



Winter 2009 Newsletter



www.achra.org

From the Desk of the President, Rudy Beverly

Dear ACHRA Members:

2009 promises to be a year full of challenges for human resource professionals. The same is true for ACHRA, as we continue to “advance the profession and serve the professional.” I, along with a talented team of ACHRA board members, pledge the resources of ACHRA to help our members during these uncertain times, providing knowledge and strategies that advance our profession. ACHRA programs will focus on helping you be a more effective business partner in your workplace. Whether through our membership meetings, brown bag lunches, website connections, professional development initiatives, or network opportunities, our programs will increase your human resource skills, making you ready and able to meet the challenges of your business.

As the year progresses, we also know that some of our members will become victims during this economic spiral. If any of our colleagues experience layoffs, ACHRA will be there to encourage and assist them as they seek new employment opportunities. As human resource professionals, we will work together to help each other during this recession.

Finally, because all of us will be weary from the increased challenges to do more with less, to be more effective and strategic business partners, and to be the “human” face during organizational downsizing, ACHRA programs will promote fun. We will look for opportunities to lift the spirits of our members during these uncertain times.

To do any of this requires you - we need each of you to commit to ACHRA. Please renew your membership, come to our monthly membership meetings, participate on any of the committees, and share your ideas about how we can work together in promoting our profession. 2009 may yield uncertain challenges, but with your continued support, ACHRA will continue providing high quality, dynamic programming. Because of your volunteer commitment to ACHRA, we will continue to be recognized as the leading voice for human resource management in the Charlottesville and Albemarle community.

Your ACHRA Board for 2009

President, Rudy Beverly **President Elect**, Rachel Brozenske, SPHR **Secretary**, Shirley Franks, CCP
Treasurer, Jenn Oliver, PHR **Sponsorship Committee Chair**, Ashleigh Slawski, SPHR
Membership Co-Chairs, Debbie Mincarelli, PHR, and John Habel, SPHR
Program Co-Chairs, Reggie Ryals, SPHR and Tracy Burpee, PHR
Newsletter Chair, Barbara Kessler, PHR **Workforce Readiness Committee Chair**, Ava Baum, SPHR
Professional Development Committee Chairs, Tracey Via, SPHR & Carolyn Fowler, SPHR, CCP, CBP
Web Master Chair, Rena Wray **Marketing Committee Chair**, Deb Deuchar, SPHR
HR Day Co-Chairs, Wendy Miller, SPHR and Robin Fisher, PHR
Legislative Committee Chair, Marty Lupinetti, SPHR

Upcoming ACHRA Meetings

ACHRA members can look forward to a variety of programs in the year ahead. Plan on attending to network with colleagues, receive updates on HR topics, hone your skills, be inspired...and receive HRCI recertification credits! Scheduled programs for 2009 include:

February 10th

Tonight is the February Membership Meeting and Networking Event at the Piedmont Workforce Network One-Stop Career Center at 2211 Hydraulic Road. 4:30-6:00 p.m. Come mingle with your peers and learn more about the resources available at the One-Stop.

March 6th

On Friday, March 6, ACHRA members will welcome former members of the ASTD Chapter of the Blue Ridge for a half-day professional development workshop.

With ample opportunities to network and connect with friends and colleagues old and new, the March program will include:

- Continental breakfast
- ACHRA membership meeting, including discussion and voting on the 2009 Chapter goals and budget
- Communication skills workshop facilitated by Susan Wilkes, based on principles in the book "Crucial Conversations" by Al Switzler et al.
- Networking lunch

All participants attending the meeting will receive a copy of the book "Crucial Conversations."

ACHRA is pleased to invite former ASTD Chapter members to attend the day's events at no charge; the fee for ACHRA members is \$15 and for guests is \$20. Please visit www.achra.org for more information and to register for the program.

Annual Fall Conferences

ACHRA's **Annual HR Day Conference** will be here before you know it. It's scheduled for **Thursday, September 10th** at Farmington Country Club. Mark your calendars and plan to attend. It will be a fabulous day! More details to follow in the coming months!

VASHRM's Annual State Conference is scheduled for October 4-6 in Virginia Beach. Watch the ACHRA website for more details.

Certification Congratulations

Congratulations to the following members achieving PHR or SPHR certification designation:

Wendy Miller, SPHR

Julie Cox, PHR

Caitlin O'Rourke, SPHR

Amy Ezell, SPHR

Congratulations to Kelly Lynn, Director of acac@work, on giving birth to triplets on February 2, 2009!

All are well, according to Robin Fisher.

