Public Service Commission






Plan for 2016-17

Government of Saskatchewan

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Statement from the Minister



The Honourable
Don McMorris

Minister Responsible for the
Public Service Commission

I am pleased to present the Public Service Commission's Plan for the 2016-17 fiscal year.

This Plan aligns with Government's direction and enables the Public Service Commission to deliver on its mission to ensure that the Government of Saskatchewan has the workforce required to successfully deliver on its priorities to meet the needs of citizens. Government Direction and Budget for 2016-17 invests in people and infrastructure to *Keep Saskatchewan Strong,* and initiates a government wide exercise of transformational change to ensure the sustainability of high quality public services delivered in the most effective and efficient way possible.

In my capacity as Minister Responsible for the Public Service Commission, I look forward to the Public Service Commission providing the expertise, guidance and support to ensure that the public service has effective leadership; high-performing employees; an inclusive workforce; and health, wellness and safety for its employees.

The 2016-17 Plan continues to support Public Service Renewal, demonstrating an ongoing commitment to putting citizens first; continuous improvement and innovation; people and culture and working as one team across government. The work of the public service is guided by its core values – showing respect and integrity; serving citizens; practicing excellence and innovation; and acting as one team. In the coming year, I will work to ensure that the Public Service Commission operates within its financial parameters and a report on progress will be included in the Public Service Commission's 2016-17 Annual Report.

Response to Government Direction

The Government of Saskatchewan is committed to building on Saskatchewan's foundational strengths, investing in needed infrastructure and in vital programs and services for the people of our province. The Government has made a simple yet significant commitment – to *Keep Saskatchewan Strong*. This year marks the beginning of a government-wide exercise of transformational change to ensure the sustainability of high quality public services delivered in the most effective, efficient way possible.

This focus will advance Government toward the realization of Saskatchewan's Vision and goals.

Saskatchewan's Vision

"… to be the best place in Canada – to live, to work, to start a business, to get an education, to raise a family and to build a life."

- **Sustaining growth and opportunities for Saskatchewan people**
- **Meeting the challenges of growth**
- **Securing a better quality of life for all Saskatchewan people**
- **Delivering responsive and responsible government**

Saskatchewan's Vision and goals provide the framework for ministries, agencies and third parties to align their programs and services and meet the needs of Saskatchewan's residents.

All ministries and agencies will report on progress in their 2016-17 annual reports.

Operational Plan

Mandate Statement

The Public Service Commission is the central human resource agency for the Government of Saskatchewan. The Commission provides leadership and policy direction to all ministries in order to enable a high-performing and innovative professional public service. The Commission works with ministries to ensure effective workforce management by supporting delivery of foundational services such as payroll, staffing and classification, and strategic support including labour relations and organizational development. The Commission also supports and promotes government-wide projects including the implementation of the Lean initiative.

Mission Statement

The Public Service Commission ensures the Government of Saskatchewan has the workforce to successfully deliver on its priorities to meet the needs of citizens.

Government Goals



Ministry Goal

Effective Leadership

Strategy

Acquire leadership capacity

Key Actions

- ⇨ Provide proactive and targeted leadership recruitment services by pursuing targeted recruitment of diversity leaders; undertaking research to determine options for enhanced recruitment approaches; and strengthening connections with professional organizations, recruitment firms, and educational institutions.

Strategy

Build leadership capabilities

Key Actions

- ⇨ Enhance development programs for leaders by launching the Enhanced Management Talent and the Executive Education programs; establishing a leadership development continuum; and increasing the inclusion of diversity members in leadership development programs.
- ⇨ Strengthen leadership succession by conducting an assessment of current leadership capacity and succession planning for key leadership roles.

Performance Measures

Government of Saskatchewan Employee Engagement Index

Benchmark by March 31, 2017.



