

## Out-of-Scope Organizational Design and Recruitment Update

### FAQ HIGHLIGHT:

**When do we work with HR if the transition lead or specialist has identified they do not want to remain with the organization or will not be applying on future rounds of recruitment?**

Where individuals moving into Transition Specialist positions are requesting severance or discussion of options available to them, Directors can reach out to the Strategic Initiatives & Employee Relations within HR (Blake McMullen & Christina Schreffler) for further discussion on next steps.

Should Transition Specialists choose not to apply on other opportunities, they will continue in the Transition Specialist position until further discussions occur through the attrition strategy process.

### PROGRESS UPDATES

- We recognize that recruiting to our future state Out-Of-Scope organizational structure is taking time. It's important that we build in the right mechanisms early on to ensure we have done our due diligence at each step along the way as we continue to advance our provincial health authority. We thank you for your patience, your understanding and all that you continue to do each day for the patients, residents, clients and families in Saskatchewan.
- Job descriptions for Phase 2 (non-managerial positions reporting directly to director) and Phase 3 (OOS positions reporting to a manager) are currently with unions as part of the exclusion review.
- The organizational design for administrative assistants has progressed:
  - 55 positions have been created to support the director level; it is anticipated that recruitment to these roles will happen as part of Phase 2.
  - Further communication on a process to support a portfolio led design for allocated positions, and review of existing positions will be provided once clearer timelines have been identified. This review is in alignment with our recruitment principles and we expect many existing positions will remain in place to support operational work.
  - If there are temporary admin assistant positions that are expiring, please review and extend according to normal processes.
  - Leaders are encouraged to utilize the general FAQ and resiliency tools to support staff through these changes.
- Manager Recruitment progress:

**Reminder: Supporting materials are intended to be accessible to Director level and above at this time to ensure a fair competition process for managers.**

Grouping of Manager Positions	Position Category being posted	Recruitment Status
Group 1: Integrated Rural, Integrated Northern, Integrated Urban, Provincial Programs – Tertiary Care and Maternal & Children’s.	Managers	Recruitment - 98% complete
Group 2: Nutrition & Food, Environmental Services, Pharmacy, Lab Medicine, Medical Imaging, and Provincial Programs- Community Care.	Managers	Recruitment - 97% complete
Group 3: Infrastructure, Privacy/Health Information Management, Digital Health, Finance, Community Engagement & Communications, Quality, Safety & Strategy, Practitioner Staff Affairs and Human Resources	Managers	Recruitment - 96% complete

## ACTIONS REQUIRED & NEXT STEPS

- The Manager onboarding pathway an important part of developing leaders and level-setting around understanding the requirements of the Manager role. To this point, uptake has been understandably slow due to the COVID-19 response. As they are able, please support Managers in completing this important development training. Information on accessing the training is below.
- COVID-19 response remains our top priority. As work continues with unions on the exclusion process and as we are able we will continue moving the administrative assistant design forward.
- We anticipate that there will be more discussions and time required for exclusions in these final phases so we ask for your patience as this work continues. We may be reaching out to ask some further questions. HR will support leaders through each of these conversations and next steps.
- The next readiness assessment will commence once more information is known around Phase 2 exclusion outcomes. AIMS implementation may affect timelines.

## IMPORTANT LINKS

- [OOS Manager Recruitment Announcements](#)
- [MyConnection](#)
- Overview of the Leadership Learning Pathway - Manager Recruitment & Onboarding Process [KB0011469](#)
- Information on applying for jobs can be found on the [Careers page](#).
- For mental health and wellbeing supports see [KB0011533](#)

## QUESTIONS?

For recruitment related information please consult with your assigned Workforce Planning & Employment Specialist.

Tools, Work Standards are all available through [MyConnection](#) related to org design, recruitment, and onboarding processes.

FAQ document available in MyConnection, KB0011703.

## Accessing Director & Manager Training:

Onboarding Learning Modules are now available for recruited Managers.

- For Directors - '**Overview of Manager Leadership Learning Pathway - Director Roles & Responsibilities**' (approx. 75 mins)  
<https://skhlearninganddevelopment.thinkific.com/courses/onboarding-overview-for-directors>
- For Managers - '**Welcome Managers**' (approx. 60 mins)  
<https://skhlearninganddevelopment.thinkific.com/courses/welcome-managers>
- For Managers '**Manager Orientation**' (approx. 60 mins)  
<https://skhlearninganddevelopment.thinkific.com/courses/manager-orientation>
- For Clinical Managers **only** '**Manager Orientation – Clinical Standards**' (approx. 45 mins)  
<https://skhlearninganddevelopment.thinkific.com/courses/clinical-manager-orientation>

To access the learning module:

1. Open the Chrome web browser, then [click here](#) to go to MyConnection and log in.
  - a. Your user name is your Gateway ID.
  - b. If you do not know your password or if you have not logged in before, click "Forgot/Create Password".
  - c. Be sure to **use the Chrome browser**, not Internet Explorer. Internet Explorer is not supported and will not work with this learning module.
  - d. If you are unable to log in to MyConnection, please contact your supervisor to make an inquiry in MyConnection on your behalf.
2. Click on "MyTraining", then click "Access MyTraining" which will launch the SHA learning platform in a new tab.
3. Click on the links to the learning modules above, or copy one of the links into the Chrome browser.
4. Press Enter.
5. The course welcome screen will appear. Click "Enroll for Free".
6. You will now have access to the course and it will be available in your course list under "My Dashboard".

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