**DON'T FORGET TO
RENEW YOUR
ACHRA MEMBERSHIP!
www.achra.org**

2009 Brown Bag Lunch

“Manipulating Workforce Data Using Microsoft Excel”

The HR function has serious impact on general business performance. In fact, an organization’s competitive advantage largely depends on the way it manages its largest asset – its people. As a result of increased interest in human capital, HR practitioners are expected to provide qualitative information to the organization’s internal leaders, board members and stakeholders.

To this end, ACHRA will present a one-hour Brown Bag Lunch session, “Manipulating Workforce Data Using Microsoft Excel.” This session will provide attendees an overview of the dynamic capabilities of Microsoft Excel when applied to HR functions including Recruiting and Staffing, Compensation, and Benefits, Employee Demographics.

Date/Time: **Tuesday, March 10**

Location: **Cavalier Best Western**

Cost: **Free to ACHRA members (Bring Your Lunch; Beverages Provided)**

Speaker: **Mark Watlock, Advantage Computer Training**

The session will include:

Understanding and Designing the Excel Database

- Common design flaws
- Understanding fields and records
- Insuring data integrity
- Data entry shortcuts

Manipulating Employee Data Using Excel Database Features

- Sort employee data by employment status, gender, ethnicity...
- Filter employee data by employment status, gender, ethnicity...
- Compute salary figures by employment status, gender, ethnicity...

Computing Statistics Using Excel Functions

- Computing Years of Service using YEARFRAC
- Counting employees based on specific conditions using COUNTIF
- Computing turn-over rates using COUNTIF and COUNTA
- Computing average salary using DAVERAGE

Manipulating Employee Data Using PivotTables and PivotCharts

- Compute total salary and average salary figures using a PivotTable
- Compute total salary and average salary figures by employment status, gender, ethnicity using a PivotTable
- Display total salary and average salary figures by employment status, gender, ethnicity using a PivotChart

More information contact:

Carolyn Fowler cfowler@hrdiversifiedsolutions.com, Professional Development Committee Co-Chair

Meeting Sponsors Needed!

Sponsor an ACHRA Meeting in 2009!

Is your company looking for the opportunity to present your service or product to Human Resource professionals in the Charlottesville area? If so, consider sponsoring an ACHRA monthly chapter meeting!

For a \$250 fee, you'll receive the following:

- Up to five minutes at the beginning of the meeting to promote your company/organization.
- Public thank you during the event.
- A table to display promotional materials.
- Opportunity to place promotional brochures at tables where members are seated.
- Acknowledgement of sponsorship in ACHRA meeting announcements (e.g., on electronic invitation to members as well as having information posted on the ACHRA website).
- Acknowledgement of sponsorship in ACHRA newsletter.
- One guest attendee at the meeting.

Meetings are held the second Tuesday of each month. Places and times TBD.

Sponsor the Annual Fall Conference!

HR Day is September 10, 2009. This is a wonderful opportunity to promote your business at our annual day-long HR learning event, held at Farmington Country Club. We are looking for one more Level I sponsor, and several Level II sponsors.

HR Conference Level I Sponsor: \$750

- Display booth at event
- Company materials included in program packet
- Public thank you at event and acknowledgement in ACHRA newsletter
- Brief (3-5) minutes presentation to attendees to introduce company/organization
- Company banner displayed in the meeting room
- Company promoted on pre-event advertising [TV, print, online] with company logo

Conference attendance for one person

HR Conference Level B Sponsor: \$450

- Display booth at event
- Company materials included in program packet
- Public thank you at event and acknowledgement in ACHRA newsletter

Conference attendance for one person

For more information regarding ACHRA sponsorship, please contact Ashleigh Slawski at ashleigh.slawski@lexisnexis.com.

Have you visited the new ACHRA website?



Re-designed and unveiled in September 2008 at the Fall Conference, the ACHRA website is not to be missed! Browse around; it's still at the same address: www.achra.org. This easy-to-navigate resource is built to be an indispensable tool for ACHRA members, and to attract new members in the local HR community. Here's a sampling of what you'll discover:

SHRM Daily Newsfeed

Chapter Achievement & Recognition

HR Education--check back often for HR related seminar & conference info

HRCI pages -- recognition for newly certified members, study group details, how to earn free recertification credits online.....

News & Events-- Find out about monthly membership meeting topics and speakers. RSVP online.

Members only pages-- Set up an account on *ACHRA Yahoo!Groups*, a forum for networking and sharing information, conversation and interests with members of the ACHRA community. Read minutes, welcome to new members....

