

*Information for Human Resources and Business Risk Professionals in the Colorado State Personnel System****In this issue...***

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CO-Jobs Update

The Neogov system was implemented as our CO-Jobs Web site and went live on schedule, March 15, 2011.

Please visit the new job Web site at www.colorado.gov/cojobs or www.colorado.gov/jobs and be sure to change the bookmark in your Web browser. In addition, any Web pages managed by departments that have links to the previous job announcements Web page should be reset to point to the new site.

In the coming days and weeks, we will be making improvements to the Web site. One of the first ones will be the ability for job seekers to select and search jobs by department/agency. We hope you are pleased with the improvements we have planned.

Human resources staff who completed training have been granted access to the system. Anyone who completed training who does not have access due to missing the 24-hour window to set a password may contact Consulting Services for a password reset.

The staff in Consulting Services and leadership in the Division of Human Resources would like to acknowledge the valuable contributions from the numerous individuals in Human Resources who served on our core team during implementation, and from OIT who helped with technical aspects of this project. Special thanks go out to the following individuals who gave their time and expertise serving as coaches in the CO-Jobs three-day training sessions. We could not have done it without you!

Cynthia Eckles, OIT
Emily Harp, CDOT
Gina Long, DOC
Georgia Valdez, DPA

Ann Margaret Gallegos, CDPHE
Mari Larez, DORA
Paula Mitchell, CDHS
Rachel Wilkinson, CSU

Please let us know how the system is working for you. For fastest service, direct all inquiries and requests for immediate service to hrc.consulting.services@state.co.us.

New Selection Rules in Effect

New Personnel Rules on selection went into effect on March 15, 2011. The new rules appear in Chapters 1 and 4, including definitions and new requirements and procedures to be followed throughout the selection process.

A Selection Forum will be scheduled to be held in the coming weeks to cover the changes in the rules and new requirements to be followed. Human Resources personnel will be notified of the date and time as soon as the forum is scheduled.

Technical Assistance is currently being revised and developed in accordance with the new rules.

In the meantime, those who conduct selection activities are encouraged to read and familiarize themselves with the rules. The complete personnel rules can be accessed at the following link: <http://www.colorado.gov/cs/Satellite?blobcol=urldata&blobheader=application%2Fpdf&blobkey=id&blobtable=MungoBlobs&blobwhere=1251698794667&ssbinary=true>.

Any questions or requests for specific issues to be covered in the forum may be forwarded to hrc.consulting.services@state.co.us.

Questions regarding rule interpretation may be directed to Skye Brunick at 303-866-2169 or Jennifer Clayman at 303-866-4248.

Meet & Confer Scheduled for the Annual Compensation Survey Process

The *Proposed Annual Compensation Survey Process for FY 2012-2013* will be published on the DPA/DHR Web site under <http://www.colorado.gov/dpa/dhr/TotalComp> at the end of March. The following date and time has been scheduled to meet and confer on the proposed annual compensation survey process and the selection of surveys: Monday, April 11th, 9:00 a.m., Room 220, located at the Centennial Building, 1313 Sherman Street, Denver, CO 80203.

Written comments regarding the proposed survey process and selection of surveys will be accepted through **April 25, 2011**. Submit written comments to Kristi Rudy, DPA/DHR, 1313 Sherman Street, First Floor, Denver, CO 80203; fax to 303-866-2458; or e-mail to job.eval.comp@state.co.us.

PerkSpot and Accessing Employee Discounts at Work

In the pursuit of finding more efficient ways to deliver better services, the administration of the state employee discount program (EDP) has transitioned to a third party – **PerkSpot**. PerkSpot is a national company that will be able to offer employees a much broader range of discounted services and products, and in many cases, better discounts, all at no cost to the State or employees. This company will oversee the discount arrangements and offers by businesses, along with managing the transactional functions in maintaining a Web site listing of all the discount offers for state employees. The Division of Human Resources in the Department of Personnel and Administration will still maintain programmatic authority; PerkSpot will simply maintain the Web site for our new and improved employee discount program, adding and removing discount offers as appropriate.

If an employee has no interest in the employee discount program, he or she simply does not sign up with PerkSpot. Interested employees will need to log onto www.colorado.gov/dpa/discounts and sign-up for a new account with PerkSpot, by selecting the PerkSpot link. Step-by-step instructions detailing the sign-up process are also available on the Web site.

PerkSpot will be handling all customer service functions relating to the PerkSpot Web site and any discount offer. PerkSpot customer service may be reached at cs@perkspot.com.

Personal Use of State Resources

Employee discounts are part of the State's total compensation package. Employees who visit the EDP Web site and receive and review e-mails sent from the EDP while on state time, using state equipment, are not misusing state-owned property, as long as it is within any written departmental guidance. As these discounts are a benefit offered to state employees, it is appropriate for employees to view and research information offered on the EDP Web site and informational emails. Once an employee decides to contact a business or make a purchase over the phone, in person, or online, that becomes an activity that must be done on the employee's own time and may not be done using state resources or during work time. If any department has different guidance than this, it is highly recommended that an operating policy be created and communicated to inform all employees of expectations. This and other information regarding the EDP is also available on the DPA/DHR Web site at www.colorado.gov/dpa/discounts.

Risk Management Website – NEW and IMPROVED!

Have you checked it out lately? Did you know a citizen can file a claim with the State electronically? In fact, not only do we have a link from the Risk Management Web page, we just posted a link from the Governor's page, www.colorado.gov under, "How do I..." for the public to file a claim with the State of Colorado. While the Workers' Compensation program is the largest-dollar program for Risk Management, the Liability program is more visible to the public.

You can find the Risk Management Web site at www.colorado.gov/dpa/dhr/riskmanagement. We have made the navigation of the Risk Management Web site easier by providing information under the three major programs: Liability, Property, and Workers' Compensation. We have also provided a page with information on the new and improved Safety Training Program. Over 25 new safety trainings have been added in the last few months.

Since becoming fully staffed about six months ago, the Risk Management Team has reviewed all processes and made efficiencies in all programs. With that in mind, when you click on the 'Risk Management Forms' link you will discover that many of our forms are now fillable and can be sent directly to Risk Management. As HR Professionals, the risk management forms you need most e.g., Injury Report, Auto Incident Report and Property/Boiler/Crime Loss Form, are available at your fingertips. In addition, if you need to request a Certificate of Insurance, for proof of State Insurance, you can complete the fillable form and submit to the Claims Manager.

Please visit the website when you have a chance and let us know if there are more improvements that we can make to help you do your job more efficiently.

State Office of Risk Management



Now More Than Ever Working Together Needs Your Help

Help *Working Together* make a difference for state employees in crisis. Please let your employees know about the number of convenient methods to make ***tax-deductible*** donations to Working Together: direct payroll deduction, Colorado Combined Campaign (#1300), automatic debit from the employee's account at any financial institution, electronic fund transfer for Credit Union of Colorado members, and direct donation by check.