



State of Idaho

DIVISION OF HUMAN RESOURCES

Executive Office of the Governor

BRAD LITTLE
Governor
SUSAN E. BUXTON
Administrator

DHR STRATEGIC PLAN

For the Fiscal Years Ending June 30, 2020 – June 30, 2025

Susan E. Buxton, DHR Administrator

Signed: *Susan E. Buxton*

Mission:

To administer the State of Idaho Personnel System and provide Human Resources consultation, training, information and analysis to the Governor's office, legislative leaders, agency directors and staff.

Vision:

To create and maintain a productive, engaged, and skilled workforce to serve the citizens of the State of Idaho.

Key External Factors:

Key external factors for the Division of Human Resources are similar to other agencies within the Executive Office of the Governor:

- Both State and Federal legislation affecting the state work force may alter or significantly impact the functions of the Division of Human Resources.
- The Division must be sensitive to changes in state and federal laws, the labor market, unemployment rates, market wage variations, and overall economic conditions as recommendations are made to the Governor and Legislative leaders.
- The Division is a customer-service based entity responsive and open to addressing issues raised by the Governor's office, the Legislature, and the agencies of State government.

GOAL #1: Support Human Resources and Related Business Processes to Minimize Risk and Ensure Integrity and Efficiency of the State's Personnel System

OBJECTIVES:

1. Provide updated information to state agencies on current State and Federal statutes, rules and policies to state agencies.
2. Prepare to modernize specific HR functions impacted by the implementation of the State's new ERP solution (The LUMA Project).
3. Conduct process review audits of Agency HR units.
4. Investigate personnel complaints.
5. Provide Administrative support to the Idaho Personnel Commission (IPC).

PERFORMANCE MEASURE:

1. Host DHR forums
Benchmark: 2 times per year
2. Develop modernization plan
Benchmark: December 2019
3. Conduct Agency HR unit reviews
Benchmark: As needed
4. Track Personnel Complaints reported to DHR and related investigations.
Benchmark: 100%
5. Log in appeal requests and forward to the IPC Chair within 24 hours of receipt.
Benchmark: 100%

GOAL #2: Develop a highly skilled workforce through statewide trainings creating a desirable workplace and career opportunities for Idaho's children and grandchildren.

TRAINING OBJECTIVES:

1. Certified Public Manager Program (CPM).
2. Supervisory Academy.
3. Respectful Workplace.
4. Human Resource Officers (HRO).
5. Cybersecurity.
6. Systems: NeoGov (recruitment) and IPERFORM (employee evaluations)

PERFORMANCE MEASURE:

1. Provide state leadership training (CPM) for Public Entities.
Benchmark: 3 cohorts every two years
2. Provide Supervisory Academy Training for State Employees
Benchmark: 3 cohorts per year
3. Provide Respectful Workplace Training for New State Employees
Benchmark: Quarterly Basis
4. Provide Agency HRO meetings
Benchmark: monthly
5. Provide On Line Cybersecurity Training
Benchmark: Annually
6. Provide On Line systems training to state agencies.
Benchmark: Available as needed on line

GOAL #3: Provide Accurate Analysis for Employee Compensation.

OBJECTIVES:

1. Study public employee compensation trends nationwide and participate in national and regional salary surveys.
2. Publish the Change in Employee Compensation (CEC) report for the Governor and the Legislature on an annual basis.

PERFORMANCE MEASURE:

1. Submit salary survey results before established deadlines.
Benchmark: 1 week before survey results are due
2. Publish CEC report on or before December 1st of each fiscal year.
Benchmark: December 1

GOAL #4: Red Tape Reduction Act

OBJECTIVE:

1. Review and modify DHR Statutes and related rules for modernization of the recruitment, retention, and management of state employees

PERFORMANCE MEASURES:

1. Submit rule reduction modifications before State deadline.
Benchmark: May 1.