



HR Modernization



Idaho Division of
Human Resources
Executive Office of the Governor

Janelle White, DHR Bureau Chief
June 15, 2022

Hello!

I'm Janelle!

I am a Bureau Chief for the Idaho Division of Human Resources. My passion is helping employees and leaders identify the root cause of workplace challenges and offering solutions to resolve them! My philosophy is that HR is here as a resource to support employees and managers in accomplishing goals and that we are critical to the employee experience.



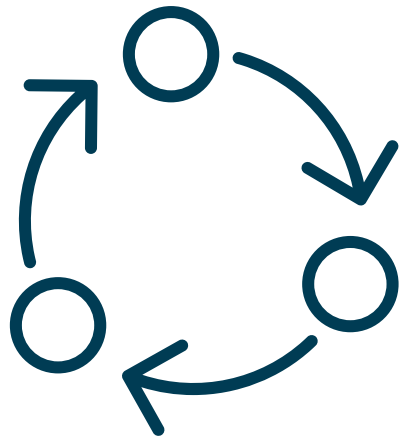
This is my world!

Goals

Through HR Modernization, I hope to make it easier to provide HR support to our state employees, and to provide a consistent employee experience for state employees.

Operating Principles

- ✓ State of Idaho human resources professionals will report through DHR.
- ✓ Current agency HR will continue to provide HR support to agencies and remain physically located within agencies (rather than being centrally located).
- ✓ Decision-making will remain as close to the agency and the work as possible (i.e., we do not want everything to come through the central office for review/approval, we want to train and empower decision-making).
- ✓ HR professionals will not need to apply for their jobs (unless they chose to apply for a new position).
- ✓ The timeframe for implementing these changes is January-June 2023 (the movement of staff to DHR will not be in a phased-approach).
- ✓ HR Modernization will take years to fully implement, in terms of aligning our policies, processes and training.



Objectives

- ✓ Timeline Review
- ✓ What's Next with HR Modernization
- ✓ Q&A Panel Discussion



Timeline Review

Luma & Modernization Timeline

Date: May 2022

	2021				2022												2023	
	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	January – June 2023	
Luma	Architect Business Process Reviews				Configure & Prototype				Data Conversion System Integration Test Payroll Compare Test				User Acceptance Testing		User Training		Go Live	Sustain Ongoing Operations See note below
	Identify areas of integration, critical decision points, and opportunities for standardization between Luma and HR Modernization																	
HR Modernization	Conduct Needs Assessment and Develop Gap Analysis				Define Job Duties and Reporting Structure												Implement Full Transition	
					Identify, Plan and Implement Policies and Processes for Modernization								Submit Budget & Legislative Impacts		Begin Transition of Functions Train Staff & Prep Operations for Luma			
									Plan Transitions									
									Develop Training Plan									

*So... What does
this all mean?*

September – December 2021

DHR met with agency leadership and human resources to understand the needs of the agencies and the gaps that exist in our current structure.

Through these discussions, we identified the need for the following:

- Enhanced and more frequent communication;
- Consistency with the application and interpretation of state statutes, rules and policies;
- Better and more consistent training for HR professionals and state employees;
- Comprehensive and integrated HCM system;
- Expertise from the DHR “central office” in the areas of occupational health, civil rights, investigations, and recruitment.

As a result, we hired several new positions at DHR and are continuing our work with the State Controller’s Office on the Luma Project.

Conduct Needs Assessment & Gap Analysis



January 2022 – Current

Policies

DHR gathered the existing HR policies and procedures and created a matrix to identify which policies should be statewide versus agency-specific. To date, we have implemented an on-call policy, substitute leave policy (temporary), and revised the respectful workplace policy. We are currently working on an out of state telecommuting policy, drug free workplace policy, conflict of interest policy, and background check policy.

