

Lunch and Learn



HUMAN RESOURCES



Division Overview





Our HR Mission

- **To help our customers meet their business objectives by:**
 - Recruiting, hiring, training and retaining qualified and productive employees
 - Helping create a work environment that is collegial and enables high performance
 - Mitigating risk associated with employee and employment actions

Labor Relations



Labor Relations



- **Application of employment laws**
 - FMLA
 - FLSA
 - Title VII
 - MN Human Rights Act
- **Collective Bargaining and Administration of Contracts**
 - AFSCME
 - MAPE
 - MMA
 - MGEC
- **Review of unemployment claims**
- **Bargaining**

Employee Benefits

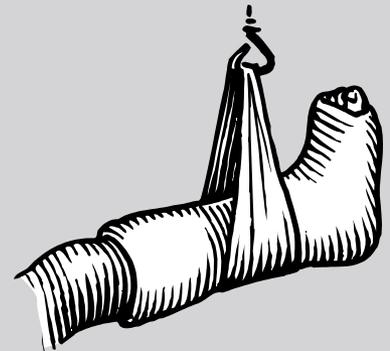


Benefits



WE ARE HERE TO HELP THE EMPLOYEE WITH THEIR BENEFITS

- If you become injured or sick
 - Work related injury
 - At the workplace
 - 1st report of Injury-Workers Comp
 - Other injuries or illnesses?
 - Short term disability
 - Long term disability
 - FMLA



FMLA-FAMILY MEDICAL LEAVE ACT

- Federal law to protect the employee

Benefits



EMPLOYEE BENEFITS

- New Employee Orientation: Opportunity for state employees to sign up for benefits
- Open Enrollment: Annual event for state employees to make changes to their health/dental and other benefits that are open for the upcoming year
- JourneyWell: Wellness programs
- Basic Life: 1X the employee's annual salary--a benefit the state provides for all active employees



HR WEBSITE
UP TO DATE INFORMATION ON
EMPLOYEE BENEFITS.

Safety



What is Safety to you?



Safety is _____

Admin & Safety



“We encourage a safe, injury-free working environment for state employees.”

Why Be Concerned With Safety?



- **Quality of Life**

- Being injury free
- Being able to do what you want to do

- **Cost Savings**

- To you
- To the state of Minnesota

Admin & Safety



- **Accident Investigations**
- **Injury Prevention Planning**
- **Investigating Employee Safety Concerns**
- **Safety Training**
- **Ergonomic Assessments**
- **Inspections**

