

Message from the Administrator

NEW TRAINING!

Have you ever wanted to give a coworker sensitive feedback but decided not to because the conversation might not go well—or might even harm



your relationship? Let DHR train you to prepare for a successful conversation for you and your colleague with our new Crucial Conversations course. With classes beginning in June, employees, supervisors and administrators alike will gain valuable skills and tools for approaching these difficult, yet crucial conversations. Visit our DHR website for class registration and course curriculum fees.

SUPERVISORY ACADEMY

Thank you to all the participants who attended Supervisory Academy! Since the Fall of 2015, we have sold out nine cohort and the program has reached over 200 supervisors across the state! The next round of classes are being scheduled now! Check our website for new registration dates!

My first 120 days as the new DHR Administrator has been a whirlwind of activity. I want to thank the DHR staff and my predecessor, David Fulkerson, for their enthusiastic welcome and smooth transition. In an effort to meet DHR's vision "to create a desirable workplace for a skilled workforce serving the citizens of the state of Idaho", I have been meeting with as many agency directors, administrators, and HR staff as possible. I thank everyone who has taken the time to meet with me and provide input thus far. I intend to continue scheduling meetings with those agencies whom I have not met with in the near future.

From most of my conversations, there has been a desire to reinstate regular meetings with HR staff to discuss changes in HR laws and rules, trends in HR matters both with our State workforce, the State's public and private sectors, and the nation as a whole. Our first meeting is scheduled for July 14, 2016, at the State Capitol in the Lincoln Auditorium. DHR has identified some other immediate goals, listed below, that we intend to accomplish in the next few months. We have already updated the DHR website with new and improved content, including some updated policies. More are in the works.

Please do not hesitate to contact me or the DHR staff if you have any questions or thoughts on how DHR may assist your agency. We hope to see you on July 14th!

--Susan Buxton

DHR IMMEDIATE GOALS

1. Expand DHR Offered Training: Crucial Conversations and Supervisory Academy.
2. Conduct regular HR meetings to provide training & identify fed/state law implications.
3. Improve DHR website with HR & public sections. Include accessible electronic trainings to assist agencies .
4. Lists of other agency training Updates to HR policies & forms.
5. Reinstate quarterly newsletter.



!SAVE THE DATE !
JULY 14, 2016 9:00 a.m. to 11:00 a.m.
State Capitol—Lincoln Auditorium

DHR staff will be presenting updates on various hot topics including: FLSA and FMLA. All Agency HR staff are welcome to attend. Audio streaming will be available - For more information, please contact your DHR Consultant.

CERTIFIED PUBLIC MANAGER PROGRAM & HEALTH MATTERS

DHR is pleased to announce that the Certified Public Manager® (CPM) and the Health Matters Programs will be transitioned to DHR effective July 1, 2016. As most of you know, CPM and Health Matters have been managed by the Idaho's Division of Professional-Technical Education (PTE) for the last several years, but moving the programs to DHR is an exciting and positive change that should provide new opportunities for both programs. DHR welcomes Amanda Howes, CPM Administrator; Jody Zauha, Health Matters Manager; and Kylie Falk, Administrative Assistant. Stay Tuned for more information!

HR PROFESSIONALS WEBSITE

DHR is excited to announce the remodel of our statewide website. With a separate public interface and an all new secure HRO intranet, DHR can share even more resources and templates than ever before. Navigation has been simplified making almost anything available in only three clicks or less. [Click here to watch a short preview of the new design.](#)



IT CLASSIFICATION PROJECT

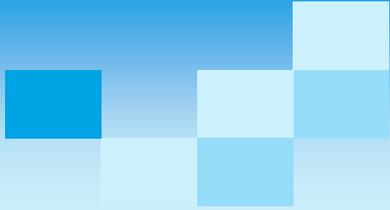
Last year, DHR contracted with Hay Group to update and condense the State's IT classifications by developing ones that can be easily modified and also support State Agency business needs. This review did not include any salary increase recommendations and the positions are still within our current salary structure. Working in conjunction with DHR and the Hay Group, were 5 IT/HR reps from the DOT, Fish & Game, DHW, DoL, and ITC who were involved in the initial steps of gathering current IT functions and reviewing the new classifications. The next step will be to work with the HR reps from the above agencies in order to complete the classification descriptions. Minimum qualifications, minimum qualification specialties, and related exams will need to be developed. DHR is developing a FAQ sheet for posting on the DHR website! If you have any further questions, please contact your DHR consultant.

STATE AGENCY REPORTS AVAILABLE IN IBIS

DHR would like to remind HR personnel about statewide IBIS reports accessible from the State Controller's Office website. Most agencies have an HR person who has access to run the reports with the IBIS Consumer License. The **FREE** Consumer license allows a user to run reports already available in IBIS by signing into IBIS, then click *State of Idaho Public Folders/Statewide Reports/Personnel*. If you would like the access to build your own reports, the Query Studio License is available for a one-time charge of \$300. For more information, please contact the SCO help desk. The reports available include: retirement projections, employee turnover, compa-ratio, class codes, performance evaluations, and employee pay information.

DHR NEW STAFF

DHR is excited to welcome Heather Reynolds! Heather is our new Management Assistant. Heather is retired military, has an extensive management background, as well as experience in classroom training. She has a Bachelors degree in Management, Human Resources from Park University, MO.

The logo features a grid of squares in various shades of blue and light blue, with a small green leaf icon above the letter 'g' in the word 'green'.

BOISEgreenBIKE

State of Idaho Employee Membership Plan

The Boise GreenBike system would like to invite all STATE OF IDAHO employees to join the bike share program with a **\$25 annual membership** (\$70 value). Annual membership comes with one hour of free ride time every day. Boise GreenBike has set up a direct portal not visible to the general public for STATE OF IDAHO employees to register with the system. Employees must use the portal because the membership offer is not available through the smart phone app (Social Bicycles), or the kiosks.

As part of registration employees will be asked to provide credit card information and a mobile phone number. Credit card information is necessary in case the member generates additional charges such as:

- Riding more than 60 minutes per day - \$4/hour prorated
- Additional bike rentals (members may rent up to 6 bikes on a single account) - \$4/hour for each additional bike, prorated
- Locking outside a station hub - \$2 per occurrence
- Locking outside the system area - \$25 per occurrence
- Damage to a bike - decided on a case-by-case basis
- Stolen bike - \$1,500

In order to qualify for the \$25 annual membership STATE OF IDAHO employees will be required to register with their STATE OF IDAHO email address ending in “**Idaho.gov**.”

Here is the link to the portal for STATE OF IDAHO employ-

ees. <https://widget.socialbicycles.com/32/277>

STATE OF IDAHO employees are encouraged to download the Social Bicycles mobile phone app, available in the app stores for iPhone and Android devices. The app makes it easier to find and reserve bikes.

Boise GreenBike and STATE OF IDAHO staff will evaluate the program once a year to track participation of STATE OF IDAHO employees.

Questions about the STATE OF IDAHO Employee plan can be directed to the Rideline 208-345-7433. For more information about Boise GreenBike visit our website: www.boise.greenbike.com