

BLM - EASTERN STATES (BLM-ES)

PERSONNEL MANAGEMENT COMMITTEE CHARTER

- I. PURPOSE OF THE PERSONNEL MANAGEMENT COMMITTEE (PMC):**

The purpose of the PMC is to provide for strategic management of the most important resources of BLM-ES, its employees. The ultimate goal is to provide guidance to the organization for significant personnel changes and ensure they map to the Futuring Document, Strategic Action Plan, Diversity Action Plan, and Target Table of Organization.
- II. MEMBERSHIP:** Voting members will be from the ES Leadership Team (ESLT) and the ES Expanded LT and represent both the Field and State Office perspectives. The Associate State Director is the Chair of the PMC and will vote in the event of a tie-breaker. The Human Resources (HR) Officer is the vice Chair and a permanent advisor. Both the Associate State Director and the Deputy State Director for Business Resources are permanent members. The Equal Employment Opportunity (EEO) Manager and the Lead Budget Analyst are permanent advisors to the committee. The State Director is an Ex Officio member of the PMC. Additional members of the PMC will rotate off the committee every two years at the end of the fiscal year with the exception of the first rotation on October 1, 2006. Of the two members rotating out, one will be from the State Office and one will be from the field.
- III. ROLE OF THE PMC:** The PMC functions in an advisory capacity to the ESLT. The PMC will review and provide recommendations for decisions on personnel requests that are organizationally impacting. Once proposals are reviewed, the PMC will present recommendations to the ESLT for concurrence by the State Director.
- IV. OPERATION OF THE PMC:** The PMC will address its policy and procedures at least once annually, corresponding to Planning Target Allocations in order to ensure its activities are servicing the best interests of management and the BLM-ES organization. The PMC will also review its adherence to national personnel management policies and procedures, as well as changes to the Bureau-wide organizational mission.

The PMC will meet as needed to share information, review proposals, and develop strategic recommendations for decision. In order for the PMC to make recommendations to the ESLT, a quorum must be present.
- V. PMC ACTIONS:** The PMC is responsible for developing and recommending strategic policy for the following types of actions:
 - a. Organizational change requests;
 - b. Develop processes for implementing strategic direction; and
 - c. Strategic review and recommend approval of awards valued at more than \$500.

Does not include time off awards.

VI. RECORDS: Records of PMC decisions will be maintained by the HR Officer.

VII. APPROVALS AND CONCURRENCE

Recommended by: PMC Team Members

Associate State Director/Chair

Date

Approved by:

State Director

Date