



Oregon

John A. Kitzhaber, MD, Governor

Department of Administrative Services

Chief Operating Office
155 Cottage Street NE, U20
Salem, OR 97301
PHONE: 503-378-3106
FAX: 503-373-7643

January 24, 2014

The Honorable Richard Devlin, Co-Chair
The Honorable Peter Buckley, Co-Chair
Joint Interim Committee on Ways and Means
H-178 State Capitol
Salem, OR 97301

Dear Co-Chair Devlin, Co-Chair Buckley and Committee members:

Nature of the Request

The Department of Administrative Services (DAS) submits this letter as a report on the Human Resources Information System (HRIS) Project.

Agency Action

The DAS Chief Human Resource Office (CHRO) was directed to spend up to \$2M in legislatively-approved agency assessments to determine enterprise readiness, business need, and planning for an enterprise HRIS.

The scope of the planning project is to develop a business case for replacing two legacy systems – Position Personnel Database (PPDB) and Position Information Control System (PICS). If the business case is approved, an implementation project that provides the State of Oregon with a comprehensive human resource information system would be undertaken.

Since the business case project's inception, the following standard project management activities have occurred:*

- Certified Project Management Professional hired,
- Charter approved by the Enterprise Leadership Team,
- Steering committee formed & meeting monthly,
- Forty member project team, with state agency & LFO representatives formed,
- Case Business Associates hired to perform quality assurance,
- Dye Management Group hired to assist the state with business requirements definition and business process mapping/business case development,
- Request for Information & seven vendor system demonstrations completed,
- Initial survey to identify agency shadow HR systems,
- 858 requirements defined and categorized as mandatory, essential, and desired,
- 86 human resource and position control business processes mapped,
- Monthly briefings with LFO Agency Analyst and Principal IT Analysts held.

*Documentation of all of these activities has been shared with LFO staff.

January 24, 2014

Page 2

In consultation with LFO staff, a decision was made to slow the planning effort to ensure appropriate time needed to produce quality project deliverables. A plan for a staged approach, with interim reporting to the Legislature, is being developed with LFO staff.

At the request of LFO staff, the following alternatives are being researched for the business case development:

- Do nothing and continue to use the existing core HR systems
- Build a custom HR application to replace PICS and PPDB
- Acquire a Commercial-Off-The Shelf (COTS) HRIS solution that is housed in the State Data Center and operated by state staff
- Acquire a COTS HRIS solution that is housed in the State Data Center and operated by vendor staff
- Acquire a COTS HRIS solution that is housed in a vendor data center and operated by vendor staff
- Acquire a COTS HRIS solution under a software as a service model that is housed in the cloud and made available through the internet.

Working with LFO, the Department plans to return to the September Interim Ways & Means Committee with a completed business case and will seek approval of a preferred alternative at that time. If approved, necessary procurement work will occur and the Department would seek funding at the appropriate time.

Action Requested

The Department of Administrative Services respectfully requests acknowledgment of receipt of this report.

Legislation Affected

No Legislation Affected

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Jordan", with a stylized flourish at the end.

Michael Jordan, COO
DAS Director

cc: Paul Siebert, Legislative Fiscal Office