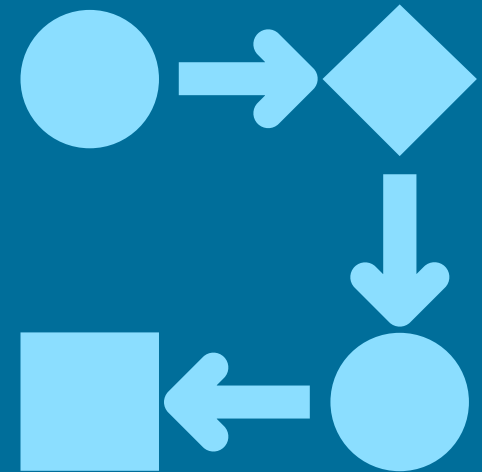
Statutes & Rules

During the 2022 legislative session, DHR led and contributed to several statute/rule changes critical to our HR operations.

Process Improvements

- ✓ Classification & Compensation- DHR implemented a new form for classification and compensation requests.
- ✓ Recruitment- DHR trained agency HR specialists in agencies to perform the full scope of the recruitment cycle in NEOGOV to enhance efficiency and reduce time to hire.

Identify, Plan & Implement Policies & Processes

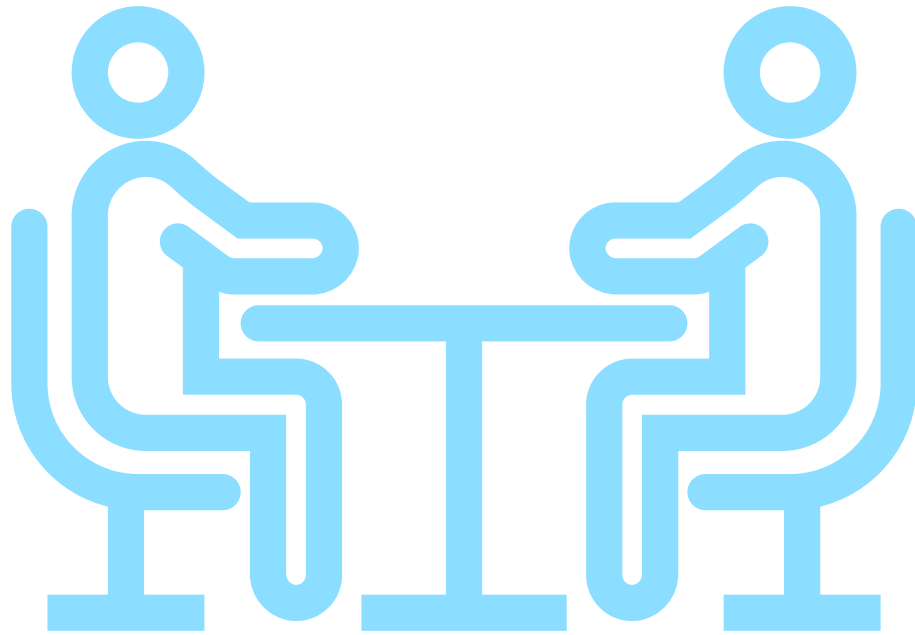


August – December 2022

- ☐ Submit Budget & Legislative Ideas
- ☐ Review Job Duties & Reporting Structure
- ☐ Develop and Implement Training Plans
- ☐ Continue to Identify, Plan and Implement Policies and Processes for Modernization
- ☐ Outline goals for new positions

