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Chief Personnel Officer's Message

The Government of Jamaica has been on the path to Public Sector Transformation for over 30 years. Since then, a number of significant milestones have been achieved, chief among them is the Public Sector Reform, which saw the creation of a number of Executive Agencies and the granting of Delegation of Functions to a number of Ministries and Departments.

A number of other priority items have been identified and targeted by the Public Sector Transformation Implementation Team, one such is the MyHR+ formerly known as the Human Capital Management Enterprise System (HCMES) which is to be implemented in phases throughout the Government Service.

The Jamaican Government Service has come a long way. Thanks to the hard work and dedication of a number of Civil Servants who have worked tirelessly over the years to promote the Government's Agenda and contribute to community development.

Holidays are not just welcome break from work, but an opportunity to pursue personal activities without the major interference of deadlines. It also gives us the opportunity to create work-life balance and spend quality time with loved ones.

During this holiday season, you are encouraged to reflect on the significance of the holiday as well as prepare for the 2017/2018 financial year. We look forward to a successful working relationship in the future.

Enjoy the season. Pleasant reading!

Mrs. Jacqueline Mendez, JP
Chief Personnel Officer (Acting)
Office of the Services Commissions

Would you like your Ministry/Department/Agency to be featured in the next Newsletter?
 Click the [Contact us](#) link below and drop us a line.

We welcome your contribution!



MEET THE MEMBERS

OF THE SERVICES COMMISSIONS

The Office of the Services Commissions (OSC) is the Administrative Secretariat for the Police Service Commission, Judicial Service Commission, Local Government Services Commissions and the Public Service Commission.

POLICE SERVICE COMMISSION

Professor the Hon Gordon Shirley OJ,
- Chairman

The other members are:

Bishop Dr. Robert Thompson
Dr. the Hon. Marshall Hall, OJ., CD
Mr. Gladston Lewars
Dr. Brian Morgan

The Police Service Commission is enshrined in the Constitution of Jamaica, under Section 129 (1). This Commission is appointed by the Governor-General, who acts on the recommendation of the Prime Minister, after consultation with the Leader of the Opposition.

The Police Service Commission makes recommendations to the Governor-General in respect of the appointment and discipline of Police Personnel from the rank of Inspectors upwards, and retirements, selection for Study Leave, and appeals for the entire Police Force.

JUDICIAL SERVICE COMMISSION

The Hon. Mrs. Justice Zalia McCalla -
Chief Justice and Chairman

The other members are:

Justice Dennis Morrison - President of the Court of Appeal
Justice Karl Harrison, OJ, CD (retired)
Hon Shirley Tyndall, OJ, CD
Mr. William Chin See, CD, QC
Miss Minna Israel

Section 111 of the Constitution of Jamaica provides for the appointment of a Judicial Service Commission. This Commission consists of the Chief Justice (Chairman), the President of the Court of Appeal, the Chairman of the Public Service Commission and three (3) other members; two (2) of which are nominees of the Jamaica Bar Association.

The role of the Judicial Service Commission, is to make recommendations in relation to the appointment, removal and exercise of disciplinary control over Resident Magistrates, Judge of the Traffic Court, Registrar of the Supreme Court, Registrar of the Court of Appeal, Puisne Judges, and Judges of the Court of Appeal.

LOCAL GOVERNMENT SERVICES COMMISSION

Mrs. Fay Hutchinson - Chairman

The other members are:

Mrs. Rose Bennett-Cooper
Mrs. Joyce Young
Mrs. Elaine Walker
Mr. Elvis Lennon
Mr. Roy Lafayette
Mr. Rudolph Thomas
Mr. Lincoln Evans
Mr. Owen Saunderson

The Local Government Services Commission was established by the Local Government (Unified Service and Employment) Act 2016. The Act replaces the Municipal Service Commission Act 1956 and the Parish Councils (Unified Service) Act 1956, which have been repealed.

The Commission has the responsibility for human resource functions similar to those in the Central Government and is required make recommendations to the twelve (12) Local Authorities, the Portmore Municipal Council and the Kingston and St. Andrew Corporation (KSAC), in respect of staff in the Local Authorities.

MEET THE MEMBERS OF THE SERVICES COMMISSIONS continued.....

PUBLIC SERVICE COMMISSION

Hon. Shirely Tyndall, OJ, CD, - Chairman

The other members are:

Rev. Karl Johnson

Mrs. Elise Wright-Goffe

Mrs. Brenda Cuthbert

Under the Constitution of Jamaica (1962) Section 125, the Governor-General has the authority to appoint, remove and to exercise disciplinary control over employees in the Central Civil Service. The Public Service Commission, which is also enshrined in the Constitution, assists the Governor-General in exercising this authority by providing advice and making recommendations in relation to appointments, separation, disciplinary and training matters.