Government Goals

- Sustaining growth and opportunities for Saskatchewan people
- Meeting the challenges of growth
- Securing a better quality of life for all Saskatchewan people
- **Delivering responsive and responsible government**

Ministry Goal

High-Performing Employees and Organization

Strategy

Build and acquire employee capability

Key Actions

- ⇨ Develop proactive and targeted recruitment capability by pursuing targeted recruitment of diversity candidates; undertaking research to determine options for enhanced recruitment and staffing approaches; and strengthening connections with professional organizations, recruitment firms, and educational institutions.
- ⇨ Refresh the Government of Saskatchewan Learning Strategy; support service-wide customer service training and continue to expand the service-wide on-line learning system (Learn).

Strategy

Build a total rewards system that differentiates the Government of Saskatchewan as a top employer

Key Actions

- ⇨ Continue efforts to strengthen total rewards in the Government of Saskatchewan including a review of current benefit programs; implementation of Phase 2 of the Corporate Employee Recognition Program, including management capacity building and revisions to the Long Service, Retirement and Superior Performance policies; and implementation of changes to the Performance Improvement Policy.

Strategy

Improve Government of Saskatchewan engagement

Key Actions

- ⇨ Support the Government of Saskatchewan's culture and engagement initiatives including the development and implementation of a consistent employee engagement survey methodology and exit survey reporting.

Strategy

Achieve a labour relations environment that supports government's business objectives

Key Actions

- ⇨ Lead and/or support collective bargaining for Executive Government, and Treasury Board Crowns, Agencies, and Boards.



Performance Measures

Government of Saskatchewan Employee Engagement Index

Establish a measure and benchmark by March 31, 2017.

Turnover Rates

Benchmark and set targets by September 30, 2016.

Government Goals

Sustaining growth and opportunities for Saskatchewan people

Meeting the challenges of growth

Securing a better quality of life for all Saskatchewan people

Delivering responsive and responsible government

Ministry Goal

Inclusive Workforce

Strategy

Achieve a diverse workforce and inclusive workplace

Key Actions

- ⇨ Develop and begin implementation of an inclusion strategy while also increasing diversity participation in the Corporate Mentorship Program and implementing service-wide Aboriginal Cultural Awareness training.
- ⇨ Implement Year 2 Actions from the Disability Employment Action Plan including implementation of Disability Awareness training; implementation of a renewed self-declaration and equity reporting process; identification of improvements to the recruitment and staffing practices intended to eliminate barriers to employment and begin working with disability-related organizations to explore supportive employment options.

Performance Measures

Executive Government Service-Wide Workforce Representation by Diverse Employee Groups

Increase representation to more closely reflect Saskatchewan Human Rights Commission targets by March 31, 2017.

Government Goals

Sustaining growth and opportunities for Saskatchewan people

Meeting the challenges of growth

Securing a better quality of life for all Saskatchewan people

Delivering responsive and responsible government

Ministry Goal

Health, Wellness and Safety

Strategy

Create a health, wellness and safety culture



Key Actions

- ⇨ Support an improved health and safety culture through enhancements to the service-wide incident reporting process; providing more regular service-wide health and safety communications; and beginning to implement the Psychological Health and Safety in the Workplace Standards and the service-wide Disability Management Program.

Performance Measures

Executive Government Service-Wide Sick Leave Usage per FTE

Decrease sick leave usage to progress toward the seven days per FTE 2018 target.

Executive Government Service-Wide Injury Rate

Reduce injury rate by 10 percent per year (30 percent from the 2012 baseline as per calendar year) to achieve a 40 percent reduction by December 2016.

Government Goals

Sustaining growth and opportunities for Saskatchewan people

Meeting the challenges of growth

Securing a better quality of life for all Saskatchewan people

Delivering responsive and responsible government

Ministry Goal

Engaged, High-Performing Public Service Commission

Strategy

Enhanced client experience

Key Actions

- ⇨ Enhance the Public Service Commission client service culture through implementation of the Business Partner Model and the implementation of service standards for high volume programs.

