



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

JURISDICTION-WIDE (JW) SELF-ANALYSIS FORM FOR LOCAL DEPARTMENTS OF SOCIAL SERVICES (LDSS)

LDSS' have the authority to deviate from all State Board-approved human resources (HR) policies in the LDSS Administrative/HR Manual by formally requesting the adoption of the locality's HR policies; this is referred to as a jurisdiction-wide (JW) deviation. A request for JW deviation should be submitted to VDSS HR using this form. Submitting this form to VDSS HR acts as a formal request for a JW policy deviation for both the LDSS leadership and the LDSS local board. Adoption of the locality's HR policies becomes effective upon State Board approval.

A. LDSS AND LOCALITY INFORMATION				
FIPS		LDSS NAME		PROPOSED EFFECTIVE DATE
LDSS CONTACT NAME				
LDSS CONTACT PHONE #				
LDSS CONTACT EMAIL				
LOCALITY HR OFFICER NAME				
LOCALITY HR OFFICER PHONE #				
LOCALITY HR OFFICER EMAIL				

B. CLASSIFICATION AND COMPENSATION APPLICABILITY <i>(Attach additional information if necessary)</i>	
REVIEW CRITERIA	LOCAL DOCUMENTATION, REFERENCES AND COMMENTS
<p>1. Does the local Classification and Compensation system apply uniformly to all employees in the locality?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2. List all supportive policy/procedures documentation in the local Classification and Compensation system.</p> <p><i>Attach copies of supporting documents (i.e., Employee handbook, policies, procedures, etc.).</i></p>	
<p>3. What individual in the county or city is responsible for the compliance certification required by federal regulation for a Merit System of Personnel Administration under section 900.604?</p> <p><i>(Attach a copy of the most recent certification, if available)</i></p>	

<input type="checkbox"/> Compensatory Leave	<input type="checkbox"/>	
<input type="checkbox"/> On Call Pay	<input type="checkbox"/>	
<p>3. What is the locality's approved method for determining the relative value of classifications or positions within the total compensation plan (Point Factor, Whole Job, Blended, Other)?</p> <p><input type="checkbox"/> Include any forms or tools for the method/procedure used.</p>	<input type="checkbox"/>	
<p>4. How often are compensation studies conducted to ensure that locality salaries are competitive in the labor market and comparable to other local or state governments?</p>	<input type="checkbox"/>	
<p>5. What is the methodology for converting individual salaries to the locality salary structure?</p> <p>What is the conversion cost to the local agency, if applicable?</p> <p>Locality HR Officer: Please indicate agreement with the following statements by signing in the right column by each statement:</p> <ul style="list-style-type: none"> • Agency employees are compensated at a level equal to or above the state-established comparable minimum salary rate for their classification. • With the approval of the State Board of Social Services and the local governing body, the local board may provide the local director and other employees compensation in excess of the maximums permitted in the State Compensation Plan. Compensation above the state-established maximum salary rate is funded by county or city funds or available federal funds, as appropriate. The locality's reimbursement is capped at the state-established comparable maximum salary rate. • The locality's classification plan, along with documentation relative to revisions, is submitted to VDSS HR as changes occur and annually with the local LDSS Compensation Plan. 	<input type="checkbox"/>	<p>Locality Human Resource Officer Signature:</p> <p>Locality Human Resource Officer Signature:</p> <p>Locality Human Resource Officer Signature:</p>

<p>Do the policies and procedures support the connection between affirmative action and the selection process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Include a sample job announcement.</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p>8. Does the local employment application form conform to current Federal and State regulations with regard to Equal Employment Opportunity (age, discrimination, disability, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>When and how often is the application form reviewed or revised?</p> <p><input type="checkbox"/> Include a copy of the application form used by the locality.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>9. How does the locality's HR system provide for the referral of applicants deemed the most qualified after a formal evaluation of their knowledge, skills and abilities (KSAs), experience and education?</p>	<input type="checkbox"/>	
<p>10. Are selection criteria based on KSAs, experience and education developed for each classification or position and validated in accordance with 29 CFR Part 1607 - Uniform Guidelines on Employee Selection? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, indicate the validation method used.</p>	<input type="checkbox"/> <input type="checkbox"/>	
<p>11. If validated selection criteria have not been developed:</p> <p><input type="checkbox"/> VDSS-HR developed selection criteria should be used until local selection criteria are developed and validated.</p> <p><input type="checkbox"/> Include a detailed timetable for development and validation of selection criteria for the classes used by the LDSS.</p>	<input type="checkbox"/>	
<p>12. How are the locality's departments informed of their responsibilities with regard to the final selection process?</p>	<input type="checkbox"/>	