Join (or renew) with ACHRA, browse the Job Opportunities page, and much more.

2008 was a year of change and improvement for the ACHRA website. Stay tuned, there's more to come in 2009! Comments? Please contact Rena Wray at rlwray@embarqmail.com.

ACHRA Web Committee

ACHRA Job Posting Policy

If you are interested in posting a position on the ACHRA website, please email Rena Wray, Website Committee Chair. All positions are posted for a minimum of 30 days, unless notified to remove sooner. There is currently no charge to post a position. HR related positions only will be accepted. ACHRA reserves the right to edit the job posting and determine suitability. ACHRA does not endorse any organization utilizing this resource.

Approved by 2009 ACHRA Board on February 3, 2009

Start the New Year Off Right. Update Your HR Certification Profile!

The HR Certification Institute corresponds with our certificants primarily through email. We'll send you reminders about your recertification due date, tips on accumulating recertification credits, changes to our program and more. To ensure that you receive these notices, please be sure to keep your contact information updated with us. Just use your HRCI ID number to go into your HR Certification Institute Online Profile and click on "My Online Profile" under the quick links on the right-hand side of the home page.

Over the past year and a half, the HR Certification Institute has been working to streamline the exam application process and incorporate all functionality into one database. In addition, the HR Certification Institute is committed to the security of your information. To that end, we have added a few new items to your Online Profile, which we have listed below and need your help in updating.

Date of Birth – In an effort to increase the security of the information in our database and to prevent identify theft, we will begin collecting date of birth information as a required field. Your date of birth will be used for identification verification purposes by the HR Certification Institute.

Online Certificants Directory – In late 2009, the HR Certification Institute will launch an online Certificants Directory, which will include all HR professionals with a current HR certification. You will automatically be included in this searchable directory unless you choose not to be. To opt out of the directory, please update your Online Profile. Note: Should you opt out of the online directory you will not be listed as being certified should someone inquire about your certification.

Felony Conviction Statement – In accordance with our NCCA Accreditation, which we obtained in 2008, all exam applicants and certificants must disclose any felony convictions to the HR Certification Institute. The purpose of this disclosure is to address any issues/concerns that may be harmful to the public or inappropriate to the profession (e.g. unethical behavior). Please be sure to update this section of your Online Profile accordingly.

Position and Position Title – Bringing the exam application process in-house will require you to update your position title from the position code list. If your title is not reflected in the position code list you will need to choose "Other Exempt Level" from the drop down menu and enter your position title in the next field. If you are unemployed, please select "Unemployed" from the drop down menu.

We encourage you to go to your Online Profile and add/update all of the above information. Getting certified meets the mission of SHRM...1) Serve the professional – It can affirm your expertise, increased career potential, and provide personal satisfaction; and 2) Advance the Profession – As more people become certified, it helps raise the status of the entire profession, reflecting well on each of us.

HRCI's New Eligibility Requirements to Take Effect in 2011

By Gayle Dahlman, Project Manager and Christina Friedli, Global Marketing Manager

As announced at the November SHRM Leadership Conference, the HR Certification Institute will be changing the eligibility requirements for the PHR, SPHR and GPHR certification exams. In February 2008, the HR Certification Institute conducted an extensive multi-pronged study of the eligibility requirements of its three core products. Based on feedback from both certified and noncertified HR professionals, business leaders, students and academicians, the requirements will now include a combination of education and experience.

These changes will go into effect beginning with the May-June 2011 testing window. (see pages 8 and 9)