Strategy

Optimize human resource information and technology

Key Actions

- ⇨ Achieve an integrated and client-focused Human Resource Information System (HRIS) through the development of data and information technology strategies; the implementation of further self-service enhancements to the PSC Client and continued expansion of the service-wide on-line learning system (Learn).

Strategy

Build a culture of continuous improvement for the Public Service Commission

Key Actions

- ⇨ Continue to strengthen planning and accountability and embed continuous improvement and innovation in the Public Service Commission.



Strategy

Improve engagement for the Public Service Commission

Key Actions

- ⇨ Implement 2016-17 actions from the Public Service Commission's Culture Sustainment and Health and Safety plans.

Performance Measures

Public Service Commission Planning for Success and Work and Learning Plan Discussions Completed

100 percent of Public Service Commission employees will have participated in Planning for Success and Work and Learning Plan discussions:

- ⇨ Mid-year discussions completed by November 30, 2016; and
- ⇨ Year-end discussions completed by June 30, 2017.

Public Service Commission Employee Engagement Index

Establish a measure and benchmark by March 31, 2017.

Highlights

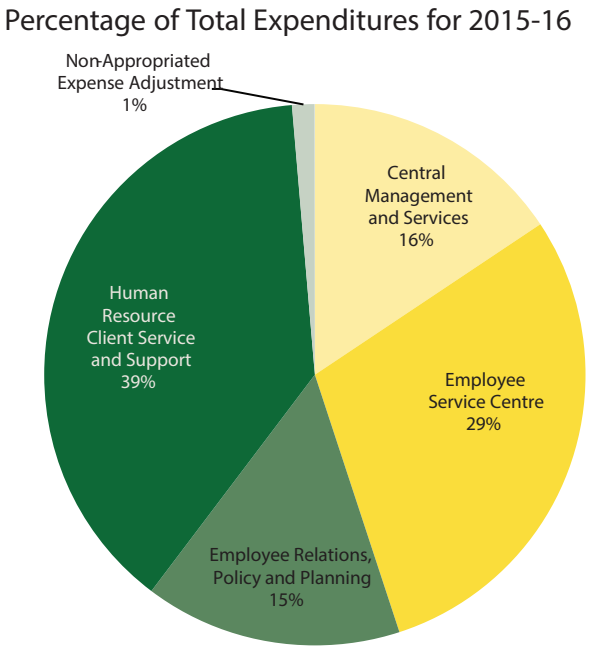
2016-17 Budget Highlights:

- ⇨ Implement Enhanced Management Talent and Executive Education programs to build leadership capacity within the public service.
- ⇨ Continue to implement Customer Service training to build employee capacity and help ensure citizen needs and expectations are met.
- ⇨ Implement Aboriginal Cultural Awareness training to support a more inclusive workplace.
- ⇨ Implement actions from the Disability Employment Action Plan including Disability Awareness training to help build an inclusive workplace and deliver on the goal to make Saskatchewan the best place to live for people with disabilities.
- ⇨ Implement Psychological Health and Safety in the Workplace Standards, which is a set of resources focused on promoting employees' psychological health and preventing psychological harm due to workplace factors.
- ⇨ Implement the Disability Management Program to support effective stay and return to work plans for employees requiring an accommodation to help create a safety, health and wellness culture and reduce costs associated with time loss due to injury.
- ⇨ Implement a business partner model within the Public Service Commission to enhance client experience and service delivery.

Financial Summary

2016-17 Estimates	(in thousands of dollars)
Central Management and Services	5,793
Employee Service Centre	10,863
Employee Relations, Policy and Planning	5,689
Human Resource Client Service and Support	14,213
Total Appropriation	**36,558**
Capital Asset Acquisitions	-
Non-Appropriated Expense Adjustment	500
Total Expense	**37,058**
FTE Staff Complement	**301.1**

For more information, see the Budget Estimates at: http://www.saskatchewan.ca/budget



For More Information

Please visit the Ministry's website at https://www.saskatchewan.ca/government/government-structure/boards-commissions-and-agencies/public-service-commission