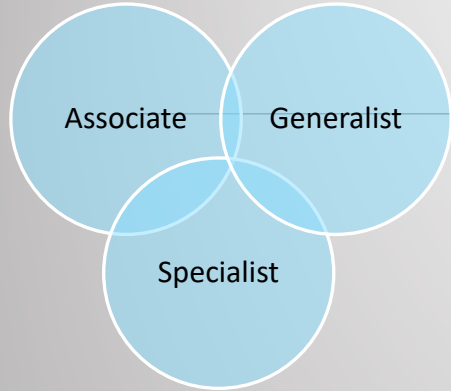
What's Next With HR Modernization



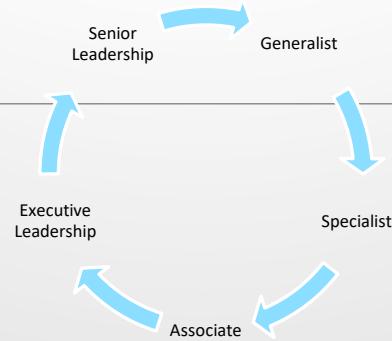


Review Job Duties & Reporting Structure

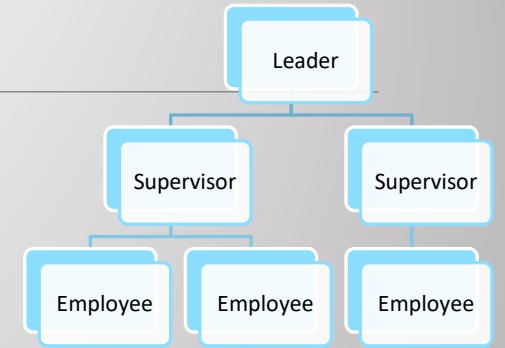
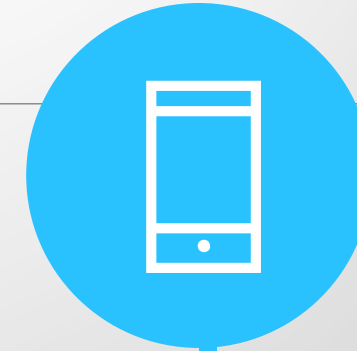
HR Modernization: Define Job Duties & Reporting Structure



Review Job Duties

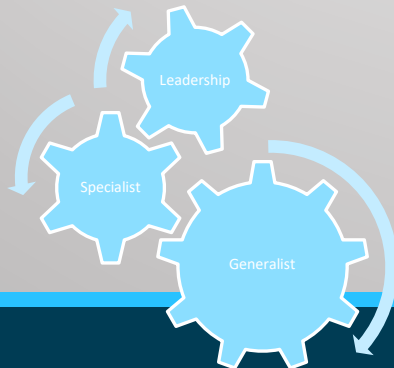
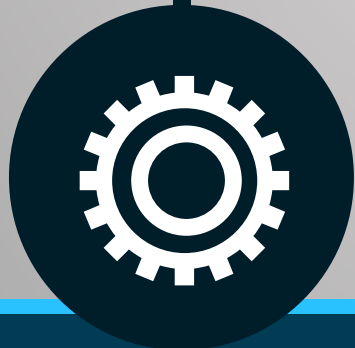


Compensation Analysis

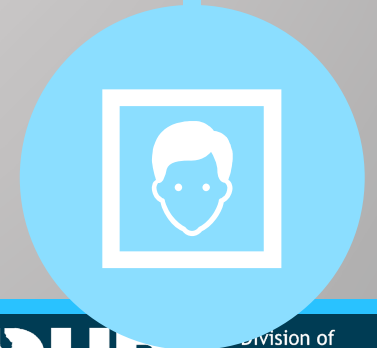
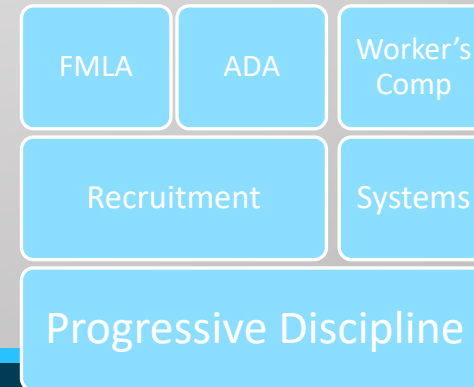


Design Organization

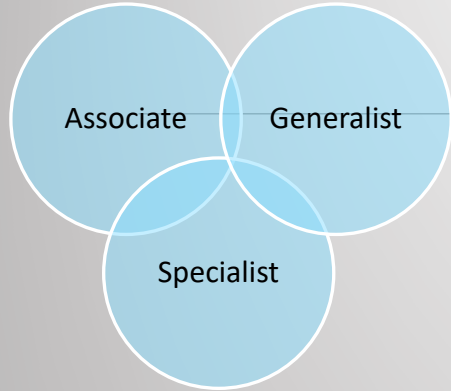
Update Classification Structure



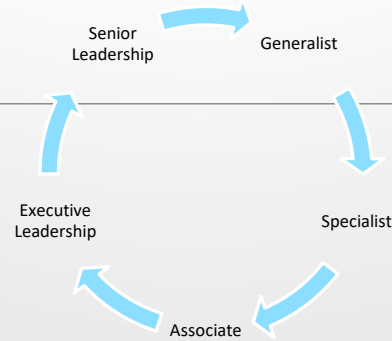
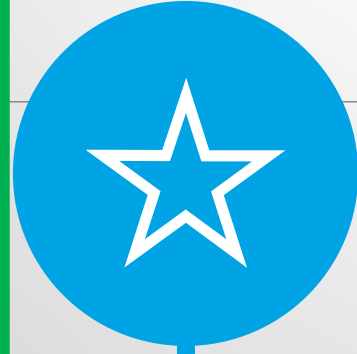
Identify Training Needs



