APPLICATION FOR STATE RECORDS BOARD GRANT
TO IMPROVE ACCESS TO PUBLIC INFORMATION

Agencies desiring grants from the Nebraska State Records Board for projects to improve access to state government information should complete this application and follow any procedures outlined in this application and any accompanying materials.

I. Grant Summary

1. **Name of agency applying for grant.**
    Department of Administrative Services, State Personnel Division

2. **Title of project.**
    Online Employment Application Redesign

3. **Brief description of project.**
    Since 1999, the Personnel Division has offered prospective state employees the opportunity to complete the state employment application online. Currently, about 80% of all employment applications are processed through the system, significantly improving the efficiency of division operations. The upgrade is necessary due to the system's age and the desire for several enhancements to make the system more user-friendly and to improve performance.

4. **Grant request amount**
    $25,000

5. **Will there be a fee for accessing records associated with this project?**
    No.

6. **If yes, provide any statutory reference or authorization for the fee.**
    N/A

II. Grant Detail

1. **Please describe the project in detail (you may attach this description).**
    The State Personnel Division has offered an online state employment application for more than five years. The system is now handling about 80% of all state employment applications. The purpose of the grant is to redesign the system, making improvements in navigation, information storage, and other features.

    The end product will be a system that allows users to store and retrieve application information, print applications for filing, and dissemination of applicant data to hiring agencies.

    Specifically, the redesigned tracking system will:

    - Allow applicants to navigate back & forth between pages of the application. Currently, applicants cannot return to prior pages and edit information;
    - Provide a resume template and executive summary template as a convenience to applicants (not currently available);

- Allow applicants to exit the application prior to completion, and return at a later time to pick up where they left off (not available currently);
- Allow applicants to submit an application, print the application for their records, then return at a later time to edit information in that application (not available currently);
- Allow applicants to create login accounts for the purposes described above (not available currently);
- Allow hiring agencies to access applicant information online (not available currently);
- Provide electronic confirmation that an application was received and resides in the database (not available currently);
- Automatically notify applicants when a position has additional requirements, and provide a link to the proper requirements (not available currently).

2. **Please describe who the beneficiary or recipient of this service will be and projected activity for access or use of the proposed service.**
   Prospective state employees that are required to complete a standard state employment application will benefit from the proposed enhancements. Also, the online system has proven to be an effective alternative to completing the form on paper, and has introduced much-needed efficiency gains into division operations. These benefits will be expanded through the proposed enhancements.

3. **Timeline for implementation (specific completion date must be provided, grant funds lapse if not expended prior to completion date).**
   Target completion date for the redesigned system is April 4, 2005.

4. **Agency contribution to the project (labor, equipment, etc.).**
   State Personnel staff will assist with requirements definition, review and testing of the system. No additional division equipment will be required.

5. **Has this project ever been submitted as a budget request (explain)?**
   No. The original system was developed by Nebrask@ Online through its contractual relationship with the State Records Board. No budgetary appropriation was required.

6. **Does the project require additional statutory authority (explain)?**
   No. The DAS State Personnel Division currently has all necessary statutory authority for the project.

7. **Why is the grant money needed for the project, and if applicable, how will the service be sustained once the grant money is expended?**
   Grant funds will be used to support work by Nebrask@ Online through all aspects of the project. The redesigned system will be sustained through normal NOL revenue sources under its contract with the State Records Board.

8. **Please describe how this project will enhance the delivery of state agency services or access to those services (you may attach a separate sheet if needed).**
   The current system has introduced a number of productivity improvements in State Personnel. However, five years of experience with the current system and user suggestions have identified several issues that should be addressed. The redesigned system will address these issues and incorporate industry best practices:

- Improved functionality for applicants, State Personnel and hiring agencies. For example:
  - The resume template will help to standardize the format of this information and reduce the number of resumes sent on paper or by separate electronic communication;
  - The executive summary template will replace a paper cover letter and allow the applicant to summarize relevant qualifications;
  - Hiring agencies will have a number of tools at their disposal to identify and review information from prospective employees.
- Significant improvements in the utility of the system for applicants and State Personnel staff, with an expected corresponding reduction in processing time due to automation of several features.

9. **Please describe and provide supporting documentation for how this project will 1) improve the efficiency of agency operations; 2) facilitate collaboration among state agencies; 3) facilitate collaboration between state agencies and other public institutions; 4) support public/private partnerships in the delivery of public services (you may respond to any or all of these criteria in your answer, attach additional pages if needed).**
Expected improvements in the efficiency of agency operations are outlined in previous sections of this application. The intended redesign of the online employment application will enable agencies to take advantage of recent technological improvements resulting in greater efficiencies related to the processing and referral of potential state employees. The project will continue the established partnership between the state and its contracted network manager.

III. Technical Information

1. **Describe the hardware, software, and communications needed for this project and explain why these choices were made.**
The system will be developed on and reside on NOL's existing hardware, software and communications platforms. Integration with State Personnel's current system may be required. Access to the system will be through the Internet, with appropriate security measures in place as required. No additional hardware, software or communications services will be required by State Personnel.

2. **Address any technical issues with the proposed technology, including:**

- **Conformity with generally accepted industry standards. Projects which interface with other state systems (such as distance learning systems) should also address NITC technical standards and guidelines.**
  System design and development will be conducted in conformity with NOL and industry best practices. Any integration required with the State Personnel system will be done in conformity with NITC technical standards and guidelines.

- **Compatibility with existing institutional and/or statewide infrastructure**
  NOL systems currently integrate with the state communications network for a variety of purposes. This system will operate in the same manner.

- **Reliability, security and scalability (future needs for growth or adaptation).**
  Since the system will reside on the NOL infrastructure, standards for reliability and security will conform to network requirements. Scalability should not be an issue, and in fact will be

easier to accommodate than the current system which requires a high volume of storage for document images that will no longer be required. In addition, it is very unlikely that large fluctuations in the volume of applications received will occur.

3. **Describe how technical support will be provided.**
   Support for the application will be a team effort between NOL and State Personnel. Administrative support (i.e. questions related to content of the application form, procedures, etc.) will be handled by State Personnel. Technical questions regarding performance of the system itself will be handled by NOL. A list of frequently-asked questions and contact information for support will be provided throughout the system.

IV. Contact person information, signature

Contact person for any questions regarding this application

Name	**Charles Roberson**	**Loraine Epperly**
Phone #	**402-471-3678**	**402-471-4456**
E-mail	**croberso@notes.state.ne.us**	**lepperly@notes.state.ne.us**

Signed this _____ day of _____,_____

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Agency Director

Please Return to:

State Records Board
Suite 2300, State Capitol
P.O. Box 94608
Lincoln, NE 68509-4608

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