS is looking for:
 - a. Human-Centered Design.
 - b. COBOL/JAVA Programmers.
 - c. Artificial Intelligence.
 - d. Enterprise Architecture.
 - e. Business Analysis.
 - f. Project Management.
 - g. Robotic Process Automation.
 - h. Information Technology.
- ii. Infrastructure Library
 - a. Low-Code Software
- iii. Development
 - a. Geospatial Technologies
 - b. Cloud Architects
 - c. Data Scientists
 - d. Database Administrators
- iv. How was it determined/what method was used to determine we don't have the skills?
- v. Once staff is hired with these skills how are they going to documented, shared, taught to additional staff?
- vi. Can this list be expanded as to what is missing in each of the skills listed?

Managements Response:

ITS Management was not involved in the skills determination process. As part of their inventory review, management asked Executives to identify what skills are lacking/needed.

→ Executives internally reviewed their staff.

→ ITS then took a snapshot of what was provided in the system.

Management is just starting their quarterly review; so, potentially at the end of 2024 they would have an updated version of the skills list to share.

As management is going through revised hiring needs, they are focusing on skills needed throughout ITS.

ITS Management will review the skills inventory with Civil Service as part of their upcoming conference.

Civil Service is looking at their exam methodology on a whole:

- CS's current system is antiquated and should be updated in a way that is done better and quicker.
 - Civil Service does not like to release their lists until just before the exams are listed.
- If PEF has suggestions on how that should change or be improved, they should bring those suggestions directly to CS.

ITS Management would support PEF's suggestions. However, as of now, management is unable to take additional steps forward without assistance from PEF to expedite.

Action Item:

*The hiring situation and assessment of skills are two ways Labor and Management can work together.
→ The effort must be, "How do we document and put a proposal in place that both Labor and Management support as to best update the skills inventory".*

PEF Follow-Up:

What is the path of getting our people trained?

→ We look at MCSE, as a state employee you get nothing additional; as a contractor, you get a pay increase.

What is the motivation for ITS employees to get additional certifications if they are not going to be compensated by the state for developing their skills on their own time?

→ We need adjustments made in PEFS favor to help.

When ITS was formed, there was a fund used to compensate ITS for members who received training & certificates. What happened to that fund?

Make a recommendation for contracted workers to "train" our people:

- If it is an 18mo contract, the worker should need documentation stating the approved duration of the contracted service.
- The worker should also have an ITS employee shadowing/working with them throughout the contract to observe and understand the particular skills or repairs ITS needed to outsource.

II. Picnic Attendance Differences:

A. This is the first time PEF Labor used this registration system.

Managements Response

Management received a list of people who used the code.

- There were a lot of people on the list that were assigned that did not sign in as attend.
- Labor and Management agree that members should only be using the code if they attended the ITS event.
- Although PEF Members can attend multiple agencies picnics, they can only use the code/stipend for one event.
→ Any additional picnics attended would be on their own time, with supervisory approval.

Action Item:

If there are discrepancies with people with who said they attended, were not on the list but have photographic proof, PEF Labor will add them to the list of members present at the picnic.

III. ITS moving the Zones to a Dedicated Agency Model:

- A. ITS intention to hire 1000+ Items.
- i. Titles they are looking to fill Management or Skilled

Managements Response

The 2000-5000 item increase of FTE's is anticipated over a 5-year period.

Nothing has been brought to the attention of Management that Sears Services is still ITS staff.

→ It is one its centralized program; DB2 guys at DFS, Labor, etc.

Management is trying to push forward in hiring, contingent on the skillsets necessary to fill those roles.

IV. Has ITS reached its limit with hiring?

A. Seeing there is a freeze why is ITS receiving Canvas Letter for available jobs (27, 29)?

Managements Response:

Management is below their FTE number (almost 3800).

They are working through attrition as someone leaves and ultimately not holding something unless management has been told they are not moving forward with the position hire.

Management is unable to have the CS holding requirements changed without a stronger push direct from PEF.

