DHR NEWSLETTER

IDAHO DIVISION OF HUMAN RESOURCES
EXECUTIVE OFFICE OF THE GOVERNOR

Message from the Administrator

DHR looks forward to working with Governor Elect Little and his new administration. We also look forward to working with all of the new members of the CEC Committee and the Senate and House Commerce and Human Resources Committees. The sacrifice of time our elected officials and the sacrifice they make leading our State government is so appreciated.

This summer, the Governor's Office and DHR partnered with Korn Ferry to develop a survey to solicit feedback from state employees on potential benefit changes that have been discussed by the Interim Committee. We received valuable feedback from 12,354 state employees, 65% of those surveyed. Results of the survey were sent to all surveyed employees and can be found at: https://dhr.idaho.gov/StateEmployees/EmployeeOpinionSurveyResults.html.

The implementation of a new IT classification structure developed in partnership with a select committee of several agency IT Administrators and HR SMEs will occur this December. IT classifications will now better reflect modern IT job functions and employees will have more appropriate job titles with career paths supporting professional growth and advanced technical levels.

I am pleased to see many more agencies have been working towards implementing I-PERFORM. As a reminder, online employee evaluations is set out in DHR Rule 210.01 Performance Evaluations: "Each agency shall use the statewide online performance evaluation system; however, another system may be used, provided it meets the basic objectives of the state's online performance evaluation system as approved in advance by the Administrator." If your agency is not currently on I-PERFORM and plans to transition, please let your consultant know and we will get training set up and implemented.

DHR does not have any IDAPA rules or legislation it plans to present this upcoming legislative session. We will monitor rules and legislation that may affect state Human Resources and provide input as necessary.

Have a happy and safe holiday season!

- Susan E. Buxton

WELCOME TO THE DHR TEAM

Hannah Felt
HR Specialist

Hannah came aboard in November as an HR Specialist. She most recently worked as an HR Associate at the Idaho State Tax Commission but began her career with the State as an Administrative Assistant at Boise State University's Taco Bell Arena. Hannah holds a bachelor's degree in Business Administration and Human Resource Management from Boise State University.

New Applicant Tracking System

The State of Idaho's NEOGOV recruitment system is set to go live on Monday December 10th. Classification data has been populated into the NEOGOV production environment, and DHR is now pre-building agency selected job announcements. Training for agency users took place on December 3rd and 4th. After completing training, users will have access to the NEOGOV production environment to build job postings that need to be published upon the go live date. DHR will be working with Information Technology Services to host archived data from ATS. The old ATS system will not be accessible to users after November 30th and the system will be taken offline permanently after December 31st. In preparation for the NEOGOV transition, applicants who have logged into ATS within the last year were notified of the transition from ATS to NEOGOV. They were directed to www.governmentjobs.com to create new profiles and become familiar with the new system. There is a message posted on the ATS login page as well notifying any new users of the system change.

For more information about the transition from ATS to NEOGOV, visit https://dhr.idaho.gov/StateEmployees/ATSTransition.html. Questions can also be directed to Ashleigh Lopez, DHR Chief Learning Officer, at 208-854-3057 or Ashleigh.Lopez@dhr.idaho.gov.

Fiscal Year 2020 CEC Report

Per Idaho Code §67-5309C, DHR publishes an annual Change in Employee Compensation & Benefits Report, due to the Governor's office and Legislature by December 1st . This report includes salary and benefit survey results and DHR's four (4) recommendations to address the State's compensation philosophy. The recommendations for FY 2020 are as follows:

1. Salary Structure Adjustment: To more accurately align with market, DHR recommends at least a 2% increase to the pay structure. Estimated fiscal impact is $151k to bring 231 employees up to the new minimum of the salary ranges.

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

3. Merit Increase: DHR recommends at least a 3% increase administered in accordance with the State's merit-based pay philosophy. Estimated fiscal impact to General Fund is $20.2m and $24m in other funds, for a total of $44m.