Injuries



- **Most Common Causes**

- Overexertion
- Falls

- **Most Common Types**

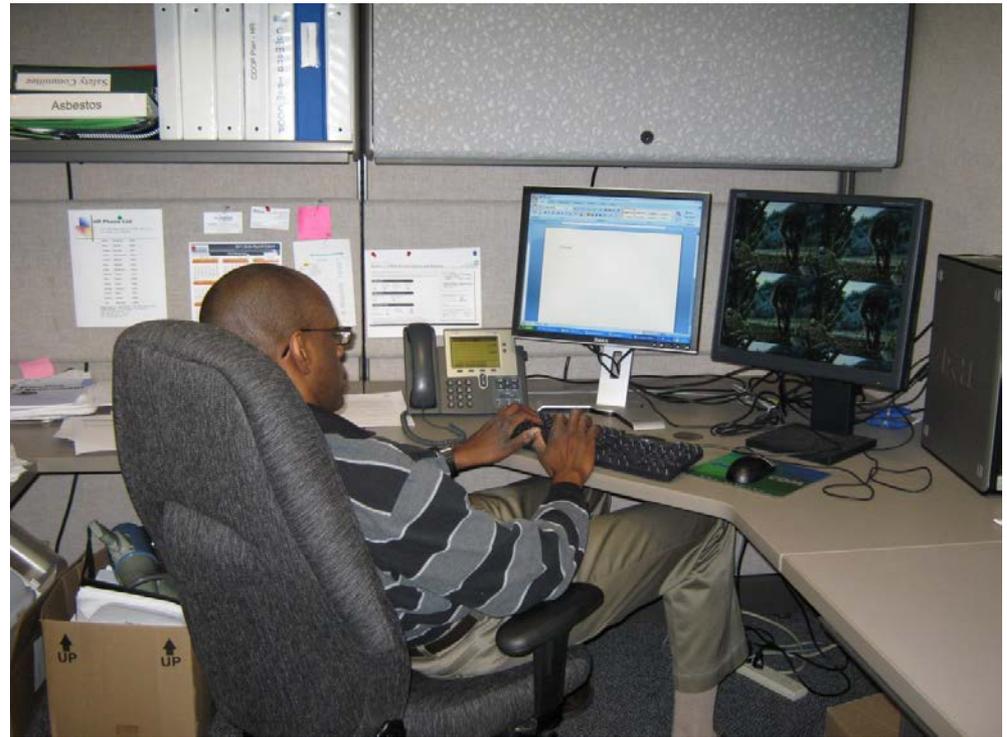
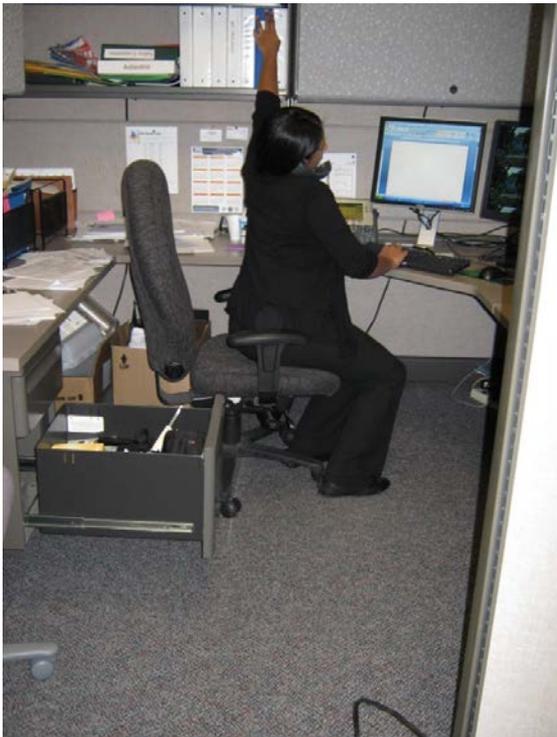
- Strains/sprains
- Contusion/crush/bruises

Safety Tips



- **Use proper lifting techniques**
- **Do not overreach**
- **Get help with heavy items**
- **Clean up spills immediately**
- **Put out wet floor signs for spills that you cannot clean immediately**
- **Use ergonomic principles at your workstation**
- **Use good housekeeping (no cords or other trip hazard in walking path, closed drawers, clean floor, etc.)**
- **Wear proper footwear with slip resistant soles in good condition**
- **Watch where you are going**
- **Report icy conditions to building managers**

What's wrong with these pictures?



Safety Contacts



Human Resources

- Sandea O'Bryant
- 651-201-2613/sandea.obryant@state.mn.us
- Ergonomics, OSHA compliance, injury prevention, near-misses, safety concerns, emergency management
- Ergonomic evaluations are available for all new office employees. Please contact Sandea for an evaluation.

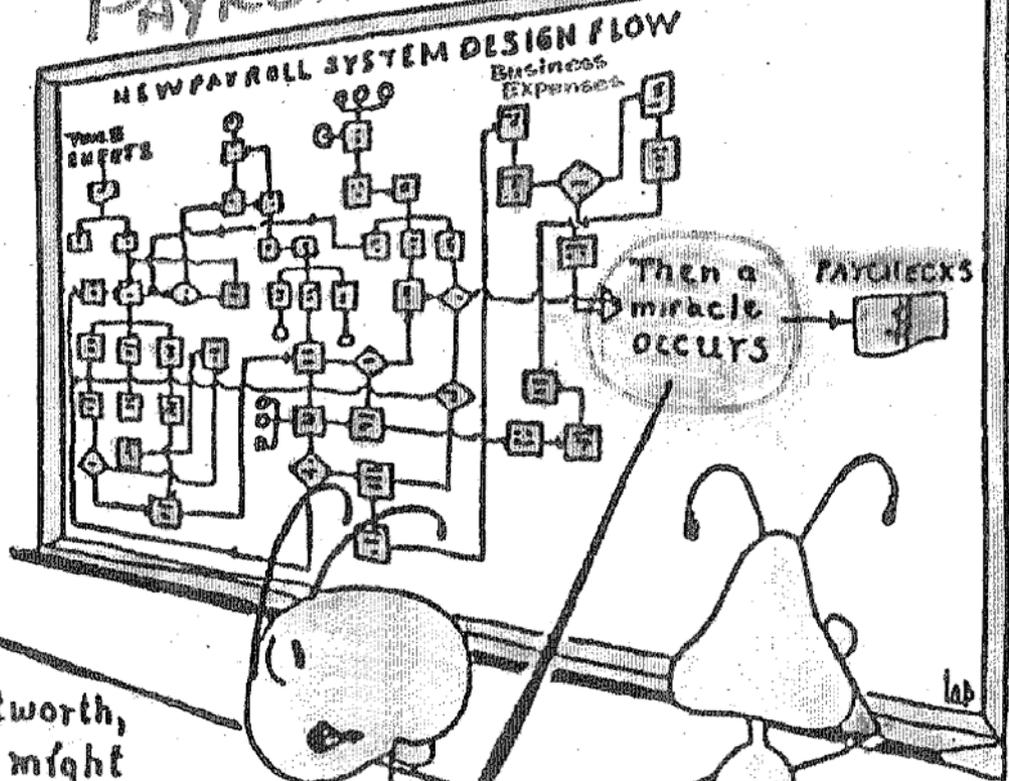
Todd Christenson, *Statewide Safety and Loss Control, Risk Management Division*

- 651-201-3005/todd.christenson@state.mn.us
- Workers' compensation trend analysis data, Statewide safety support to state agencies

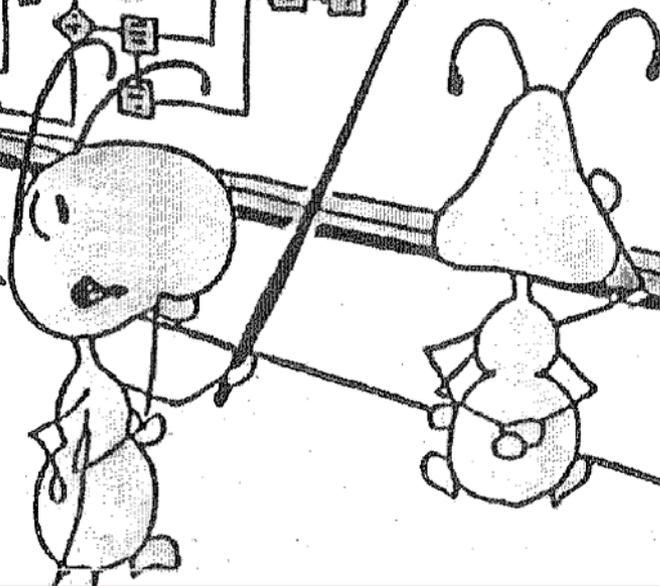
Payroll



Payroll FlowChart



Good work Antworth,
but I think we might
need just a little more
detail right here.



What Do We Do?



WE...

- **REVIEW TIMESHEETS FOR ACCURATE AND TIMELY COMPLETION**
- **ENSURE AND VERIFY THAT ALL DOCUMENTS ARE IN KEEPING WITH APPLICABLE STATE AND FEDERAL LAWS, AS WELL AS BARGAINING UNIT CONTRACTS.**
- **ENSURE THAT EMPLOYEES ARE PAID AND THAT TAXES, WITHHOLDINGS, AND OTHER LEGAL DUTIES ARE UPHELD.**
- **ENTER FUNDING STRINGS SO THAT YOUR TIME IS PAID OUT OF THE CORRECT BUDGET**

Why Do We Do It?



- **AUDITS**
- **FINES**
- **FALSE DATA**
- **EQUITY ACROSS DEPARTMENTS**

Staffing



What We Do:



- **JOB EVALUATION**
- **INTERPRET HR POLICY / BARGAINING AGREEMENTS**
- **ADMINISTER HIRING PROCESSES**
 - Help establish minimum qualifications
 - Advertise available positions
 - Review resumes; forward qualified applicants to hiring manager
 - Document hiring decisions
 - Confirm employment details with new hire

Job Evaluation

A process for identifying and analyzing detailed information about the work performed to rank jobs based on factors valued by the employer.



WHEN ARE JOBS EVALUATED?

- When new positions are established
- When there are significant changes in job duties
- When there is a questions regarding the appropriate level of an existing position

What is considered?

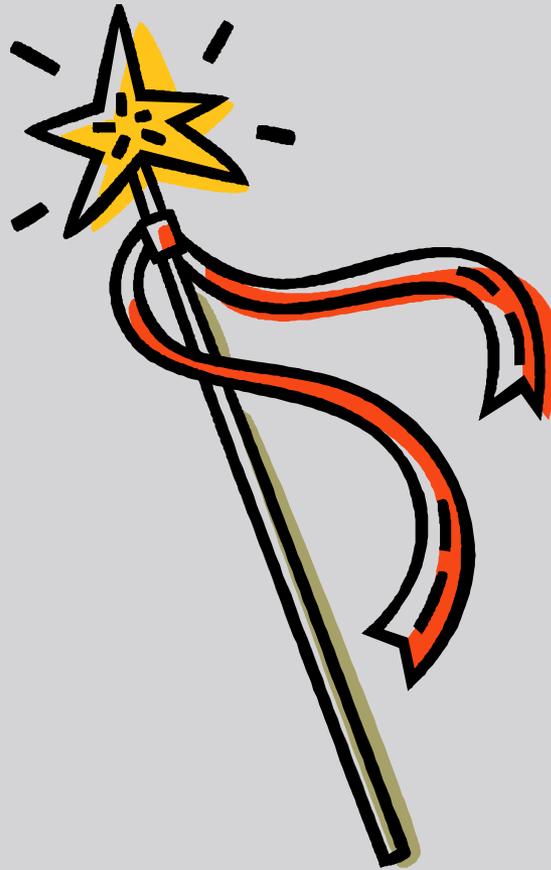
- Current position description (PD)
- Comparable positions (internal & external)
- Job class specifications (see MMB's website)
- “Hay” methodology criteria
 - Specialized, job-specific knowledge; problem solving; accountability

Importance of Job Evaluation



- Objective hierarchy of positions, based on job content rather than specific employees' performance
- “Equal work for equal pay” – consistent method to ensure fair compensation within and across departments
- Basis for bargaining unit (union) designations
- Basis for determining selection and evaluation criteria

Transactions



Magic?



- SEMA4
- Create New Hire Record
- Performance Reviews/Increases
- Employee Changes
- Position Changes
- Retirement and Other Separations



- **Why Is This Important?**

Training and Development



Training Services



PREPARE ANNUAL AGENCY TRAINING PLAN

- Manager/Supervisor Training
- Training Tuesdays
- Lunch and Learn
- JourneyWell

FACILITATION

- Brainstorming discussions
- Planning discussions

PROVIDE TRAINING ASSISTANCE

- Course or presentation development
- Coordination, logistics
- OET Consolidation (NEO, preventing harassment)

New Training Page



The screenshot shows a Microsoft Internet Explorer browser window displaying the Admin Minnesota Training & Development page. The browser's address bar shows the URL: http://www.mainserver.state.mn.us/admin/hr/training_development.html. The page features a navigation menu on the left with links to Admin Home, HR Home, Benefits, HR Directory, Payroll, Policies, Safety, Training and Development, Individual Development Plan, Individual Health and Wellness, New Employee Orientation, SkillsSoft Online Courses, Special Management Presentation, Training Resources, and Tuition Reimbursement. The main content area is titled "Human Resources Training & Development" and includes a breadcrumb trail: Admin > Human Resources > Training & Development. Below this, there are sections for "Training & Development Bulletins" with links to "Admin 'Lunch and Learn' Schedule and Presentations" and "Wellness Presentations (download Schedule of Events)". A "Contact Us" section provides the name Sandra Marks, Employee Development Specialist, and her address at 301 Centennial Office Bldg, 658 Cedar Street, Saint Paul, MN 55155. Contact information includes Phone: (651) 201-2617 and Fax: (651) 296-0579. A "Quick Links" section lists links for Admin Course Registration, Enterprise Learning & Development courses, Supervisory Development Core, Manager Development Core, and SkillSoft Course Catalog. A "Training" section features a photo of a woman and a link to "Top 10 Tips for Getting the Most Out of Training". The footer of the page includes the Department of Administration - Human Resources address and contact information.

Admin Minnesota
Department of Administration

Human Resources
Training & Development

Admin Home
HR Home
Benefits
HR Directory
Payroll
Policies
Safety
Training and Development
Individual Development Plan
Individual Health and Wellness
New Employee Orientation
SkillsSoft Online Courses
Special Management Presentation
Training Resources
Tuition Reimbursement

The State of Minnesota's
Drive to Excellence

minnesota north star

Human Resources
Training & Development

Admin > Human Resources > Training & Development

Training & Development Bulletins

- Admin "[Lunch and Learn](#)" Schedule and Presentations
- Wellness [Presentations](#) (download [Schedule of Events](#))

Contact Us

Training & Development
Sandra Marks, Employee Development Specialist
301 Centennial Office Bldg, 658 Cedar Street
Saint Paul, MN 55155

Phone: (651) 201-2617
Fax: (651) 296-0579

Department of Administration • Human Resources • 301 Centennial Office Building • 658 Cedar Street • Saint Paul, MN 55155 • Main Phone: 651-201-2626

Quick Links

- [Admin Course Registration](#)
- [Enterprise Learning & Development courses](#)
- [Supervisory Development Core](#)
- [Manager Development Core](#)
- [SkillSoft Course Catalog](#)

Training

[Top 10 Tips for Getting the Most Out of Training](#)

Internet | Protected Mode: On

SmART



SMALL AGENCY RESOURCE TEAM



SmART HR Mission



In keeping with Admin’s Mission “To provide the best value in government administrative services through customer service, continuous improvement, and employee engagement”, SmART operates in the background providing HR services and allows the SmART agencies themselves to focus on their core business functions.

SmART History



The SmART Concept

Consolidate and Streamline HR services

SmART History



Consolidated HR services provided:

- **Position Filling**
- **Payroll / SEMA4 Transactions**
- **Classifications**
- **Labor Relations**
- **Training**

SmART History



- **Centralized Service Delivery**
- **Cost Effective**
- **Common Processes**
- **Individualized Service Levels**
- **Shared Knowledge**

SmART Agencies



Council on Asian Pacific Minnesotans

Council on Black Minnesotans

Chicano Latino Affairs Council

Ombudsperson For Families

Bureau of Mediation Services

Campaign Finance and Public Disclosure Board

Combative Sports Council

Minnesota Indian Affairs Council

Minnesota State Arts Board

Minnesota State Council On Disability

Office of the Secretary of State

Perpich Center for Arts Education

Public Utilities Commission

QUIZ

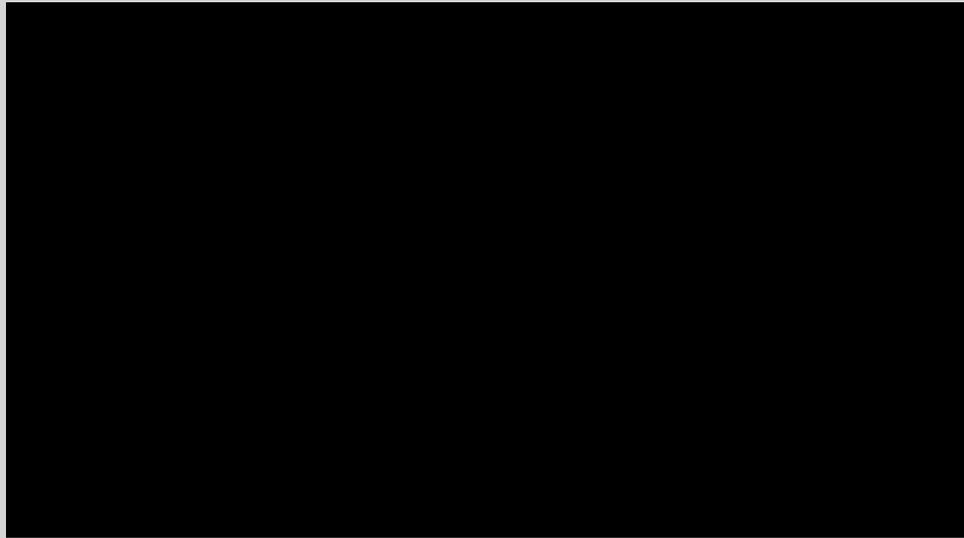


**TEST YOUR HR SERVICES
KNOWLEDGE**

#1

DEVELOPMENTAL GOALS*	RELATIONSHIP OF GOALS TO Agency MISSION	SKILLS DEVELOPED	DEVELOPMENTAL ACTIVITIES	TARGET DATE	RESOURCES	ACHIEVEMENT REVIEW	DATE COMPLETED

#2



#3



- **Objective:** Seeking a party-time position with room for advancement
- **Professional headline:** 1 year old marketing executive
- **Achievement:** Planned new corporate facility at \$3M over budget.
- **Explanation of employment gap:** career break in 1999 to renovate my horse
- **References:** Referees available upon request
- **Skills:** I am a rabid typist
- **Strengths:** Impersonal skills
- **Hobbies:** Enjoy cooking Chinese and Italians
- **Education:** College: August 1880 to May 1984
- **Cover letter:** I would like to assure you that I am a hardly working person.
- **Objective:** To have my skills and ethics challenged on a regular basis
- **Personal Information:** Married, eight children, prefer frequent travel
- **Language Skills:** Exposure to German for two years-but many words are inappropriate for business
- **Reason for leaving last job:** the owner gave new meaning to the word paranoia
- **Achievements:** Nominated for prom queen
- **Education:** Finished eighth in a class of ten
- **Interests:** Gossiping
- **Awards:** National record for eating 45 eggs in two minutes
- **References:** Bill, Tom, Eric - but I don't know their phone numbers
- **Salary:** The higher the better
- **Cover letter:** Please disregard the attached resume; it's totally outdated

#4



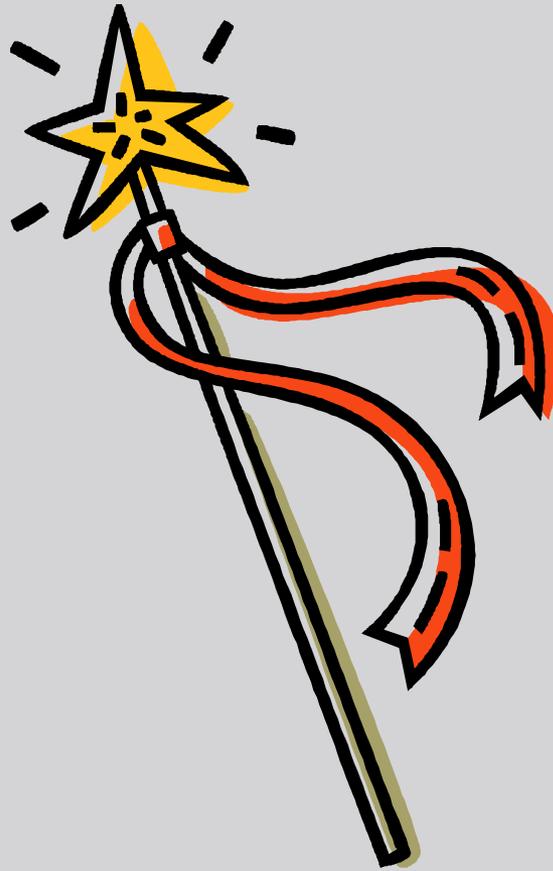
#5



state employee
group insurance
program

The SEGIP Report

#6



#7



Middle Management
Association

#8





Welcome to **Human Resources**
Helping our customers to succeed



Admin Home

HR Home

Benefits

HR Directory

Payroll

Policies

Safety

Training and Development

The State of Minnesota's Drive to Excellence

minnesota north star

[All Employees](#) [Managers & Supervisors](#)

[Admin](#) > Human Resources

HR Bulletins

- December 2011
Welcome to the new Human Resources' website! Please let us know what you think of the design and layout, ease of use, and availability of information. Send all comments and suggestions to: Patti Gaynor at patricia.gaynor@state.mn.us
- December 2011
[Training opportunities](#) - "Lunch and Learn" and JourneyWell presentations
- December 2011
[Open Enrollment Confirmation Statement](#) Information on Benefits open enrollment confirmation statement.

Contact Us

Human Resources Division
Department of Administration
301 Centennial Office Building
658 Cedar Street
Saint Paul, MN 55155

Office Hours: Monday - Friday, 7:30am - 4:30pm

Phone: (651) 201-2626
MN Relay: (800) 627-3529
Fax: (651) 296-0579



Quick Links

- [Employee Assistance Program \(EAP\)](#)
Individual counseling & referral services
- [Employee Self Service](#)
Online program for employees to: access and manage their personal information, view payroll information, etc.
- [Contracts](#)
Links to bargaining unit contracts and plans
- [Performance Review Forms](#)
Downloadable forms for supervisors' use
- [State Careers Website](#)
State of Minnesota government careers site
- [FMR](#)
- [Risk Management](#)
- [MMB](#)

Current Weather

25°F 08:11
Weather Underground

Contacts



Human Resources Office

651 201 2626

HR Website:

<http://www.mainserver.state.mn.us/admin/hr/>