



What's New

Contacting Workforce Services staff

Employees and managers can now easily direct their queries to the appropriate Workforce Services Officer based on the first letter(s) of an employee's last name.

The email addresses can be accessed via the DEC outlook address book by searching for "Payroll". The contact details of the Workforce Services Officers currently responsible for each alphabet grouping are as follows:

A–C	PayrollA-C@dec.wa.gov.au	Ext 8219	Matthew McQuillan
D–F	PayrollD-F@dec.wa.gov.au	Ext 8167	Britney Herbert
G–K	PayrollG-K@dec.wa.gov.au	Ext 8359	Megan Hughes
L–Mc	PayrollL-Mc@dec.wa.gov.au	Ext 8517	Champa Kulasekera
Me–Sh	PayrollMe-Sh@dec.wa.gov.au	Ext 8361	Melinda Martin
Si–Z	PayrollSi-Z@dec.wa.gov.au	Ext 8360	Sue Fiannaca

An email address for overtime queries has also been established. Overtime claim forms can be submitted via this address:

Overtime	Overtime@dec.wa.gov.au	Ext 8623	Michelle Chin
Wages	wages@dec.wa.gov.au	Ext 8282	Scott McMahan

All Workforce Services Officers now report through a Senior Workforce Services Officer to the Coordinator, Workforce Services.

For more information please see the following link:
http://intranet/csd/People_Services/ws/default.aspx.

Job Description Form database goes online

The new Job Description Form (JDF) database is now available online for staff to access via the following link: http://intranet/csd/People_Services/Pages/Default.aspx.

The new database provides access to registered JDF's for DEC positions, Swan River Trust, Office of the Appeals Convenor and the Office of the Environmental Protection Authority.

You can search for and download a word or PDF JDF using key words, position title, position number, classification, branch/region and location.

The word version can be opened, saved to your own drive and modified as a draft. Approved drafts should then be forwarded to Workforce Services Section (email [Dagmar Williams](mailto:Dagmar.Williams@dec.wa.gov.au)) for review and registration.

There is also an alert facility that sends an automatic email notifying you of any changes to a specified JDF item, list, document or library. To register for this facility, click on the [Alert Me](#) option on the page that displays your search results.

Any JDFs registered from 15 February 2010 can be accessed from the database immediately. All other electronic JDFs will be progressively uploaded into the database over the coming months.

For further information, please contact Tanya Mercer in Workforce Services Section at tanya.mercer@dec.wa.gov.au or on (08) 9334 0301.



Upcoming events

Public sector entry level test

The [public sector entry level test](#) will open on 27 March 2010. This is a 22 minute, computer-based test which assesses your ability to:

- understand written material (e.g. emails, reports, letters, instructions)
- manage tasks of a mathematical nature (e.g. invoices, statistics, travel reports).

Harmony Week 15–21 March 2010

Harmony Week runs from 15–21 March and enables us to recognise and respect our differences, while focusing on what unites us as Western Australians.

Harmony Week commenced in 2003 and is unique to Western Australia. Harmony Week marked a departure from previous government practice of organising celebratory events on the anniversary of the Sharpeville massacre, a date that is reserved for reflection. Harmony Week enables Western Australians to take a stand against discrimination and racism in all its forms.

Reminders....

Public Service General Agreement (PSGA) 2008— pay rate increase

The next and final pay rate increase under the current agreement for general division and specified calling salaries is due from the beginning of the first pay period commencing on or after 1 April 2010. The effective date is 2 April 2010.

Employees covered by the PSGA will commence receiving the increase in pay period 21 on 15 April 2010. The new pay rates can be accessed via the following link: <http://calmweb/drb/csd/hrb/payrates.html>.

Selection panels: get on-line and on time with the candidate management system

The RAMS candidate management system (RAMS-CMS) could be your biggest asset in your next selection process. This easy-to-use online system provides you and other panel members with immediate access to all applications received for your advertised vacancy, without the need to wait for a hard copy file.

Benefits of using the RAMS-CMS include the following:

- All panel members can simultaneously access applications online, even before the position closes.
- You can download all documentation relevant to your vacancy.
- Short listing can be completed the day after the position closes.
- You can contact applicants quickly and easily using the bulk email function.
- You can log on anytime, anywhere.
- When giving feedback to applicants, there is no need to request the return of the advertised vacancy file— you can access contact details, applications and the approved selection report online.

Panel members can continue to view all online information regarding their vacancy for approximately 12 months. This allows ongoing access to information regarding applicants who may be suitable and available for other similar appointments.

Every time a vacancy is advertised, the DEC recruitment team will provide panels with timely, step by step information on using the RAMS-CMS (including log in details), and the recruitment process generally.

RAMS-CMS is available to all panel members and can be accessed via the DEC intranet on the application tab, or by clicking <https://admin-dec-wagov.bigredsky.com/>.

Information sessions on use of the RAMS-CMS are currently being rolled out. However, if you would like more information please contact Sue Oakman on 9334 0363 sue.oakman@dec.wa.gov.au.