



C.L. "BUTCH" OTTER
GOVERNOR

EXECUTIVE DEPARTMENT
STATE OF IDAHO
BOISE

EXECUTIVE ORDER NO. 2007-04

RELATING TO FUNCTIONS OF THE DIVISION OF HUMAN RESOURCES

WHEREAS, the supreme executive power of the State is vested in the Governor by Section 5, Article IV of the Constitution of the State of Idaho; and

WHEREAS, civil administrative departments and divisions have been created for the Governor to exercise a portion of his executive authority to ensure that the laws of the State are faithfully executed; and

WHEREAS, Title 67, section 5301 of the Idaho Code, established the Division of Human Resources in the Office of the Governor; and

WHEREAS, the Division of Human Resources is authorized and directed by the laws of the State of Idaho to administer a personnel system for classified Idaho employees; and

WHEREAS, an opportunity exists to improve the means whereby classified employees of the State of Idaho are examined, selected, retained and promoted on the basis of merit, thus effecting economy and efficiency in the administration of state government;

NOW, THEREFORE, I, C.L. "BUTCH" OTTER, Governor of the State of Idaho, by the authority vested in me by the Constitution and laws of this State do hereby direct the Division of Human Resources to:

1. *Enter into an agreement with the Department of Labor whereby the Department will:*
 - a) *Recruit and screen applicants for classified positions in state government;*
 - b) *Establish and maintain hiring registers for classified positions in state government;*
 - c) *Conduct annual salary and benefit surveys at the direction of the Division of Human Resources; and*
 - d) *Maintain an automated system for recruiting and tracking applicants for classified positions in state government.*
2. *Enter into an agreement with and delegate to the Division of Professional-Technical Education the authority to train certain state employees on human resource related topics applicable to all state agencies including, but not limited to, supervision of employees, employee evaluations, dispute resolution and stress management.*
3. *Delegate one or more of the following functions to any state agency if the Division of Human Resources determines that the agency has a qualified human resource staff based on criteria developed by the Division:*
 - a) *Hiring;*
 - b) *Salary administration;*
 - c) *The classification of positions within the agency and the compensation paid to its employees in accordance with law and any guidelines of the Office of the Governor;*
 - d) *The maintenance, management and retention of personnel records; and*
 - e) *Other administrative human resource functions related to the agency as determined by the Division of Human Resources.*

All remaining duties and responsibilities for the state personnel system, including, but not limited to, the responsibility to promulgate administrative rules, shall be retained by the Division of Human Resources.



IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 19th day of April in the year of our Lord two-thousand and seven and of the Independence of the United States of America the two hundred thirty-first and of the Statehood of Idaho the one hundred seventeenth.

A handwritten signature in blue ink, reading "C.L. 'Butch' Otter".

C.L. "BUTCH" OTTER
GOVERNOR

A handwritten signature in black ink, reading "Ben Yursa".

BEN YURSA
SECRETARY OF STATE