

**Process Review
of
State Highway Construction & Materials Project Staffing**

REVIEW GUIDELINES

(For: Project Office, Central Laboratory, District Offices)

| | |
|----------------------------|-------------------------|
| Review Date: | Review Location: |
| Personnel Met With: | |

A) Current Process/Procedures for Determining & Assigning Staffing

- ❖ What written procedures, guidelines, criteria (templates) are used to determine and assign the minimum/optimum numbers of construction and materials staff for:
 - The Project Construction Office?
 - The Central Materials Laboratory?
 - The District Office Construction & Materials Sections?
 - Individual construction Projects in each District?

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A) Current Process/Procedures for Determining & Assigning Staffing (Continued)

❖ What is the role & function of the Project Construction Office in Staffing Process?

❖ What is the role & function of the Central Laboratory in Staffing Process?

❖ What is the role & function of the District Office in Staffing Process?

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A) Current Process/Procedures for Determining & Assigning Staffing (Continued)

- ❖ What is the total number of active construction projects and number of construction and materials personnel for each year from 1995 thru 2000?

| Year | # of Projects | # of Construction Personnel | # of Materials Personnel |
|-------------|----------------------|------------------------------------|---------------------------------|
| 1995 | | | |
| 1996 | | | |
| 1997 | | | |
| 1998 | | | |
| 1999 | | | |
| 2000 | | | |

- ❖ What is the number of construction projects currently underway in each District for each Project Type?

| Project Types | District 1 | District 2 | District 3 | District 4 | District 5 |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| • Federal-Aid | | | | | |
| • Non Federal-Aid | | | | | |
| • Interstate | | | | | |
| • NHS < \$5 Million | | | | | |
| • NHS > \$5 Million | | | | | |
| • Non-NHS < \$10 Million | | | | | |
| • Non-NHS > \$10 Million | | | | | |
| Total # of Projects: | | | | | |

- ❖ Based on current STIP, what is the number of projects anticipated in each District for Federal Fiscal Years FY-XX thru FY-XX?

| Federal Fiscal Year | District A | District B | District C | District D | District E | Total |
|----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------|
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B. Projected Overall Staffing Needs vs. Overall Current Staffing Levels (Cont'd.)

- ❖ Are current construction & materials staffing levels considered adequate when compared to the minimum/optimum number of construction and materials personnel projected to be needed for the total number of construction projects currently active?

- ❖ Are any problems regarding staffing perceived by Project Construction Office, Central Laboratory, or District Offices?

- ❖ Does the Project Construction Office, Central Laboratory, or District Office feel the need for increasing construction & materials staffing in the near future?

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C. Recruitment & Retention of Qualified Construction & Materials Staff (Cont'd)

- ❖ Is more training needed for construction & materials personnel?

- ❖ What type(s) of training is needed?

- ❖ How many construction and materials personnel have left Project Construction Office, Central Laboratory, or Districts in the past 1 Year; 5 Years; 10 Years?

| Title | Grade | # of Personnel |
|--|-------|----------------|
| Number of Employees who left in past 1 Year | | |
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| Number of Employees who left in past 5 Years | | |
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| Number of Employees who left in past 10 Years | | |
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C. Recruitment & Retention of Qualified Construction & Materials Staff (Cont'd)

- ❖ Is the number of construction and materials personnel who left an expected average due to retirement, health, or other “normal” attrition factors?

- ❖ Has there been an increase or decrease in number of personnel who left in the past 1 Year; 5 Years; 10 Years compared with previous years?

- ❖ How many employees have been hired or assigned to Project Construction Office, Central Laboratory, or Districts in the past (1 Year, 5 Years, 10 Years)?

| Title | Grade | # of Personnel |
|---|-------|----------------|
| Number of Employees hired or assigned in past 1 Year | | |
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| Number of Employees hired or assigned in past 5 Years | | |
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| Number of Employees hired or assigned in past 10 Years | | |
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