



# Idaho Division of Human Resources

*Executive Office of the Governor*

December 2017

## Message from the Administrator

*I would like to take a moment and let all state employees know how proud I am of the hard work and dedication I see throughout our 65 agencies. It is an honor and privilege to serve as Idaho's Human Resources Administrator. Through our commitment to public service, state employees work tirelessly supporting the citizens of Idaho in many capacities. We must equally be committed to civility in our own workplaces by fostering professional, respectful and engaging work environments. Today we have the opportunity to engage in healthy and important conversations regarding sexual harassment, discrimination and retaliation. All of us are responsible for a respectful workplace. Our understanding, learning best practices, and applying appropriate behaviors is the common thread to promoting responsible government and leadership. Governor Otter and the State Legislature have invested in us with cost effective employee benefits, steady increases in CEC, and commitment to recruitment and retention efforts. I encourage all of us to continue our hard work for the citizens of Idaho and treat each other with integrity and professionalism. Have a happy and safe holiday season!*

*-Susan E. Buxton*

## DHR Winter Forum

Join us for our quarterly forum on Monday, December 18<sup>th</sup> featuring legal and human resources hot topics. This all-day forum will be presented by experts from state agencies and cover a wide variety of information that will prove useful in your position regardless of your role.

Topics include:

- Respectful Workplace** – It's been in the news, what can YOU do?
- Practice Pointers on Investigations and Hearings** – What HR and legal need to know.
- Background Checks and Fingerprinting** – Learn more about background checks and statutory authority.
- Making Safety and Security a System Priority** – Experts from the school safety program will discuss making site-based safety a long-term commitment.
- Off Duty Conduct**—When does an agency need to be concerned?

December 2017						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*If you are unable to attend—please go to the link below for Session Agenda, Handouts and Video Recording after the event.*

<https://dhr.idaho.gov/Training/HRForums/HRForums.html>

## Fiscal Year 2019 CEC Report

Per Section 67-5309C, Idaho Code, the Division of Human Resources (DHR) publishes an annual Change in Employee Compensation and Benefits Report, due to the Governor's office and the Legislature by December 1<sup>st</sup> of each year. This report includes results of DHR's annual salary and benefit surveys. The report also includes DHR's four (4) recommendations to address the State's compensation philosophy as described in Section 67-5309 Idaho Code. The recommendations for FY2019 are as follows:

**1) Salary Structure Adjustment:** To more accurately align with the market, DHR recommends at least a 3% increase to the entire pay structure. This increase would move the policy rate closer to the average market rate as outlined in Statute and the overall structure increase would keep the integrity of the current pay structure of 70% to 125%.

The estimated fiscal impact of this 3% change is \$259,600 which is the cost to bring 484 employees up to the new minimum of the salary ranges.

As a comparison, the estimated fiscal impact of a 2% change is \$150,300 which is the cost to bring 215 employees up to the new minimum of the salary ranges. Additionally, the estimated fiscal impact of a 4% change is \$476,100 which is the cost to bring 636 employees to the new minimum of the salary ranges.

**2) Specific Occupational Inequity/Payline Exception Component:** DHR recommends continuing with the job classifications that are currently on payline exception to address specific recruitment and retention issues.

**3) Merit Increase Component:** DHR recommends at least a 3% increase for the salary component of state employee compensation administered in accordance with the State's merit based pay philosophy, set forth in statute. Such increase is an appropriate step to keep pace with the current market. The recommended 3% increase would cost the General Fund approximately \$19,111,100 and approximately \$22,618,600 in other funds, for a total of \$41,729,700.

**4) Employee Benefit Package:** The State's employee benefit package continues to be a key component of the State's total compensation package for employees. DHR recommends that the State continue to maintain the current funding for the employer cost of group insurance and retirement benefits.



### In the 2018 legislative session, DHR is proposing changes to the following three State Statutes:

**Idaho Code Section 59-1603 (11)**, for the implementation, authorization, and enforcement of the issuance of recruitment bonuses for non-classified employees.

*In the 2017 legislative session, similar legislation was proposed and approved for classified employees.*

**Idaho Code Section 67-5302**, removing the definition of "provisional appointment", as it is no longer used.

**Idaho Code Section 67-5303(v)**, adds clarification to Application to State Employees "unless otherwise required by law". Adds the Office of Information Security and clarifies the Office of Energy and Minerals as non-classified employees.