The Public Service Commission is appointed by the Governor-General, who acts on the recommendation of the Prime Minister, after consultation with the Leader of the Opposition. The Commission also consists of no more than five (5) members and not less than three (3), including a nominee from the Jamaica Civil Service Association, the largest staff association in the Civil Service.

PUBLIC SERVICE COMMISSION

GRANTS FURTHER DELEGATION OF FUNCTIONS TO
THE PERMANENT SECRETARY, MINISTRY OF NATIONAL SECURITY

The Governor General acting on the advice of the Public Service Commission, granted Delegation of Functions under the Public Service Regulations, to Miss Dianne McIntosh, Permanent Secretary, Ministry of National Security, for the civilian staff of the Jamaica Constabulary Force (JCF) and the Jamaica Defence Force (JDF).

This means that the Permanent Secretary is now accountable for the Ministry of National Security, as well as the civilian staff the Jamaica Constabulary Force and the Jamaica Defence Force.

The Delegation of Functions took effect on January 1, 2017, and will allow the JCF and JDF civilian staff to carry out certain Human Resource functions, aimed at improving internal customer service and the overall efficiency of the Departments.

This brings the total number of Entities in receipt of Delegation of Functions, to thirty-five (35). The Ministry of Labour and Social Security is slated to receive Delegation of Functions on June 1, 2017, while the remaining (3) Entities will be granted same as soon as they are deemed ready.

- **Accountant General's Department**
- **Court Management Services**
- **Department of Correctional Services**



(L-R): Miss Dianne McIntosh - Permanent Secretary, Ministry of National Security and Hon Shirley Tyndall, OJ, CD, - Chairman, Public Service Commission

Civil Servant of the Year 2016/17

It was a Silver Jubilee Celebration for Civil Servants across Jamaica as they joined to celebrate the 25th staging of Civil Service Week, November 20-26, 2016, under the theme: "Driving Change: Celebrating Excellence in a Transformed Public Sector".

The Civil Servant of the Year Award forms part of the week of celebration and Ministries, Departments, Executive Agencies and Statutory Bodies in the Government Service were invited to nominate at least two (2) members of staff who they believed exemplify the ideals of the Civil Service.

A total of twelve (12) nominations were received by the Chairman of the Civil Service Week Steering Committee in 2016. The eligible nominees were assessed by a selection panel consisting of judges from Private Sector, Public Sector as well as Non-Government Organizations.

On November 18, 2016, during the official Launch of the week of celebrations, all nominees along with the winner were recognized. In the 13th staging of the Award, another three (3) outstanding Civil Servants were rewarded for their sterling contribution to organization and social development.

Gifts and prizes were awarded to all nominees and special presentations were made to the top three (3) nominees, courtesy of the main sponsors, First Heritage Cooperative Credit Union and Sagikor Life Jamaica Limited.



WINNER

Mrs. Ivette Ferguson

won the prestigious award of
**Civil Servant of the Year
2016/17**

and was held in high esteem for her dedication to the constant improvement of herself and others as well as her meritorious efforts and commitment to nation building.

Mrs. Ferguson joined the SDC in 1982 as Centre Manager at the Bog Walk Community Centre.

She continued to upgrade herself in order to be better able to assist the citizens in and around her community/parish.



She is an inspiration and served with distinction.

She gave 34 years of dedicated service to community development, having recognized the importance of Community Development as **"the foundation in helping many persons to achieve their full potential"**.

She is currently a Justice of the Peace and a leader in her local church.

During her reign, she will be tasked with the responsibility of undertaking a small project which displays sensitivity of the Civil Service to social responsibility and to advance its overall image as well as serve as a member of the Civil Service Week Steering Committee.

At the end of the reign, she will be asked to make a presentation at the next Official Launch, on the accomplishments and highlights of her Charity project.

The Champions

First Place Winner:

Mrs. Ivette Ferguson
Field Officer
Social Development Commission (SDC)



The Most Hon. Andrew Holness,
Prime Minister and
Mrs. Ivette Ferguson, Field
Officer & Civil Servant of the
Year 2016/17

First Runner Up:

Mrs. Rosemarie Lammie-Shirley
Chief Internal Auditor
Ministry of Science, Energy and Technology

Second Runner Up:

Ms. Sharon Pitter
Accounting Technician
Jamaica 4-H Club



MyHR+, formerly known as the Human Capital Management Enterprise System (HCMES) is a transformation initiative of the Government of Jamaica, which is designed to facilitate the strategic management and development of Human Resources in the Public Sector.

The system is being implemented in phases across the Government Service and a total of **fourteen (14)** Ministries, Departments and Agencies were selected to participate in phase one of the project which is to come on stream soon.

