



Luma Security Role Requests

We have established a process for Luma security role requests for DHR staff. If you have any updates, additions or deletions needed please communicate those to your HRO or Unit Supervisor. HRO's and Unit Supervisors can submit those requests by completing the [Authorization for Security Request Form](#). The form does provide an overview for each role so if you are unsure of what roles are needed, please refer to the details provided. The form can also be located on the Luma page under resources on the DHR Information Center.

This process and form are for DHR staff only. For fiscal staff, managers, etc. who need security role changes please coordinate with the appropriate agency security role administrator(s).

Jobs vs. Positions in Luma

We wanted to provide some clarification surrounding jobs and positions in Luma. A job in Luma is equivalent to a classification. A position is where the job is located. For example, a job in Luma would be Administrative Assistant 1 8810. This is the classification and the 4 digits after the classification are the workers' compensation code. You may see multiple jobs with various workers' compensation codes. A position in Luma would be where the Administrative Assistant 1 8810 is located i.e. at Fish and Game or Health and Welfare.

If you are needing to request a new job you will need to send an email to **Logan Klaas** (Logan.Klaas@dhr.idaho.gov) and **Courtney Butler** (Courtney.Butler@dhr.idaho.gov) with the classification, agency, and a job description which includes the job duties. Logan and Courtney will review and determine if a new job needs to be created or if another job that currently exists needs to be updated or utilized. If you have any questions, please email Logan and Courtney.

Also, if you have any questions about which workers' compensation code should be used for an employee please contact Courtney.

Transition from Government Jobs to State Careers

The DHR website has been updated with links to both NeoGov and State Careers and the main menu option has also been changed from "Career Opportunities" to "Information about State Careers." The new career site can be found at statecareers.idaho.gov.

2023-2025 CPM Applications

The 2023-2025 CPM Cohort is now open for application! Please click [here](#) for more information regarding the course and [here](#) for application instructions. If you have additional questions, please send those questions to cpm@dhr.idaho.gov.

HRO Postings

For more information regarding the Human Resource Officer postings that are currently open, please click [here](#).

Updated Statewide Vacation and Sick Policies

With the updated calculations in Luma, our statewide Vacation and Sick policies have been updated to reflect the more accurate numbers for those accruals. This follows the [statute](#) more precisely. You can find these policies on our public website by clicking [here](#).

DHR Handbook and Acknowledgement

Reminder that all DHR employees need to review the [DHR Employee Handbook](#) and send a signed [acknowledgement form](#) to dhr@dhr.idaho.gov. Due date has passed, please submit ASAP!

Operational and DHR Support Update

Review the [Operational Update email](#) for forms and process updates. Also, for HR support for DHR, we have a few people who are helping in different ways. Here is everyone's role (this is in addition to other duties they have, but these pertain specifically to the HR support):

- Chris Eismann is managing the reviewing and submitting of payroll for processing to SCO. This is for agency 194 employees only.
- Claire Russell is inputting Luma personnel actions.
- Krystan Thompson is managing the other areas of HR for DHR, such as classification, compensation, FMLA, ADA, performance management, and recruitment for DHR Central (the field handles the field recruitment, with the exception of HRO positions).

State Career Site Statistics

June 20th-July 13th

26,478	4,964	72%	28%
Page Views	Unique Visits	New Visits	Repeat Visits