

Continuous Performance Management (CPM) Job Functions

1) **CPM-01 CPM Agency Administrator** (multiple positions can be designated)

Whoever is given this role will be responsible for launching all Planning and Evaluation forms for the Personnel Area designated in your security request.

They will also be responsible for **launching and completing** all Not Evaluated and Rating Replacement forms.

It is suggested that Dept/Agencies designate a Primary and backup Agency Admin (position) for each Personnel Area that falls under your Department.

In effect, a single position can be designated to handle these duties for all personnel areas that fall under the Department or agencies can designate a different position (and backup) for each individual Personnel Area.

When considering who to appoint, this Position's holder should

- be familiar with Chapter 10 Rules
- be someone that can be depended upon to be timely in executing their form launch duties, able to understand who should receive a Planning, and later, an Evaluation form and those instead that should instead get a Not Evaluated form.
- be someone who will take the time to run and understand the various reports provided and what each is telling them (report descriptors will be available).
 - For example who has a particular form and doesn't seem to be moving it forward
 - which forms are complete, yet invalid, due to a system 'push' on due date of any form for which the route map steps were incomplete.
 - what is the distribution of rating values across the Personnel Area
- be a good communicator prepared to work with others on staff to inform Supervisors and Employees of new steps in the CPM process. The holder will be authorized to reach out to anyone who has failed to move a form forward when a deadline is approaching and is someone HR Directors can depend on to escalate issues they see when running reports..

2) **CPM-03 CPM HR Representative** (Limited to 1 position per Personnel Area)

This position holder will have one duty only. That is to unapprove someone's Goal Plan and remove existing Goals for employees that

- ❖ change positions within the same Personnel Area and require a new Planning or

- ❖ transfer into the Personnel Area from another agency and, likewise, require a new Planning

Unapproving and deleting existing Goals will allow the new Supervisor to update the Goals to match the needs of the new agency and this employee's new position.

NOTE: The CPM HR Rep's name will appear in the Employee Profile of each person linked to the Personnel Area for which they have been designated. This will help the Supervisor know who to contact when updating Goals becomes necessary.

Positions receiving this role can also be given the CPM Agency Administrator role, as well, if an agency desires this combination.

3) **CPM-04 CPM Alternate HR Representative** (Limited to 1 position per Personnel Area)

This position holder is simply a back up to the CPM HR Rep. CPM HR Rep and CPM Alternate HR Rep roles will have the exact same permissions. The CPM Alternate HR Rep's name will also appear in people's Employee Profile, as a second person who could delete existing Goals, so a new Planning form could then be launched by the personnel area's CPM Agency Administrator.

Positions receiving this role can also be given the **CPM Agency Administrator** role, as well, if an agency desires this combination. This role should not be combined with **CPM HR Representative**.