

Part I – 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 Tracking System (ATS). DHR also contracts with the State Controller's Office to maintain the statewide performance evaluation system: I-PERFORM.

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 2010	FY 2011	FY 2012	FY 2013
Seminars And Publications	\$0	\$0	\$0	\$0
DHR Fund	\$1,744,000	\$1,749,800	\$1,716,700	\$1,680,500
Total	\$1,744,000	\$1,749,800	\$1,716,700	\$1,680,500
Expenditure	FY 2010	FY 2011	FY 2012	FY 2013
Personnel Costs	\$747,700	\$678,500	\$824,200	\$853,821
Operating Expenditures	\$1,096,400	\$964,800	\$669,100	\$621,096
Capital Outlay	\$15,700	\$13,600	\$0	\$0
Trustee/Benefit Payments	\$0	\$0	\$0	\$19,973
Total	\$1,859,800	\$1,656,900	\$1,493,300	\$1,494,890

Profile of Key Services Provided:

Key Services Provided	FY 2010	FY 2011	FY 2012	FY 2013
Certified Public Manager training hours	5,037	5,224	8,190	6,348
Certified Public Manager Students	79	87	87	87
Applications for state jobs	61,991	65,840	67,313	66,916
Number of job announcements	1,002	1,296	1,224	1,569
Number of classified hires	1,106	1,457	1,664	1,575
Idaho Personnel Commission Appeals	36	19	19	15

Part II – Performance Measures

Performance Measure	2010	2011	2012	2013	Benchmark
1. Time to hiring list	7	6.7	9	7	14 days
2. Classified turnover rate	13%	12%	12.9%	13.5%	10-14%
3. Employee training hours for Certified Public Manager Program	5,037	5,224	8,190	6,348	30,000

For More Information Contact

Vicki Tokita, Administrator
 Human Resources, Division of
 304 N. 8th Street, Suite 325
 PO Box 83720
 Boise, ID 83720-0066
 Phone: (208) 854-3076
 E-mail: vicki.tokita@dhr.idaho.gov