



DHR Operations Weekly Communication

3.22.24

Deadlines

Deadline: As Soon As Possible!

DHR Telecommuting Survey

As discussed during the March Statewide Call, we are revising DHR's current telecommuting standards to comply with the new statewide telecommuting policy. For us to stay under 20% on any given day, we need to review/approve everyone's preferred telecommuting schedule. If you could please complete [this survey](#) for us (even if you aren't telecommuting) **as soon as possible**, we would appreciate it!

Luma Update

Statewide Performance and Goals Demo /

The Luma HCM Team is excited to announce a statewide Performance and Goals demo for Supervisors on **Tuesday, March 26th from 2pm-3pm** and **Tuesday, April 2nd from 9am-10am**.

This will be a very high-level demonstration on the process of creating goals, generating an appraisal, and the acknowledgment/approval process for those appraisals. These trainings are not required and will be recorded for those who are unable to attend. To enroll, please navigate to the *Catalog in your Development Profile*, search *Performance and Goals*, and enroll in one of the two available options. Email lumatraining@sco.idaho.gov with questions.

Employee Corner

Current Openings /

If you are interested in a lateral transfer, please email the hiring manager and copy Claire Russell (claire.russell@dhr.idaho.gov).

[HR Officer](#) – Idaho Transportation Department (Boise) – **Closes 3/24**

[HR Business Partner I](#) – Idaho Department of Health and Welfare (Boise) – **Closes 3/24**

Transfers Between HRO Groups (Updated Process)

In our **November 17th, 2023**, DHR Weekly Information Update, we had outlined that Transfers Between HRO Groups needed to be done by applying for the position through Luma. Effective immediately, all DHR staff interested in transferring to a lateral position on a different HRO team will email their interest in being considered to the hiring manager and copy [Claire Russell](#). If the hiring manager would like to make an offer to the transferee, they must reach out to the current agency for a reference check prior to making the offer.

Promotional opportunities are still applied to through Luma.

Employee Corner

LinkedIn Learning /

Through the Idaho Workforce Development Council and Equus, all State of Idaho employees have access to a [free LinkedIn Learning account](#). LinkedIn Learning has hundreds of free training and professional development courses. This is a great resources for all State of Idaho employees.

Instructions for Searching PDF Documents in SharePoint

DHR has been looking for ways to make our SharePoint site more user-friendly. A part of this ongoing project is making it easier for employees to find resources and information. Please use the below instructions for searching within PDF documents. They are also available on the [DHR Employee Information and Resources page](#).

Step 1: Open the PDF you wish to search within.

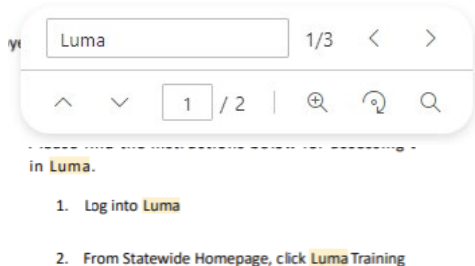
Step 2: Once your document is open, and fully loaded, you will see this toolbar at the bottom of the screen:



Step 3: Click on the magnifying glass, when you do, this toolbar will appear:



Step 4: Enter your search keyword(s), this tool functions the same as CTRL+F.



Please note you must click the magnifying glass to use this tool. CTRL+F will not work to search the document.

Training Updates

Idaho Division of Vocational Rehabilitation Business Training Series /

Idaho Division of Vocational Rehabilitation is offering 2024 Disability, Recruiting, Employment, and Access Matters [Business Training Series](#) (D.R.E.A.M.). Join us for this free virtual training series to learn how your business can capitalize by accessing untapped talent pools and fostering an inclusive workplace. This series will explore several relevant topics related to questions you may have about diversity and disability in the workplace and when working with the public.

DHR April Micro-Learning – CEC Update

Don't forget to enroll in [April's micro-learning](#) scheduled for **Wednesday, April 10th** at 2:00 PM MDT. We'll be discussing FY 2025 CEC!

Training Updates

2024 Cybersecurity Training – Mid-March Reminder /



There is one week left to complete the Idaho 2024 annual Cybersecurity Training. This is a friendly mid-month reminder to allocate time and complete the training by **Friday, March 29th** since the end of the month falls on a Sunday.