4. Employee Benefit Package: DHR recommends that the State maintain the same funding levels and percentage contributions for employee benefits. Read full report here https://dhr.idaho.gov/PDFs/CEC/FY2020_CEC%20Report.pdf

CEC Committee Meeting

The FY 2020 Change in Employee Compensation committee will be meeting on Thursday December 6, 2018 from 3:00—4:00pm in room EW42. The agenda can be found here https://legislature.idaho.gov/wp-content/uploads/sessioninfo/2018/interim/181206_cec_other_meet_time-Agenda.pdf and you can live stream here http://idahoptv.org/insession/

Luma is a five-year Enterprise Resource Planning (ERP) system project managed by the State Controller's Office. The software implementation is estimated to begin in the summer of 2019 and the new ERP system is estimated to start going live in the summer of 2021. (Of course, this timeline could change depending on the software and the system integrator.) An ERP system is a software suite used to manage day-to-day business activities. ERP systems tie together and define a plethora of business processes and enable the flow of data between them. By centralizing the State's shared transactional data, the ERP system will eliminate data duplication and provide data integrity with a single source of truth.

At this point, we don't know precisely what software the new ERP system will replace across the state; HOWEVER, here is a high-level list of functionality and business processes we are asking software vendors to provide in the new Statewide system:

Budget: Budget Management
Finance: Accounts Payable, Accounts Receivable and Billing, Asset Management, Cash Management , General Ledger , Grants , Projects , Travel, Vendor Maintenance
Procurement: Procurement , Vendor Maintenance
Human Capital Management: Applicant Services , Benefits Administration, Classification and Compensation, Employee Performance, Employee Relations , Learning Management, Personnel Administration, Position Control
Payroll: Leave Management, Payroll, Time and Labor
Inventory: Inventory Management
General: Application Security, General System, Reporting , Transaction System

There is no immediate impact on current business operations or software systems across the State. A goal of the Luma project team is to keep you informed as project milestones are reached and to prepare you for the new system, but we are still very early in the project. For more information please go to www.sco.idaho.gov – Luma .

Four Tips for a Healthy Holiday Season

1. **Stay well.** Don't let cold and flu season ruin your holidays. Wash your hands often to prevent the spread of germs and get plenty of sleep to keep your immune system strong.

2. **Eat mindfully.** Enjoy your favorite once-a-year treats by eating with all of your senses. Slow down and savor the sights, smells, sounds, and tastes of the holiday season.

3. **Express gratitude.** Take time each day to appreciate the little things in your life—writing them down is a great practice. You may notice that you're happier without changing anything else.

4. **Give yourself a break!** Go easy on yourself if you're feeling overwhelmed and remember that the holidays don't have to be perfect. Focus on what is truly important to you and your loved ones and try to let the rest go.

Festive Holiday Appetizer

Holiday Veggie Wreath

Layer broccoli in a circle on a serving plate. Decorate with cauliflower and cherry tomatoes. Swap and/or add any other vegetables you like! Serve with a bowl of healthy homemade dip in the center. Try the 3-Ingredient Cumin-Lime Yogurt Dip below.

3-Ingredient Cumin-Lime Yogurt Dip *From: Kelli Foster, Kitchn, 2017*

Ingredients: 2 cups plain Greek yogurt; 1 t. finely grated lime zest; juice from 1 medium lime; 1 1/2 t. ground cumin; 1/2 t. salt

Directions: Stir together the yogurt, lime zest, lime juice, cumin, and salt in a medium bowl. Serve with vegetables.

Yogurt Dip Image Credit: Rachel Korinek, Kitchn, 2017

For more resources, tips, and recipes, visit https://healthmatters.idaho.gov

DHR Training

Supervisory Academy has availability! These classes are free and open to all State of Idaho employees. The three-day, 24-hour training covers several modules for current and aspiring supervisors. Visit our website for all DHR classes and registration information. https://dhr.idaho.gov/Training/DHRHostedTraining.html

The **Certified Public Manager®** Program (CPM®) is a nationally accredited, comprehensive management development program specifically designed to prepare managers for their careers in state government. Applicants are selected by their respective agencies to participate in the two year program. The curriculum consists of five levels: Managing Self, Managing Others, Managing in the Public Sector, Managing for Organizational Success, and Managing for Change. Since Idaho's CPM Program was created and accredited in 2001, over 500 public employees have earned the distinction of Certified Public Manager®. Many agency supervisors, executive staff and directors are CPM® graduates, demonstrating the success of the program. The application process for new tracks in Boise and Eastern Idaho will begin in summer 2019. For more information about the CPM program, please visit our website: https://cpm.idaho.gov/