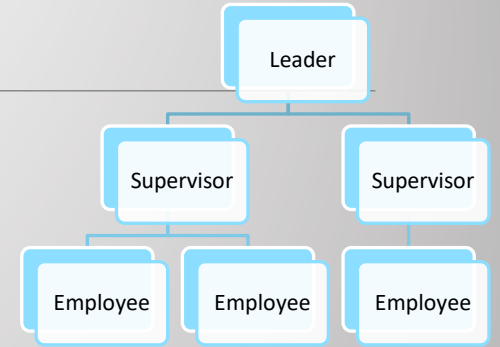
HR Modernization: Define Job Duties & Reporting Structure



Review Job Duties

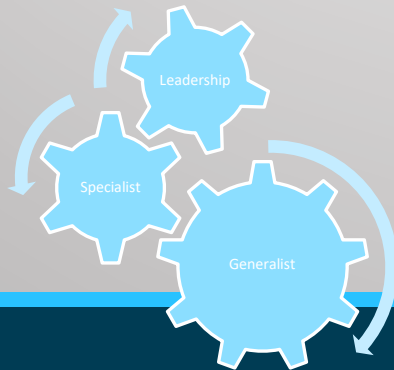


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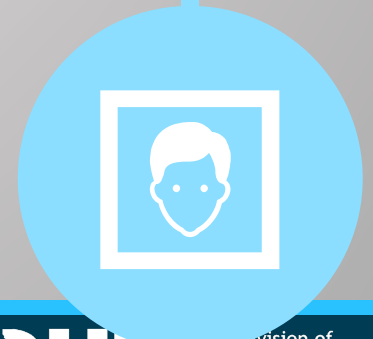
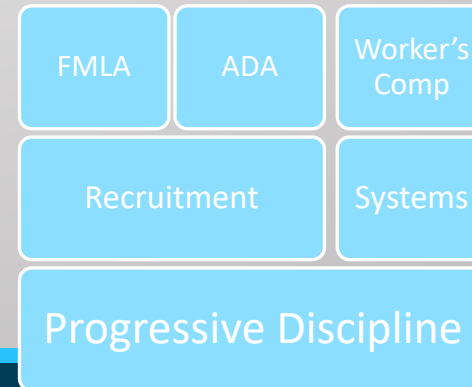


Design Organization

Update Classification Structure



Identify Training Needs





The purpose of reviewing job duties is **NOT** :