ACHRA Members HRCI Certified as of January 2009

Clyde Amburn, SPHR
Leslie Andrus, SPHR
Gail Barber, PHR
Ava Baum, SPHR
Donna Betz, PHR
Jennifer Bivens, SPHR
Rachel Brozenske, SPHR
Cynthia Burnett, SPHR
Tracy Burpee, PHR
Angela Butler, PHR
Lisa Cannell, SPHR
Katie Caverly, SPHR
Eric Coleman, PHR
Julie Cox, PHR
Jane Davis, PHR
Deb Deuchar, SPHR
Jeff Duncan, SPHR
Gayle Ernst, SPHR
Laura Fekishazy, PHR
Robin Fisher, PHR
Carolyn Fowler, SPHR
Faye Giles, SPHR
John Gray, SPHR
John Habel, SPHR
Leslie Henderson-Williams, PHR
Debbie Hiatt, PHR
Heather Higgins, PHR
Pamela Hoover, SPHR
Karen Irwin, SPHR
Annette Jackson, SPHR
Justine Jackson, PHR
Melissa Johnson, PHR
Donna Kauffman, PHR
Barbara Kessler, PHR
Jennifer Weller-Kim, SPHR
Lynn King, SPHR
Donna Kozyra, PHR
Marty Lupinetti, SPHR
Gayle Mapstone, SPHR
Marquardt Boyd, SPHR
Denise McKee, PHR
Wendy Miller, SPHR
Debbie Mincarelli, PHR
Amanda Moxham, PHR
Susan Narkie, SPHR
Andrea Nelson, PHR
Jennifer Oliver, PHR
Caitlin O'Rourke, SPHR
Melissa Payton, SPHR
Tricia Rhodes, PHR
Dana Robb, PHR
Barbara Ruddy, PHR
Reggie Ryals, SPHR
Al Sapienza, SPHR
Tessy Schlemmer, SPHR
Brett Schnell, SPHR
Deanna Scott, PHR
Ashleigh Slawski, SPHR
Letetia Starke, PHR
Ed Toms, Jr., PHR
Dana Tornabene, SPHR
Tricia Van Hook, SPHR
Tracey Via, SPHR
Amy Ezell, SPHR

What are the new eligibility requirements?

PHR Eligibility	SPHR Eligibility	GPHR Eligibility
<ul style="list-style-type: none"> • Four years of demonstrated exempt-level HR experience with less than a bachelor's degree • Two years of demonstrated exempt-level HR experience with a bachelor's degree • One year of demonstrated exempt-level HR experience with a master's degree or higher 	<ul style="list-style-type: none"> • Seven years of demonstrated exempt-level HR experience with less than a bachelor's degree • Five years of demonstrated exempt-level HR experience with a bachelor's degree • Four years of demonstrated exempt-level HR experience with a master's degree or higher 	<ul style="list-style-type: none"> • Four years of demonstrated exempt-level HR experience (with two of the four years being global HR experience) with less than a bachelor's degree • Three years of demonstrated exempt-level HR experience (with two of the three years being global HR experience) with a bachelor's degree • Two years of demonstrated global exempt-level HR experience with a master's degree or higher

When will the new eligibility requirements go into effect?

- The new eligibility requirements will begin with the **spring 2011 testing window** (May-June 2011).
- The last PHR, SPHR and GPHR exam to be administered under the current eligibility requirements will be the winter 2010 testing window (December 2010-January 2011).

Who will be most affected by the new eligibility requirements?

- Prospective GPHR certificants
 - Those who have been able to sit for the GPHR exam without demonstrated exempt-level experience in global HR will not be able to sit for the exam beginning in 2011.
- Prospective SPHR certificants
 - Those who are eligible to sit for the SPHR exam under the current eligibility requirements may only be eligible to take the PHR exam under the new requirements that go into effect in 2011.
- Students
 - Students will no longer be eligible to take an exam without the required work experience. Students will be able to take a certification exam after they have graduated and met the work experience and degree eligibility requirements for that exam.
- Current certificants who wish to recertify by exam
 - One can recertify by examination in 2011 or after but must qualify to sit for the exam under the **new eligibility requirements**, even if they originally were eligible to sit for the exam under the current eligibility requirements.

Why are the eligibility requirements changing?

- Based on recommendations from over 14,000 HR professionals, certificants, business leaders, students and academicians, the HR Certification Institute's exam eligibility requirements are changing to reflect the needs and requirements of the HR profession.
- The new eligibility requirements result in better alignment with the candidate profile that possesses the level of practical experience and HR knowledge to perform successfully on the exam.
- The new eligibility requirements were developed in cooperation with HR practitioners, academicians and current certificants, including recent student certificants. The eligibility requirements will help candidates be more successful in passing the exam.

How were the requirements developed?

- As a part of our standard business practices, we evaluate the eligibility requirements to determine if they are in alignment with the needs of the HR industry.
- The HR Certification Institute embarked on a multi-pronged study of the current eligibility requirements for our three core products: the PHR, SPHR and GPHR exams.
- The study included a task force and focus groups made up of all our stakeholders (certificants, HR practitioners, senior business leaders, SHRM leaders, students, student advisors and academicians).
- Recommendations on changes to our eligibility requirements from these groups were then posed to the HR community through an open-comment period in which all certificants, SHRM members and other HR professionals were invited to provide their views on the proposed changes.
- More than 14,000 people responded to the survey.
- The respondents were overwhelmingly in favor of the proposed changes.
- The new eligibility requirements result in better alignment with the candidate profile that possesses the level of practical experience and HR knowledge to perform successfully on the exam.
- The new eligibility requirements will help candidates be more successful in passing the exam.