## UPDATE TO DHR RULE CHANGES:

The Division of Human Resources (DHR) participated in negotiated rulemaking, including taking written comments and holding a public meeting on September 15, 2017, from 9:00 a.m. to noon. The rule changes include the following:

- Deleting reference to “provisional appointment,” which has not been used since 2004 and was used only seven times from 1990 to 2004
- Deleting reference to a specific company, Hay Management Consultants
- Deleting reference to coordination of recruitment with Director of Department of Labor as it is redundant and the applicant tracking system (ATS) at Labor is being returned to the Division of Human Resources
- Amending approval for closure of state offices/facilities and administrative leave with pay for employees due to weather and/or other disruptions

Written comments were received from six agencies, most of which addressed the closure of state offices. These comments, along with research of policies in other states, were used to modify and craft the proposed rule. Proposed Rules were published in the [November 1, 2017 Administrative Rules Bulletin, Volume 17-11, pages 81 – 90.](#)

On November 22, 2017, DHR was informed by the Legislative Services Office that the Senate and House Subcommittees had reviewed the proposed changes and no meeting would be held and no objections filed.

As of November 24, 2017, DHR has provided notice to the Office of the Administrative Rules Coordinator that DHR has adopted the changes as Pending Rules. The Pending Rules will become final and effective at the conclusion of the 2018 legislative session.

## Certified Public Manager® Program

On Friday, December 8, 2017 DHR's Certified Public Manager Program® awarded 76 state employees with their certificates of completion after two years of hard work and dedication. Graduates represented 14 different state agencies and added to the number of employees who have successfully completed the program, bringing it to a total of 539 graduates since 2002. Nikki Sayer from Eastern Idaho Public Health District was awarded the Connie Pratt award for her dedication to the program and her agency. Mark L. Drew (Idaho Department of Fish and Game), Amber Brown (State Controller's Office), and Shane Boyle (Idaho Department of Juvenile Corrections) were acknowledged for their distinguished Capstone projects.

As one group ends, another one is just beginning. In October 2017, three new CPM® tracks began their two year journey. With two tracks in Boise and one in North Idaho, 94 employees are beginning their work to become better leaders at their agencies. This new group represents 20 different state agencies and one county office, creating another great variety of participants to help foster relationships cross-agency and ultimately better resources and services for the constituents of Idaho.



# Welcome to the DHR Team!

**Sheena Buffi** (Compensation Manager) - Sheena brings 14 years of HR experience to DHR including several years of public service at a Nevada school district as the HR Director. She was also an EEO Counselor while working as a civilian for the Marine Corps in Okinawa, Japan. She holds a Master's degree in HR Management and is a certified workplace mediator. Prior to obtaining her graduate degree in 2010, Sheena earned her Bachelor's degree in English and Sociology from the University of Maryland. She joins DHR as the Statewide Compensation & Classification Manager.



**Janelle White** (HR Specialist, Sr.) - Janelle joined the Idaho Division of Human Resources in July 2017 as an HR Specialist, Senior. Janelle comes to DHR with her Bachelor's degree in Business Administration with an emphasis in Human Resource Management, as well as state agency experience. Prior to joining DHR, Janelle worked for the Idaho Department of Health and Welfare for nearly 8 years in Human Resources. She is one of only two individuals in the state of Idaho who has her certification as a Master Practitioner in the Myers Briggs Type Indicator (MBTI) training.

**Jana Huffaker** (Training Specialist) – Jana joined DHR as the Training Specialist to take over DHR's Supervisory Academy program. She earned her Bachelor's degree in Marketing and International Business from Boise State University, and completed her Masters in Education Adult Organizational Learning and Leadership. Jana has more than 12 years as a trainer and coach and is a great addition to the training team. Jana comes to DHR from the University of Idaho IdahoSTARS project where she was a Quality Care Consultant.



**Erik F. Cowles** (Training Associate) - Erik was hired in August 2017, to be a part of the training department. Prior to joining DHR, Erik was with the Department of Correction as a Case Manager at Idaho State Correctional Center since June 2014. He holds a Bachelor's Degree in Human Resource Management and a Master's Degree in Organizational Management with a specialization in Project Management, both from Ashford University. Erik served in the United States Navy as a Master-at-Arms for five years from 2006-2011.

We would also like to welcome back to our DHR team—**Paul J. Spannknobel** as Deputy Administrator. Paul left in August after Governor Otter appointed him Interim Director for Idaho Department of Labor. Melinda Smyser, newly appointed IDOL Director had some kind words to say after his time at IDOL: "Paul decided he wanted to go back to the Division of Human Resources and use his talents to serve all of the state agencies throughout Idaho...Please join me in thanking Paul for his professionalism and support during our most recent transition and wish him good luck and a happy farewell." We are glad to have Paul, his knowledge and expertise back at DHR.