The MyHR+ is designed to facilitate the following functions:

- Human Resources Management
- Payroll Management
- Organizational Charts
- Recruitment and Selection
- Competency Management
- Performance Management

THIS INTEGRATED SYSTEM combines both Human Resource (HR) and Payroll processes and will offer a number of benefits. Among these are:

- Streamlined and standardized HR and Payroll processes
- Consistent and accurate data
- Increased access to HR and Payroll data
- Cost-cutting and operational efficiencies
- HR service improvement
- Strategic decision-making
- Transformation of HR into a more customer-centric and responsive function.

Self-Service

The MyHR+ Implementation Project will facilitate the conversion of each Entity's employee records from paper-based to electronic format and will also provide user access to employees and their managers through the use of a Self-Service portal. Employees and their managers will have the following services at their convenience:

Employee	Manager
<ul style="list-style-type: none"> • Access to employee record • Submit leave applications • Time register • Claims <ul style="list-style-type: none"> • Travelling • Overtime • Allowances • Reimbursements • Request salary advance • Performance Management 	<ul style="list-style-type: none"> • Team Schedule • Leave approval • Attendance approval • Claims approval • Performance Management • Register of training needs • Evaluation forms • Reports <ul style="list-style-type: none"> • Attendance summary • Training summary • Performance summary • Qualification summary

Change Management

In order to realize the success of this project, each Ministry, Department and Agency (MDA) is required to form a Change Management Communication Work Stream and consequently develop a Change Management Strategy and Plan.

It is recommended that the team operate for twelve (12) months in the first instance and be guided by the plan to:

- ⇒ Disseminate information to other members of staff on an ongoing basis
- ⇒ Provide constructive feedback to the project team
- ⇒ Assist with the training and coaching of their colleagues
- ⇒ Identify risks and challenges
- ⇒ Evaluate the readiness of the MDA to adopt the solution

Throughout the project life-cycle and beyond, it is incumbent on the Human Resources Managers to assume the role of a change agent in order to replace resistance with resolve, planning with results and fear of change to excitement about its possibilities.

INDUCTION vs. ORIENTATION

Induction is the process of receiving and welcoming a new employee into an organization as well as introducing him/her to the surroundings and providing basic information about the organization's purpose, culture and policies.

Orientation is the process by which a new employee is given in-depth information about the organization, his/her role in the organization and how he/she can contribute to the achievement of the organization's objectives.

Differentiating Factor # 1 - Time

Induction comes first; in some cases, it takes place on the first day of employment, more specifically during the first few hours.

Differentiating Factor # 2 - Delivery

Induction is an informal process involving a member of the Human Resource team and the new employee. It usually takes the form of a meeting/presentation and employee's supervisor may participate in the session.

Differentiating Factor # 3 - Message

During the induction session, only basic, surface-level information is shared with the new employee, to allow for a smooth transition, adjustment and functioning in the new position.

Differentiating Factor # 4 - Result

The employee is still very new to the organization and will require the assistance of colleagues, supervisors and managers to adjust to the new environment and to carry out his/her duties daily.

Differentiating Factor # 1 - Time

Staff Order No. 5.4 for the Public Service (2004) recommends that Orientation Sessions be conducted for new employees during the first week of employment.

Differentiating Factor # 2 - Delivery

Orientation is a planned programme that is designed to target all new employees. The programme is usually designed to be delivered over a set number of hours and or days by internal and external presenters.

Differentiating Factor # 3 - Message

Orientation provides the forum for in-depth information to be shared with the new employees about the organization. These include its roles and functions, structure and other stakeholders, employee benefits, allowance, among others.

Differentiating Factor # 4 - Result

The employee's connection with the organization is strengthened and he/she should now have a greater appreciation of his/her roles and functions and how he/she contribute to the achievement of the overall organizational objectives.

Sources: Staff Orders for the Public Service (2004)

Induction Vs. Orientation: <https://www.icims.com/hiring-insights/for-employers/article-onboarding-vs-orientation>

IMPORTANT UPCOMING DATES

March 31, 2017

1

Performance Evaluation Reports

Financial Year: April 1, 2016 - March 31, 2017

2

Study Leave/Day Release Deadline

Office of the Services Commissions

3

Statutory Declarations of Assets, Liabilities and Income

Commission for the Prevention of Corruption

April - June, 2017

1

Human Resource Quarterly Transactions

MDAs with Delegation of Functions

2

Increase of the Income Tax Threshold

From \$1,000,272 to \$1.5 million

Pay As You Earn (PAYE) workers

3

Work Plan (Agreed Targets)

Financial Year: April 1, 2017 - March 31, 2018

