

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, supervisory and other employee development 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. The FY 2008 Legislative session approved the transfer of three positions and funding to PTE from DHR.

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. However, DHR maintains oversight over the employee relations function.

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;
- Administrative responsibility for DHR rules;
- Providing administrative support to the Idaho Personnel Commission, whose responsibilities focus on formal hearings to resolve certain employment-related disputes.

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

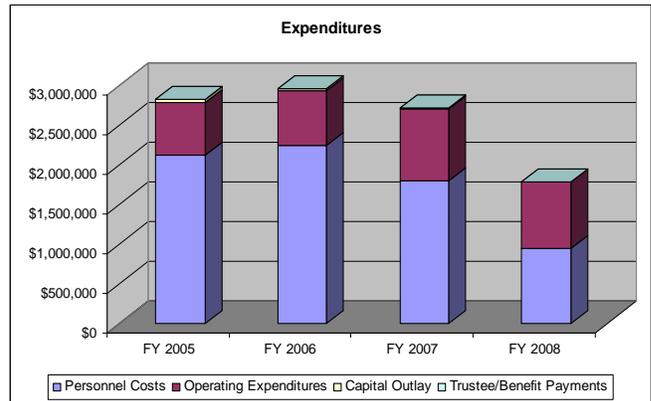
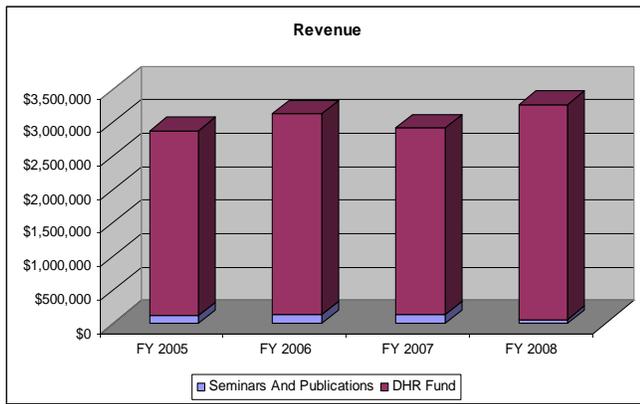
DHR has one office located in Boise. Recruitment information for state jobs is available on the Internet, all IDOL field offices, and other state agencies.

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 2005	FY 2006	FY 2007	FY 2008
Seminars And Publications	\$124,500	\$144,000	\$130,000	\$63,900
DHR Fund	\$2,758,000	\$2,998,000	\$2,794,900	\$3,209,400
Total	\$2,882,500	\$3,142,000	\$2,959,900	\$3,273,300
Expenditure	FY 2005	FY 2006	FY 2007	FY 2008
Personnel Costs	\$2,119,200	\$2,244,300	\$1,799,431	\$940,500
Operating Expenditures	\$665,900	\$681,200	\$900,566	\$842,100
Capital Outlay	\$39,300	\$27,800	\$22,334	\$3,900
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$2,824,400	\$2,953,300	\$2,722,331	\$1,786,500



Profile of Key Services Provided

Key Services Provided	FY 2005	FY 2006	FY 2007	FY 2008
Number of employee training hours	23998	29261	20555	26974
Employees attending Open Enrollment	2106	2553	1550	1883
Certified Public Manager Students	112	141	134	132
Applications for state jobs	56670	55451	46914	55083
Number of job announcements	1830	2161	2035	1836
Number of classified hires	2499	2079	2086	1844
Idaho Personnel Commission Appeals	21	20	16	20

Performance Highlights:

- As part of a contract with Hay, DHR evaluated all classified jobs for internal equity.
- One hundred thirty classifications were deleted reducing the total to approximately 1000 classes.
- DHR entered into agreements with select state agencies (Administration, Agriculture, Boise State University, Building Safety, Corrections, DEQ, Fish and Game, Health and Welfare, Idaho State Police, Juvenile Corrections, Idaho State University, Industrial Commission, Labor, Parks and Recreation, Tax Commission, Transportation, Veterans Services and Water Resources) and delegated authority for specific HR functions such as classification, employee relations, and recruitment. As a result of this delegation, DHR decreased the fees for these agencies by 35% for each classified employee's gross salary from 0.615% to 0.4%.
- DHR developed a training manual and provided training on recruitment functions including the on-line application and examination system to the delegated agencies.

The Certified Public Manager (CPM) Program continues to graduate increasing numbers, with 239 graduated and 26 more expected in 12/08. 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 37%. As baby boomers leave state employment, graduates of the CPM program will be ideal replacements.

Part II – Performance Measures

Performance Measure	2005	2006	2007	2008	Benchmark
1. time to hiring list	8 days	7 days	8	9	14 days
2. classified turnover rate	14%	14%	15%	14%	10-14%
3. employee training hours	23998	29261	20555	26974	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

Judie Wright
 Human Resources, Division of
 700 W State 1st Flr
 PO Box 83720
 Boise, ID 83720-0066
 Phone: (208) 854-3054
 E-mail: jwright@dhr.idaho.gov