

Memorandum



Date: March 12, 2008
To: Department Directors
From: Jennifer Glazer-Moon, Director
Office of Strategic Business Management
Subject: Long-Term Vacancy Report

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As you are aware, Resolution No. 96-05 requires the County Manager to report, on a quarterly basis, all vacant and long-term vacant positions to the Board of County Commissioners. The Office of Strategic Business Management (OSBM) is tasked with the collection of said vacant position information and the distribution of a comprehensive report meeting all the requirements set forth in the resolution.

In an effort to streamline the process and assist departments in the submission of this information, OSBM has developed a web-based system known as the Long-Term Vacancy Report (LTVR) system. LTVR is similar to the Resourcing for Results On-line (RFRO) system currently being used for budget development purposes. Department directors are being asked to assign an LTVR liaison, for example the department personnel representative, to input/update all vacancy information into the system on a quarterly basis.

LTVR was designed with the user in mind and contains simple to use input screens that guide the user as information is requested. The system can be accessed on the County's intranet by going to <http://intra/ltvr/>. It will prompt the user for an ID and password. To obtain the user ID and password, please contact your business analyst. In addition, a LTVR user guide is available on-line on the budget webpage at <http://www.miamidade.gov/budget/>. This is a step-by-step guide that assists the user to navigate the LTVR system from log-in to data entry and report generating functions.

The system currently reflects the FY 2006-07 fourth quarter information and simply requires that you update the FY 2007-08 first quarter information. The first quarter update is due no later than March 21, 2008.

Should you have any questions please contact your business analyst directly.

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