

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 is a dedicated fund agency. Agencies pay a percentage of their classified employee payroll for DHR services. 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. Recruitment information for state jobs is available on the internet, all Idaho Department of Labor (IDOL) field offices, and other state agencies. The Division Administrator oversees:

- A compensation system designed to attract, retain, and recognize employees;
- A recruitment program that provides an opportunity for candidates to apply for vacant positions;
- The recruitment and application system that provides agencies with a hiring list;
- Consultation to enhance the State's risk management of human resources (HR);
- Personnel files for employees.

The Division Administrator advises the Governor on employee compensation changes and other human resource management issues. The Division provides administrative support to the Idaho Personnel Commission (IPC) whose responsibilities focus on formal hearings to resolve employment related disputes.

During FY 2007, Governor Otter issued Executive Order 2007-04. This Executive Order directs DHR to delegate various HR functions to expedite HR actions and processes for a more efficient and cost effective government. In accordance with this Order, DHR has delegated various HR functions including position classification, recruitment, and employee relations to 19 delegated state agencies. DHR continues to provide the HR functions to 65 non-delegated agencies and has responsibility for:

- Statewide human resource policy formulation and interpretation;
- Statewide compensation plan and evaluation of state job classifications;
- Certification of 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 Idaho Code on HR and proposing legislative changes;
- Administration of DHR rules;
- General HR consultation;
- Development of annual State Employee Compensation (SEC) report;
- Training;
- Recruitment for non-delegated agencies and announcements for non-classified positions;
- System administration for I-PERFORM and the Applicant Tracking System (ATS).

Through a Memorandum of Understanding (MOU), DHR contracts with the Idaho Department of Labor to maintain the on-line application system: ATS. DHR also contracts with the State Controller's Office to maintain the statewide performance evaluation system: I-PERFORM.

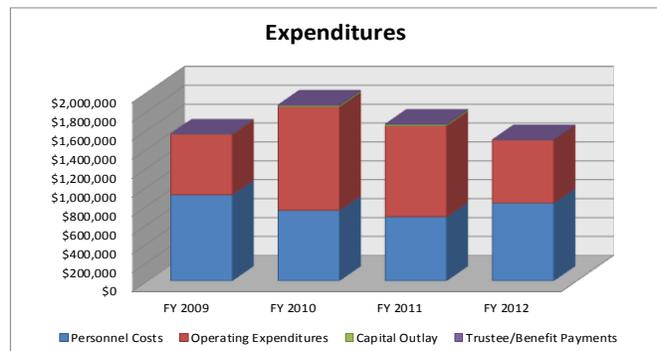
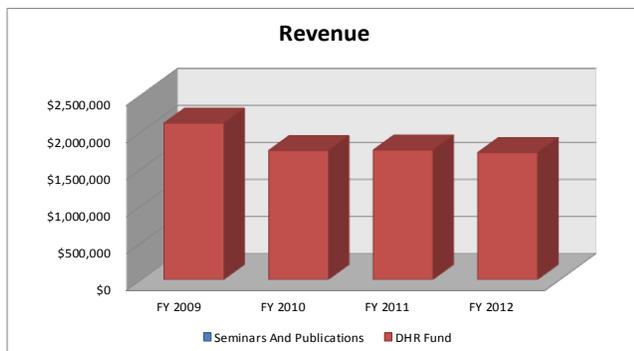
The FY 2009 Legislative session approved the transfer of three positions and funding to Professional Technical Education (PTE) from DHR. These positions are responsible for the Certified Public Manager (CPM) program, supervisory and other employee development training. Currently, DHR is in discussions with PTE to transition these functions back to DHR.

Core Functions/Idaho Code:

Idaho Code Title 67, Chapter 53, establishes the Division of Human Resources in the Office of the Governor. DHR is authorized and directed to administer a personnel system, including provision of personal and professional training, for classified Idaho state employees.

Revenue and Expenditures:

Revenue	FY 2009	FY 2010	FY 2011	FY 2012
Seminars And Publications	\$400	\$0	\$0	\$0
DHR Fund	\$2,113,300	\$1,744,000	\$1,749,800	\$1,716,700
Total	\$2,113,700	\$1,744,000	\$1,749,800	\$1,716,700
Expenditure	FY 2009	FY 2010	FY 2011	FY 2012
Personnel Costs	\$911,800	\$747,700	\$678,500	\$824,200
Operating Expenditures	\$640,400	\$1,096,400	\$964,800	\$669,100
Capital Outlay	\$1,700	\$15,700	\$13,600	\$0
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
Total	\$1,553,900	\$1,859,800	\$1,656,900	\$1,493,300



Profile of Key Services Provided:

Key Services Provided	FY 2009	FY 2010	FY 2011	FY 2012
Certified Public Manager training hours	12,827	5037	5,224	8,190
Certified Public Manager Students	265	79	87	87
Applications for state jobs	70,803	61,991	65,840	67,313
Number of job announcements	1,308	1,002	1,296	1,224
Number of classified hires	1,411	1,106	1,457	1,664
Idaho Personnel Commission Appeals	14	36	19	19

Performance Highlights:

- Organized and presented statewide Fall Governor's HR conference;
- Developed and implemented the statewide performance evaluation system: I-PERFORM;
- Partnered with the Department of Health and Welfare in the development of e-learning training for I-PERFORM;

- Expanded our recruitment techniques to identify state employees on registers;
- Provided statewide HR training on FLMA from nationally recognized presenter.

Part II – Performance Measures

Performance Measure	2009	2010	2011	2012	Benchmark
1. Time to hiring list	8	7	6.7	9	14 days
2. Classified turnover rate	13%	13%	12%	12.9%	10-14%
3. Employee training hours for Certified Public Manager Program	12827	5037	5224	8190	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 in the Certified Public Manager (CPM) program. Measures learning opportunities used by CPM participants.

For More Information Contact

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