- × Lay people off
- × Assess performance
- × Decrease pay
- × Nefarious things

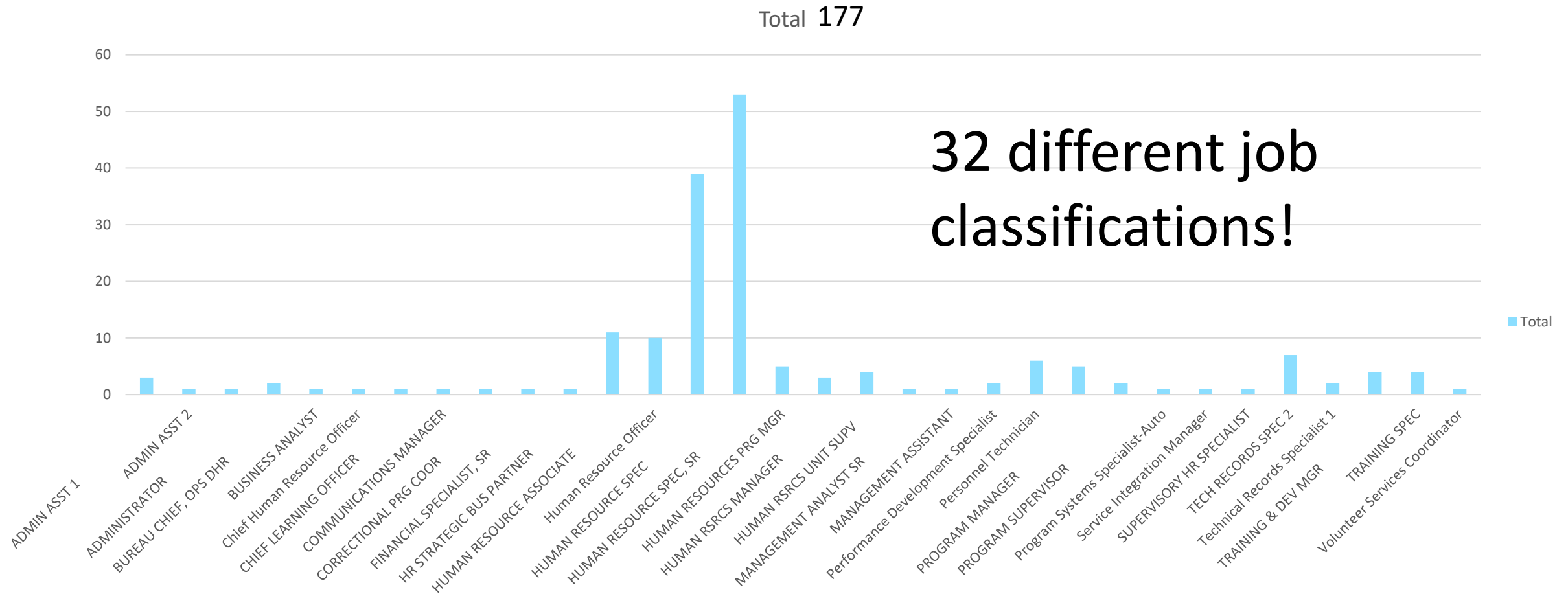


Review Job Duties

The “Why”

- ☐ Understand how HR professionals are currently supporting their agencies
- ☐ Review current duties with other classifications in the state to ensure consistency
- ☐ Determine training needs
- ☐ Assess the need to update our classification structure
- ☐ Realign duties as appropriate (i.e., HR associate performs specific roles and is provided specific training)
- ☐ Review HR staffing needs to support agencies

Classifications by # of Incumbents



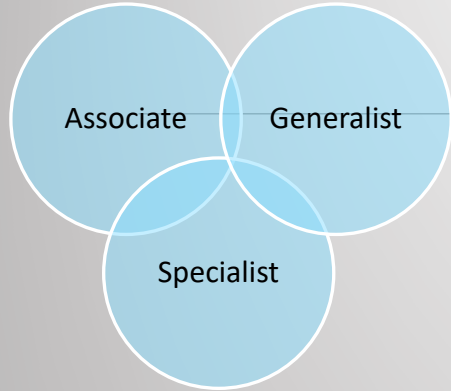


Job Duties Assessment: The Process & Timeframe

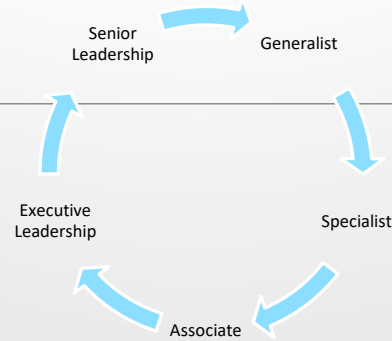
- Process
 - The HR leadership team will develop a job duties assessment tool and time study tool. The time study tool will be available for use but not required to be turned in.
 - HR professionals will complete the survey and submit it to their workgroup contact and they will discuss your survey with you.
 - Summary results will be compiled and shared.
- Timeframe
 - The HR leadership team will continue their work on the job duties assessment tool and plan to deploy it over the summer (July/August) timeframe.