V. Telecommuting.

A. Status of foil

B. 31 B/A lack of bathroom stall for the # of staff at the building.

→ *As of Friday, the wall has been taken down and Management does not need to worry about this.*

C. Is ITS looking to remove or discontinue the 50% telecommuting policy?

D. Are you monitoring badge swipes for verification of time in office?

Managements Response:

The OITS Telecommuting policy is valid and active until July 2025, with no plans to discontinue the policy at this time. As of right now, telecommuting is 50%, if anything is to change, management will inform PEF Labor. Local Management is allowed to dictate how their staff follows the telecommuting policy. Management is not using ID Scans to monitor an employee's telecommuting/time spent in the office.

Action Item:

Labor is still waiting on telecommuting list – PEF will send an email to management to follow-up on list.

VI. New Items and additional questions

A. Would management be interested in participating in a joint LM Training provided by PEF

i. PEF Contract allows for a Joint LM Training – usually one to two days long

a. One day for planning/discussion on what needs to be included in the training

b. Second day would be the actual training/meeting

c. Ideally, these days would be back-to-back to consider those who need to travel.

→ However, the schedule is flexible based on both Labor and Management's needs.

ii. ITS LM, ITS HR & ITS Management – how to work together to best reach out and negotiate?

iii. Would bring in a third party to assist in training and provide additional communication tools.

B. R/A's have the requirements been updated (more stringent)

C. Special accommodations are they still available or has this been completely discontinued.

i. Who can approve special accommodations?

ii. Is there an appeal if they are denied / If so what the process.

D. Lists of any new locations and date they are looking to be occupied.

Managements Response:

- A. Management is not opposed to the idea of a Joint LM Training and welcomes a training proposal from PEF Labor including potential date options for the training.
- B. Nothing has changed – Management works with each employee based on their particular situation.
 - If it is a short-term issue, it will be a short-term RA recommendation.
 - Policy says that Supervisors can approve an RA for up to w weeks.
 - Any longer accommodation will be reviewed by HR and Legal.
 - ITS (grade 23 RDR) RA unit reviews the application and works with the individual's medical doctor to work out the best solution and plan for the individual.
 - Sometimes RAs are denied, but the medical judgement is determined by a doctor.
- C. Special accommodations need to be approved by HR, Legal and the individual's supervisor.
 - The decision must be a consensus to be approved.
 - If a special accommodation is made, it is supposed to be pay-period by pay-period whether it be approved for the current pay period or the next.
 - There is no appeal process at the time for those denied.
 - They can always file a grievance.
 - Depending on the circumstance there are other avenues to use (FSA, accruals, etc.)
 - Neither RA's nor Special Accommodations are supposed to be indefinite.

There is no covid leave policy in place. If an employee is unable to work, they should charge accruals.

- D. Management has the following updates to share regarding ITS Locations:
 - There is one lease in the works in NYC
 - OGS hasn't been able to square away lease language with landlord yet.
 - It would only effect folks working at 60 Broad Street and NYC employees (if, and when the One New York Plaza lease is finalized).
 - There may be a Western NY Hub in the works (no additional updates to share).
 - ITS is looking for a Data Center Space somewhere Mid-State (no actional updates to share).

PEF Follow-Up:

Issue at 31 British American: Cube Size (not cubes but desks)

- Had previously been set up as a call center.
- There is no privacy when it is supposed to be a secure location.
- The new location that opened Friday may provide additional space needed but if not, there is an egress issue, fire security, privacy issue and health & safety issue.

Labors understanding is that the people will be moved out of those cubes – is this the case?

→ Willl this become a much bigger issue if hiring freeze is lifted?

VII. ITS Concerns or Issues

Managements Response:

Management hopes to continue the conversation on Civil Service Exams and what changes are needed.

→ Draft ideas, compare Labors ideas with that of Management and put pressure on CS to implement.

In-Person Attendance:

Angelica Baptiste
Michelle Caplan
Mario Chiarello
Chris Ford
Robyn Hoffman
Frank Multari
Ron O'Bryan
Prakash Lal
George Howard

WebEx Attendance:

Heather Craven
Jim Desso
Caitlin
Janiszewski
Mithilesh Kumar
Michael Meriam
Chelsea Propati
Joe Ugino
Nick Martinelli
Sandra Peragine

X *Ron O'Bryan*

Ron O'Bryan
PEF SW LM Chair, OITS

X *Michelle Caplan*

Michelle Caplan
Director of Labor Relations, OITS