



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, 2021 - June 30, 2026

Susan E. Buxton, DHR Administrator

Signed: *Susan E. Buxton* 1

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 recommendations are made to the Governor and Legislative leaders.
- The Division is a customer-service based entity and has the necessity to be 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. Work to refine policies and guidance to increase consistency in statewide HR functions correlating with the implementation of the State's new ERP solution – LUMA.
3. Review agency personnel processes, action requests, transactions, and submitted justification for compliance with established policies.
4. Provide resources for state employees to file complaints related to fraud, waste, and abuse.
5. Provide Administrative support to the Idaho Personnel Commission (IPC).

PERFORMANCE MEASURE:

1. Number of Director/ Agency Head Trainings.
Benchmark: 2 times per year¹
2. Number of DHR Informational Forums.
Benchmark: 2 times per year²

¹ Based on internal goal to provide state agency director training on federal and state HR requirements.

² Based on internal goal to provide state agency HR staff current information on federal and state requirements.

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

OBJECTIVES:

1. Manage and offer the Certified Public Manager Program (CPM) to public employees.
2. Manage and offer Supervisory Academy for state employees.
3. Provide Respectful Workplace training to state employees.
4. Provide Cybersecurity and Phishing training to state employees to protect the security of the state's information.

PERFORMANCE MEASURE:

1. Number of CPM training (CPM) for public employees.
Benchmark: 3 cohorts every two years³
2. Number of Supervisory Academy Training for state employees.
Benchmark: 6 cohorts per year⁴
3. Number of Respectful Workplace Training for state employees.
Benchmark: Monthly, as needed⁵
4. Percentage of state employees completing Online Cybersecurity and Phishing Training.
Benchmark: 100% of completion for state employees.⁶

³Based on Executive Order 2011-13 supporting and providing certification for public employees.

⁴ Based on an internal goal to provide supervisory training to state employees.

⁵ Based on Executive Branch Statewide Respectful Workplace Policy.

⁶ Based on Executive Order 2017-02 directing DHR to deploy cybersecurity training.

GOAL #3: Provide Accurate Analysis for Employee Compensation.

OBJECTIVES:

1. Analyze public employee compensation trends nationwide and participate in local / national salary surveys to develop reliable information that can be communicated clearly and concisely.
2. Publish the Change in Employee Compensation (CEC) report for the Governor and the Legislature on an annual basis.

PERFORMANCE MEASURE:

1. Deadline to Publish CEC report.
Benchmark: December 1 each fiscal year⁷

⁷ Per Idaho Code 67-5309C. The report must be submitted to the Legislature no later than the first of December.

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: DFM established deadline.*⁸

ADDENDUM: CYBERSECURITY COMPLIANCE PLAN

As a technology customer of Idaho Technology Services (ITS), DHR is using the cybersecurity systems and technical expertise in ITS to fulfill requirements related to Executive Order 2017-02. Key actions by DHR to support ITS cybersecurity are to administer and deploy the cybersecurity training and recently added phishing module on a statewide basis.

⁸ Based on DFM's annually published rule modification due date.