13. What plan does the locality's HR officer have for ensuring that fair and equitable consideration is given to all applicants?	<input type="checkbox"/>	
14. The local HR officer is responsible for ensuring that all aspects of recruitment, screening, and selection are thoroughly documented. VDSS reserves the right to request such documentation. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	Locality Human Resource Officer Signature:
15. Does the locality's HR system provide for an employee's status (permanency) in the system and establish a relationship between the employee and other areas of HR such as performance evaluation, grievance policy, and benefits policy? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
What types of employees are subject to probationary periods?	<input type="checkbox"/>	
For each type of employee listed above, indicate the length of the probationary period? <input type="checkbox"/> Include a copy of the specific policy and procedures.	<input type="checkbox"/>	
16. Will the locality's human resource officer and the local social services agency provide VDSS HR with necessary information for accurate reimbursement, including all records for employees in the local agency through the Local Employee Tracking System (LETS)? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	

F. BENEFITS		FOR VDSS HR USE AND LOCALITY CERTIFICATIONS	
REVIEW CRITERIA	✓ REVIEW COMPLETE	LOCALITY HR OFFICER CERTIFICATIONS/ REVIEW TEAM COMMENTS	
1. Do the locality's HR policies apply uniformly to all employees in the locality? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
Work hours <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
Attendance <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
Leave <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		
Does the type of employee affect the application of these policies? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>		

<input type="checkbox"/> If so, include the specific policy defining employee types (e.g., temporary, regular) and its application.	<input type="checkbox"/>	
2. Provide the information that is available to employees relative to the following: <ul style="list-style-type: none"> <input type="checkbox"/> Hours of operation or work hours of the employees; <input type="checkbox"/> Regulations on attendance and leave; <input type="checkbox"/> Classification; <input type="checkbox"/> Compensation; <input type="checkbox"/> Inclement weather; <input type="checkbox"/> Reduction in hours/layoffs; <input type="checkbox"/> Holiday schedule; <input type="checkbox"/> Retirement; <input type="checkbox"/> Insurance (life, health, etc.); <input type="checkbox"/> Unemployment compensation; <input type="checkbox"/> Worker's compensation; and <input type="checkbox"/> Grievance procedure. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

G. COMPLIANCE		FOR VDSS HR USE AND LOCALITY CERTIFICATIONS	
REVIEW CRITERIA	✓ REVIEW COMPLETE	LOCALITY HR OFFICER CERTIFICATIONS/ REVIEW TEAM COMMENTS	
1. Does the locality have Standards of Conduct to establish a fair and objective process for correcting and treating unacceptable conduct? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Include a copy of the Standards of Conduct used by the locality or the policy and procedures used in dealing with unacceptable conduct.	<input type="checkbox"/>		
2. Does the locality HR system provide an effective means by which employee grievances may be addressed fairly and objectively? <input type="checkbox"/> Yes <input type="checkbox"/> No Will all the employees of the LDSS be included in the locality's grievance procedure (including Director)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Include a copy of the locality's grievance policy and procedures.	<input type="checkbox"/>		
3. Does the locality have a policy with regard to political activity that is consistent with the Federal Hatch Act? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Include a copy of the locality's political activity policy.	<input type="checkbox"/>		

4. Does the locality have a policy to ensure that all employees who seek employment outside of their department obtain appropriate authorization(s) prior to acceptance of such employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	
5. Does the locality have a plan for evaluating employee performance? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Include the specific policy, procedures, and evaluation form.	<input type="checkbox"/>	
6. What is the schedule for evaluation of employee performance?	<input type="checkbox"/>	
7. What is the schedule for evaluation of the local director?	<input type="checkbox"/>	

H. CERTIFICATION BY THE CHIEF EXECUTIVE

A letter, signed by the Chief Executive of the locality, certifies the locality's agreement to maintain a compensation system in conformance with the "Standards for a Merit System of Personnel Administration" (5CFR §900.603 and §900.604) is attached for submission along with the other documentation.

I. CERTIFICATION OF AGREEMENT

LDSS Local Board Chair

As Chairman of the Local Board of Social Services, I affirm the board's approval of adopting all local HR policies and agreement with all HR system provisions herein. The LDSS biennially resubmits the Jurisdiction-Wide Self-Analysis Form to VDSS-HR to fulfill federal auditing requirements

Name of LDSS:	LDSS Local Board Chair Signature:
Name of Local Board Chair:	Date:

Locality Human Resource Officer

As the Human Resource Officer for the locality, I affirm that the information provided herein accurately represents this locality's HR system.

Name of Locality:	Locality Human Resource Officer Signature:
Name of Locality Human Resource Officer:	Date:

LDSS Local Director

As the LDSS Local Director, I affirm that it is the responsibility of this LDSS to notify VDSS HR of any changes or revisions in the jurisdiction-wide HR plan prior to implementation.

Name of LDSS:	LDSS Local Director Signature:
Name of Local Director:	Date:

VDSS HR Use Only

Name of VDSS HR Reviewer:	Signature of VDSS HR Reviewer:
Role/Job Title:	Date:
State Board Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Date: