STATE HUMAN RESOURCES DIVISION
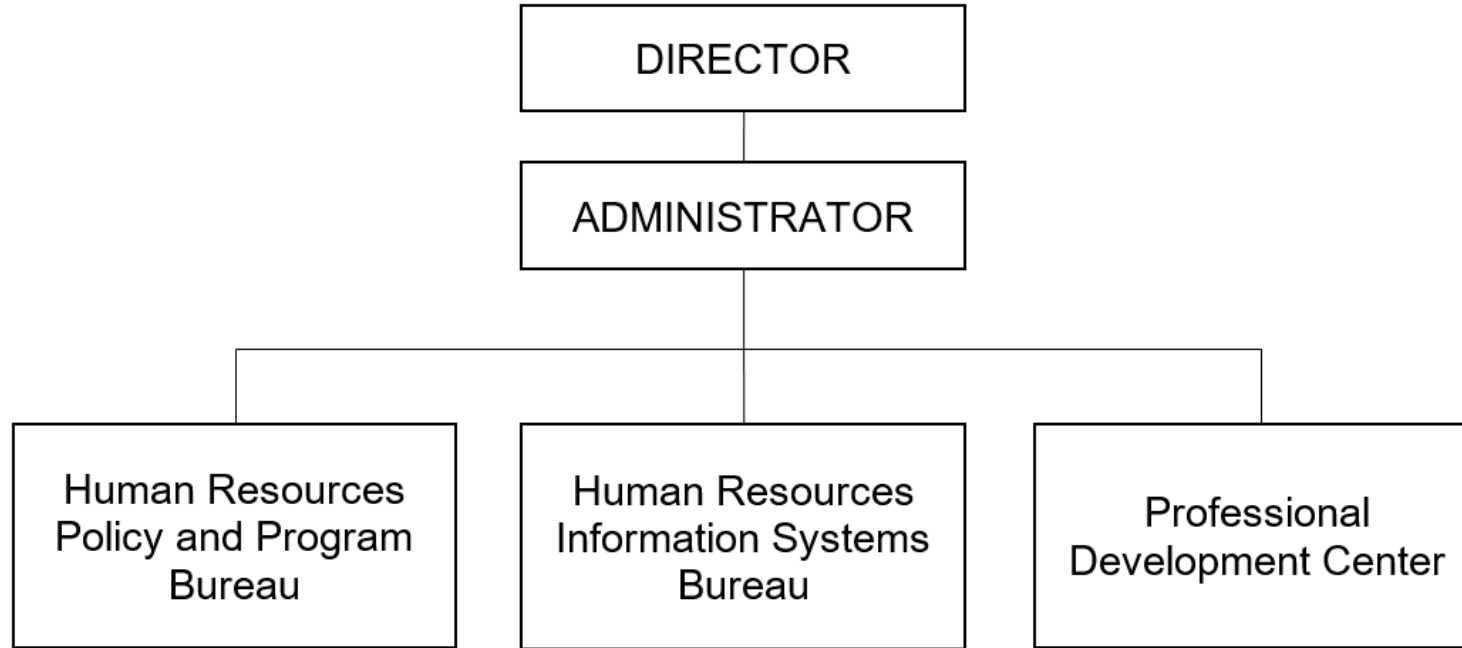
ANJENETTE SCHAFER
ADMINISTRATOR

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January 2021

DIVISION STRUCTURE

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                    ┌─────────────────┐
                    │    DIRECTOR     │
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                    │  ADMINISTRATOR  │
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│ Human Resources│  │  Human Resources  │  │   Professional   │
│Policy and Program│ │Information Systems│  │Development Center│
│     Bureau     │  │      Bureau       │  │                  │
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Total FTE: 41   General Fund FTE: 14.25   Proprietary FTE: 26.75
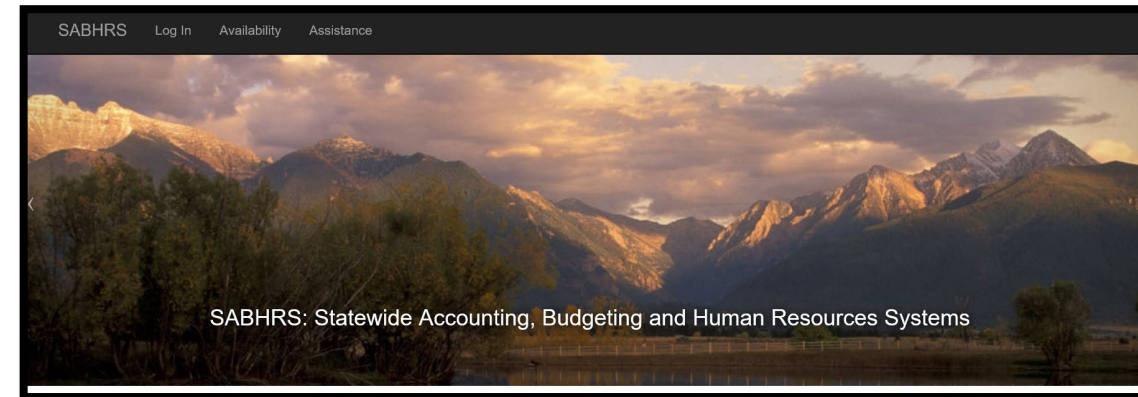
BACKGROUND

State Human Resources supports state government by providing:

- Human resources services, including:

  - guidance about recruitment and retention

  - employee relations

  - performance management

  - employee development

- Human resources rules, policies, and guides

- Job classification and compensation standards

- Professional development and training

- HR legal guidance / litigation services

SABHRS   Log In   Availability   Assistance

SABHRS: Statewide Accounting, Budgeting and Human Resources Systems

FUNDING

	FY 20/21	FY 22/23
General Fund (Human Resources Policy & Programs Bureau, Administrative Unit)	14.25 FTE	13.25 FTE
Proprietary (HR Information Systems Bureau, Professional Development Center)	26.75 FTE	25.75 FTE
SHRD Total	41.0 FTE	39.0 FTE

KEY ACCOMPLISHMENTS

- Expanded use of enterprise-wide performance management and goal setting system.

- Successfully transitioned professional development courses to an online format using our online cloud-based learning management system.

- Provided professional development services to over 2,400 public sector employees each year.

- Completed upgrades of the SABHRS HR system and our cloud systems for recruitment and performance management and employee development.

- Made significant programming changes to the SABHRS system to manage COVID-related leave time.

KEY ACCOMPLISHMENTS

- Partnered with HCBD and our EAP provider to expand access to mental health services for employees and their families.

- Completed implementation of the new broadband classification system.

- Conducted and published the 2020 labor market analysis.

- Managed updates to statewide policies and created policies to implement COVID-19 state guidelines and federal legislation.

- Processed over 360,000 paychecks annually

  - Average over 15,000 per pay period

- Produced nearly 17,000 IRS Form W-2s each year.

  - Approximately 60% were distributed electronically

UPCOMING PRIORITIES

GOAL 1
Expand use of the online performance management system and encourage standardized

GOAL 2
Develop readily available, real-time reporting functionality for workforce analytics

GOAL 3
Further the development of the learning management system to expanded instruction, and eliminate manual processes

GOAL 4
Lead and support Montana state government's efforts to attract, develop, and retain a highly skilled, competent workforce

EXECUTIVE BUDGET RATE APPROVAL

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Approve biennial rates for the Professional Development Center

Page A-213

Approve biennial rates for HR Information Systems (HRIS)

THANK YOU