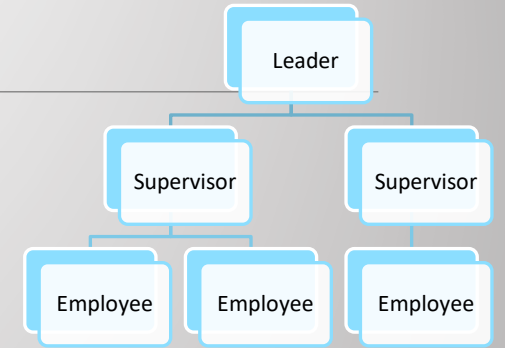
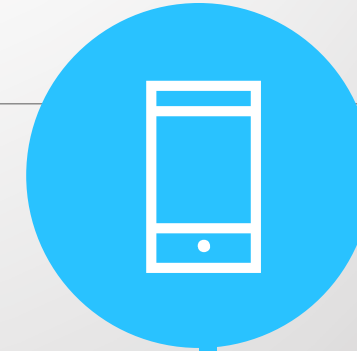
HR Modernization: Define Job Duties & Reporting Structure



Review Job Duties

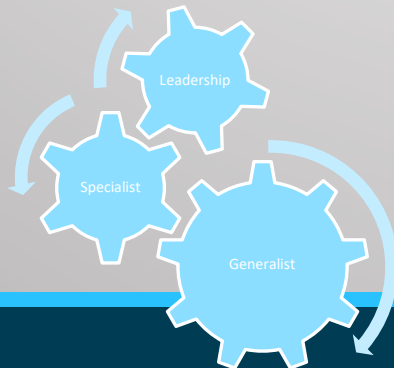
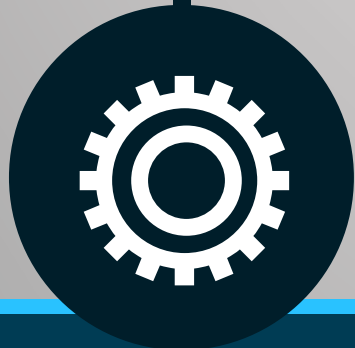


Compensation Analysis

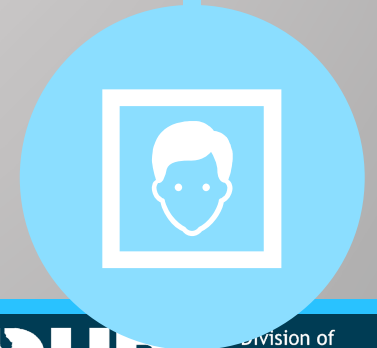
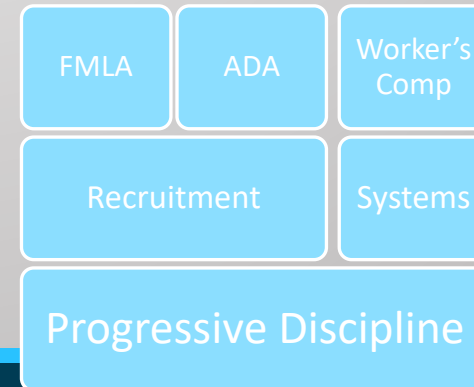


Design Organization

Update Classification Structure



Identify Training Needs



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Meet the HR Leadership Panel



Janelle White

Bureau Chief

Idaho Division of Human Resources

Fun Fact: I wanted to be school bus driver when I was a kid.

Favorite Leadership Quote: “The leader is one who, out of the clutter, brings simplicity... out of discord, harmony, and out of difficult, opportunity.” – Albert Einstein



Paula Edmiston

Human Resource Manager
Idaho Military Division

Fun Fact: I spent 7 years on active duty in the U.S. Marine Corps—it's where my passion for personnel/HR administration was ignited.

Favorite Leadership Quote: "I think one of the keys to leadership is recognizing that everybody has gifts and talents. A good leader will learn how to harness those gifts toward the same goal." Ben Carson



Monica Young

Human Resource Manager
Idaho Dept. of Health and Welfare

Fun Fact: I feel like I'm boring and there are no fun facts about me...just plain old boring facts.

