

Probation/Pretrial

1. What is HR's role in the management decision-making process in your court/office, e.g., recruitment, resolving employee problems, setting policy. If one is not already part of the professional management team, what can one do to become a part of it?

- Majority not part of mgt. team
- Size of agency makes difference
- Chief may need to be educated on HR's functions
- Must develop relationship with chief - show your relevance

2. Has "working in teams" worked in your court/office? Advantages and disadvantages? Suggestions for making it work better.

Disadvantages

- eliminate promotional opportunities everyone is considered to be equal
- problems in making decisions

Advantages

- If you get more buy in one decision is made

3. Any good training and trainers to meet our needs? How about administrative support staff training? Which program?

- Support staff (safety) EAP
- Retirees (retirement)

4. Should we coordinate/meet more regularly with other HR'ers in district to share resources and ideas? Should we establish a Ninth Circuit chat room so we can discuss common issues further or share tips in managing our program?

- Informally meet with HR people in other agencies
- Chat room. Yes

5. Are there generic appointment letters, vacancy announcements, benefits sheets, position descriptions, etc. that we can share? What other programs/procedures can we share?

- Orientation check off sheet
- Official job offer letter

6. What's the most effective HR program in your court/office and what makes it so?

- Hiring, recruitment, hiring process
- Web site - HR mailbox (e-mail resumes), benefits, put ad in paper, but submit resume to website
- Vacancies on web site - ads more graphic