

## Part 1 – Agency Profile

### Agency Overview:

The Division of Human Resources (DHR) is responsible for the administration of the State of Idaho personnel system. DHR provides a system for classified state employees to be examined, selected, retained, promoted and compensated on the basis of merit and their performance of duties. The Division Administrator oversees a compensation system designed to attract, retain, and recognize employees; develops testing and evaluation practices to rank candidates based on their potential to perform state jobs, provides training opportunities and consultation to enhance the State's management of human resources; and maintains personnel files for State employees. The Division Administrator advises the Governor on employee compensation changes and other HR management issues. The Division provides administrative support to the Idaho Personnel Commission, whose responsibilities focus on formal hearings to resolve certain employment-related disputes.

During FY 2007, Governor Otter issued Executive Order 2007-04. This Executive Order directs DHR to delegate various human resource (HR) functions to expedite human resource actions and processes for a more efficient and cost effective government. In accordance with this Order, DHR has transitioned various HR functions including recruitment and training to state agencies and contracted with the private sector for compensation related activities.

The Department of Labor (IDOL) works with Idaho employers and citizens on a wide menu of employment services including recruitment, workforce training, unemployment benefits, career counseling and job referrals. To leverage from this existing expertise, DHR has entered into an agreement with the Department of Labor to perform the recruitment functions for state jobs, maintain the on-line application system, and conduct annual salary and benefit surveys.

The administration and oversight of the Certified Public Manager program and supervisory training has been transferred to the Division of Professional-Technical Education (PTE). This is compatible with PTE's current role of administering the delivery of adult professional-technical programs.

DHR has contracted with the HayGroup to analyze private and public sector salary surveys as well as state turnover and compa-ratio statistics and develop the Change in Employee Compensation (CEC) annual report.

Consultation on employee relations issues has been transferred to the Human Rights Commission.

With the transition of the above HR functions, DHR has retained responsibility for:

- Statewide human resource policy formulation and interpretation, to include such things as statewide compensation plan and evaluation of state job classifications;
- Certification of state agency HR programs for delegation of HR functions and oversight of the implementation of these functions;
- Statewide HR issue analysis and reporting;
- Facilitation of agency partnerships;
- Reviewing current Idaho Code on HR and proposing legislative changes;
- Providing administrative support to the Idaho Personnel Commission, whose responsibilities focus on formal hearings to resolve certain employment-related disputes;
- Administrative responsibility for DHR rules.

The Division of Human Resources is a dedicated fund agency. State agencies pay a percentage of their classified employee payroll for DHR services.

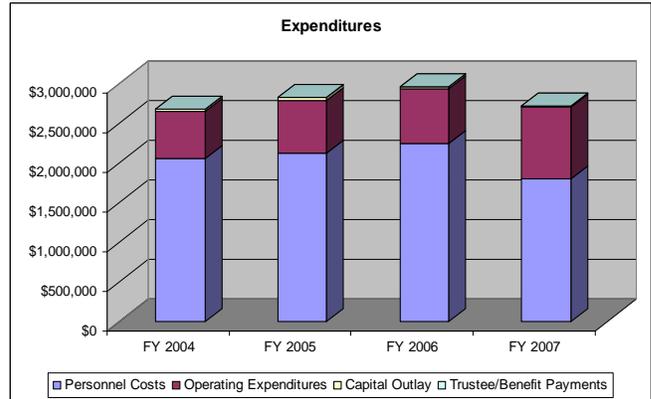
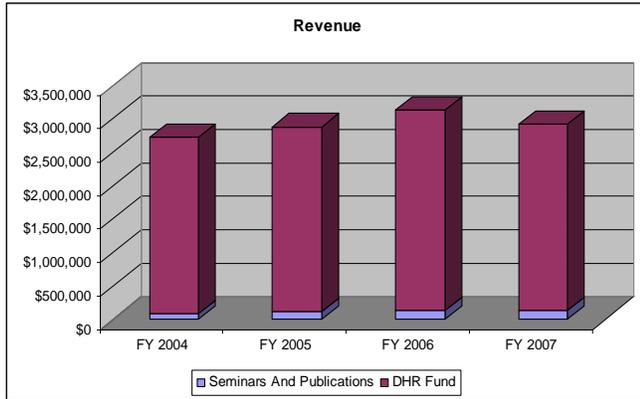
DHR has one office located in Boise. Recruitment information for state jobs is available on the Internet, all IDOL field offices, and other state agencies.

**Core Functions/Idaho Code:**

Idaho Code Title 67, Chapter 53, establishes the division of human resources in the office of the governor and states it is authorized and directed to administer a personnel system, including provision of personal and professional training, for classified Idaho employees.

**Revenue and Expenditures:**

Revenue	FY 2004	FY 2005	FY 2006	FY 2007
Seminars And Publications	\$84,400	\$124,500	\$144,000	\$130,000
DHR Fund	\$2,643,800	\$2,758,000	\$2,998,000	\$2,794,900
<b>Total</b>	<b>\$2,728,200</b>	<b>\$2,882,500</b>	<b>\$3,142,000</b>	<b>\$2,959,900</b>
Expenditure	FY 2004	FY 2005	FY 2006	FY 2007
Personnel Costs	\$2,055,600	\$2,119,200	\$2,244,300	\$1,799,431
Operating Expenditures	\$598,300	\$665,900	\$681,200	\$900,566
Capital Outlay	\$23,500	\$39,300	\$27,800	\$22,334
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,677,400</b>	<b>\$2,824,400</b>	<b>\$2,953,300</b>	<b>\$2,722,331</b>



**Profile of Key Services Provided**

Key Services Provided	FY 2004	FY 2005	FY 2006	FY 2007
Number of employee training hours	27296	23998	29261	20555
Employees attending Open Enrollment	1630	2106	2553	1550
Certified Public Manager Students	102	112	141	134
Applications for state jobs	62509	56670	55451	43,422
Number of job announcements	1566	1830	2161	1996
Number of classified hires	2356	2499	2079	2086
Idaho Personnel Commission Appeals	46	21	20	16

**Performance Highlights:**

- The Division of Human Resources entered into agreements with selected state agencies including Boise State University, Building Safety, Corrections, Health and Welfare, Juvenile Corrections, Labor, and Transportation to pilot the delegation of authority for specific HR functions such as classification, employee relations, and recruitment.
- DHR employees provided training on recruitment functions including the on-line application and examination system to the agencies involved in the pilot project.
- Developed the project plan for evaluating all state jobs as part of a complete review of the compensation system which will be completed in FY 2008.

The Certified Public Manager (CPM) Program continues to graduate increasing numbers, with 190 graduated and 46 more expected in 12/07. This very important program trains future leaders of state government and is a vital element in workforce planning. The promotion rate for CPM graduates is 30%. As baby boomers leave state employment, graduates of the CPM program will be ideal replacements.

## Part II – Performance Measures

Performance Measure	2004	2005	2006	2007	Benchmark
1. time to hiring list	n/a	8 days	7 days	13.5 days	14 days
2. classified turnover rate	13%	14%	14%	15%	10-14%
3. employee training hours	27296	23998	29261	20555	30000

### Performance Measure Explanatory Note:

1. Time from announcement close to creation of a hiring list. Measures efficiency of employment/recruiting process.
2. State average turnover. Measures ability to retain employees.
3. Number of training hours provided to state employees. Measures learning opportunities used by state employees.

### For More Information Contact

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