This campaign, which was previously administered by the Division of Human Resources is now managed by the Idaho Office of Information Technology Services.

Why is training important:

Cybersecurity and related training are top priorities for the State of Idaho. In 2023, phishing threats became more efficient, with 96% of targeted organizations negatively impacted by these attacks, compared with 86% during the previous year, according to Infosecurity Magazine.

Timeline:

- The March 2024 training is available to all employees **March 1st-31st**. It takes approximately 18 minutes to complete.

Where is training located?

- Training modules are located in Luma. You can access them in the Employee Learning and Development profile beginning **March 1st**.
- **The training ID is DHR_000050 titled '2024 Annual Cybertraining.'**
- [Please review this flyer](#) and forward, share, or post as necessary.

For individuals requiring accommodation for training, please email ada.coordinator@dhr.idaho.gov or call **208.854.3077**.

Questions?

If you have questions about the legitimacy of the email you received, please visit the [ITS Cybersecurity Training page](#).

For all other questions please contact ITS at cybertraining@its.idaho.gov.

ADA Updates

ADA Accommodations/Complaints Reminder

Here is a quick reminder on ADA accommodation requests and ADA complaints. All employee ADA accommodation requests are handled at the agency level and should be sent to your agency HRO as they will be able to assist with the necessary paperwork and processes. If an employee would like to file a complaint related to a requested accommodation, they will need to utilize the [employee complaint line](#). If a member of the public would like to file an ADA complaint, please direct them to the [DHR ADA complaint form](#). If you have any questions about the employee complaint line, please contact DHR Employee Relations Manager, [Haley Westenskow](#). If you have questions about the ADA complaint process for members of the public, please contact DHR Career Outreach Manager, [Paige Bongiorno](#).

Recruitment Round-up

April Career Fair /

IBL Events is hosting [Idaho's Premier Job & Career Fair](#) on **Thursday, April 18th** at The Center in Caldwell.

Hiring our Heroes

[Hiring our Heroes](#) is a national program that provides fellowship opportunities for military spouses and members transitions out of service. These fellowships are similar to internships and come at no cost to the employer. The goal of the program is to help military spouses and members transition smoothly back into civilian life and find meaningful employment.

Staffing Announcements

Welcome Kayla Otto – HRBP I

Idaho Transportation Department

The Idaho Transportation Department is proud to announce the hiring of Kayla Otto as their new HRBP I!



Kayla's professional background is in agency recruitment across multiple industries and verticals within them – from construction to tech, and roles including entry-level to C-suite. Prior to recruiting, Kayla spent well over 5 years in hospitality management, where she brings a passion for people and customer service that lends well to the industry, she's in today. Being an Idaho native, Kayla migrated with her family to Boise from Sandpoint in 2005 and embraces the beauty of the state through river-floating, camping, backpacking and Nordic skiing. Kayla currently lives in North Boise with her partner Seth and their rescue kitty Miss Barriga but are also on the market for a new rescue pup.

Outside of work, Kayla enjoys concerts, yoga, cycling, and working on home-improvement projects with her Dad. She's excited to be here at ITD and is committed to helping her community!

Staffing Announcements

Welcome Rachel Aranda – HRBP III

Idaho State Liquor Division

The Idaho State Liquor Division is proud to announce the hiring of Rachel Aranda as their new HRBP III!



Rachel Aranda is an HR professional with 6+ years of experience in HR, a SHRM-CP, and a degree from the Auburn University in HR Management. She moved from Alabama to Idaho in 2020 after working HR for Wind Creek Hospitality to work for the Ada County Sheriff's Office in HR. In 2022 she began working HR for the Idaho Department of Health and Welfare at SWITC and soon transitioned to regional support. Driven by her commitment to continuous improvement and delivering results, Rachel is excited to bring her unique blend of skills and experiences to support the Idaho State Liquor Division and Idaho Lottery Commission as an HRBP III.

Outside of work, Rachel enjoys spending time with her family in Nampa, which includes her Nintendo Collector spouse, Phillip, and three beloved pets: Miniature Schnauzer-Terrier, Hermione, and two short-hair cats, Tanjiro & Boba.

She has a passion for outdoor activities such as camping and garage-selling, as well as indulging in hobbies like video games and reading.