Favorite Leadership Quote: "If you look for the bad in mankind expecting to find it, you surely will." – Abraham Lincoln

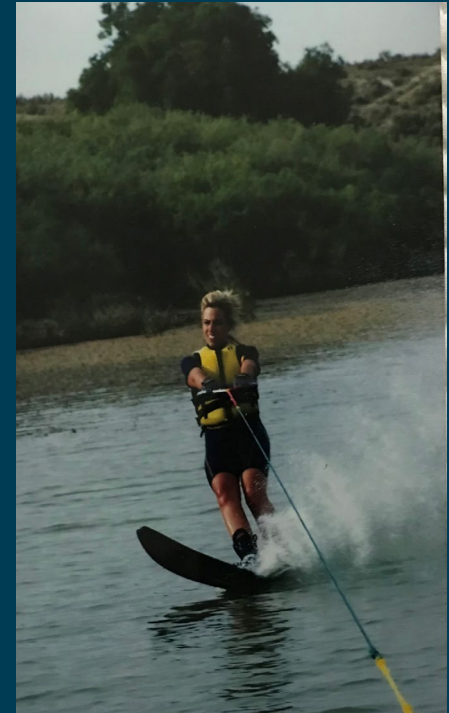


Rhamona Grabenstein

Human Resources Officer
Idaho Tax Commission

Fun Fact: I helped open a casino in Punta Del Este, Uruguay.

Favorite Leadership Quote: “If you do what you’ve always done, you’ll get what you’ve already got.”
Anonymous



Brenda Williams

Chief HR Officer

Idaho Transportation Department

Fun Fact: I won the watermelon eating contest at the Challis fair in the 4th grade.

Favorite Leadership Quote: “Before you are a leader, success is all about growing yourself. When you become a leader, success is all about growing others.” – Jack Welch



Mike Evans

Human Resource Manager
Idaho Dept. of Correction

Fun Fact: I hate watermelon, but love watermelon Jolly Ranchers. One of life's mysteries.

Favorite Leadership Quote: "When I talk to managers, I get the feeling that they are important. When I talk to leaders, I get the feeling that I am important."



Sharon Haylett

Human Resources Officer
Dept. of Environmental Quality

Fun Fact: I have a grandson due to arrive any day!

Favorite Leadership Quote: “Success isn’t about how much money you make; it’s about the difference you make in people’s lives.” – Michelle Obama



Kristy Bobish-Thompson

Human Resources Officer

Idaho State Police

Fun Fact: I enjoy overland camping with my husband and 2 boys

Favorite Leadership Quote: “I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.” — Maya Angelou



Sarah Mabey

Human Resources Officer
Idaho Dept. of Agriculture

Fun Fact: I love classic cars and own a firetruck red '79 MG Midget convertible

Favorite Leadership Quote: “Never tell people how to do things. Tell them what to do and they will surprise you with their ingenuity.” – General George Patton



Andrea Ryan

Human Resources Officer
Idaho Dept. of Lands

Fun Fact: My husband and I have a small hobby farm. We currently have 3 piglets and 2 lambs.

Favorite Leadership Quote: “At the end of the day people won't remember what you said or did, they will remember how you made them feel.” — Maya Angelou



Bonnie Olay

Human Resources Officer
Idaho Dept. of Juvenile Corrections

Fun Fact: I have a husband, three kiddos, three dogs and a cat- so my house is basically a zoo!

Favorite Leadership Quote: “Before anything great is really achieved, your comfort zone must be disturbed.” - Ray Lewis



Jennifer Quinno-Miller

Human Resources Officer
Idaho State Liquor Division

Fun Fact: I once won a Kicking, Punting and Throwing competition which included kicking 2 field goals in high-heel boots at Lucas Oil Stadium

Favorite Leadership Quote: "I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." – Maya Angelou



Debbie Hoopes

Human Resources Officer

Idaho Dept. of Parks and Recreation

Fun Fact: I was captain of my college fencing team.

Favorite Leadership Quote: "The growth and development of people is the highest calling of leadership."
Henry S Firestone



Karen Thiel

Human Resources Officer
Idaho Dept. of Administration

Fun Fact: I recently took archery lessons with me son.

Favorite Leadership Quote: "What you do has a far greater impact than what you say." - Stephen Covey



HR Leadership
Panel:

Q&A Session

Let's Talk!



Input Code:
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Or visit: www.menti.com



Thank you!

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