

## **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;
- a recruitment program that provides an opportunity for candidates to apply for vacant positions; and
- an evaluation system to rank candidates based on their education to perform state jobs
- consultation to enhance the State's management of human resources
- personnel files for employees

The Division Administrator advises the Governor on employee compensation changes and other human resource (HR) management issues. The Division provides administrative support to the Idaho Personnel Commission, 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, employee relations, and training to state agencies. DHR has entered into an agreement with the Department of Labor to maintain the on-line application system and conduct annual salary surveys.

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 administration and oversight of the Certified Public Manager program, supervisory and other employee development training. This is compatible with PTE's current role of administering the delivery of adult professional-technical programs.

With the transition of the above HR functions, DHR has retained responsibility for:

- Statewide human resource policy formulation and interpretation
- 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 Idaho Code on HR and proposing legislative changes
- Administration of DHR rules
- General HR consultation
- Development of annual CEC report
- Training for HR staff
- Recruitment for non-delegated agencies and announcements for non-classified positions

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

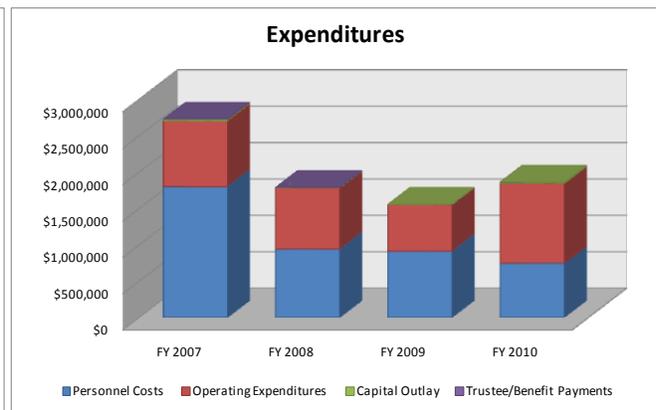
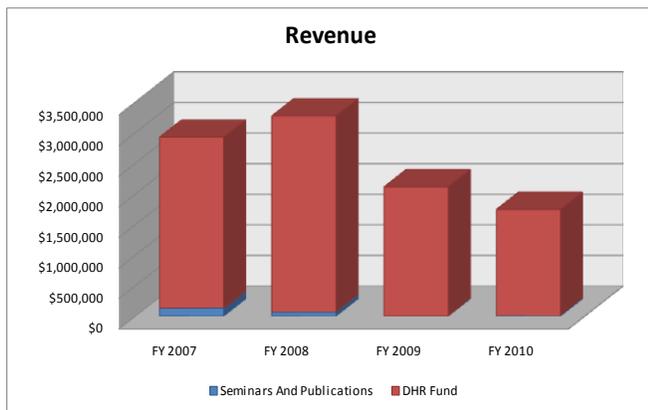
DHR has one office located in Boise. Recruitment information for state jobs is available on the internet, all IDOL field offices, and other state agencies.

### **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 state employees.

### Revenue and Expenditures:

Revenue	FY 2007	FY 2008	FY 2009	FY 2010
Seminars And Publications	\$130,000	\$63,900	\$400	\$0
DHR Fund	\$2,794,900	\$3,209,400	\$2,113,300	\$1,744,000
<b>Total</b>	<b>\$2,959,900</b>	<b>\$3,273,300</b>	<b>\$2,113,700</b>	<b>\$1,744,000</b>
Expenditure	FY 2007	FY 2008	FY 2009	FY 2010
Personnel Costs	\$1,799,431	\$940,500	\$911,800	\$747,700
Operating Expenditures	\$900,566	\$842,100	\$640,400	\$1,096,400
Capital Outlay	\$22,334	\$3,900	\$1,700	\$15,700
Trustee/Benefit Payments	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$2,722,331</b>	<b>\$1,786,500</b>	<b>\$1,553,900</b>	<b>\$1,859,800</b>



### Profile of Key Services Provided

Key Services Provided	FY 2007	FY 2008	FY 2009	FY 2010
Number of employee training hours	20555	26974	12827	*N/A
Certified Public Manager Students	134	132	265	*N/A
Applications for state jobs	46914	55083	70803	61991
Number of job announcements	2035	1836	1308	1002
Number of classified hires	2086	1844	1411	1106
Idaho Personnel Commission Appeals	16	20	14	36

\* See Agency Overview above.

### Performance Highlights:

- Developed legislation to increase the amount of leave an employee could donate to another employee in need from 40 to 80 hours
- Developed legislation to increase the number of qualified candidates to appear on a hiring list from 10 to 25
- Assisted agencies with their reduction in force plans due to the economic downturn
- Held all-agency HR meeting to provide legislative overview and discuss HR issues
- Coordinated job evaluation training provided by Hay Group
- Expanded our recruitment techniques to include social networking
- Added Equal Employment Opportunity (EEO) reporting functionality to ATS
- Implemented cost-saving employee longevity awards program
- Designed the new DHR website

**Part II – Performance Measures**

Performance Measure	2007	2008	2009	2010	Benchmark
1. time to hiring list	8	9	8	7	14 days
2. classified turnover rate	15%	14%	13%	13%	10-14%
3. employee training hours	20555	26974	12827	N/A	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. This is now being reported by PTE.

**For More Information Contact**

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