

THE STANDARD



ND OFFICE OF MANAGEMENT AND BUDGET

DIRECTORS

Pam Sharp
Director of OMB
701-328-4606
www.nd.gov/omb/

Sherry Neas, Director
Central Services Division
701-328-1726
www.nd.gov/csd/

John Boyle, Director
Facility Management
Division
701-328-2471
www.nd.gov/fac/

Sheila Peterson, Director
Fiscal Management Division
701-328-2680
www.nd.gov/fiscal/

Ken Purdy, Director
Human Resource
Management Division
701-328-3293
www.nd.gov/hrms/

Tag Anderson, Director
Risk Management Division
701-328-7584
www.nd.gov/risk/

FISCAL MANAGEMENT

OMB UPDATES TRANSPARENCY WEBSITE

In May 2014, OMB rolled out an enhanced version of the State's transparency website. The goals for the new website were to provide better transparency, a streamlined user experience, and a single point of access to public information.

The first goal was met by providing access to over 30 different reports and graphs that users can, in the end, acquire detailed 'checkbook' information for State and University System expenditures. Users can inquire on spending by state agency, account category, fund, and vendor. In addition, they can view payroll information by position title or within each agency. New to the website, users have the ability to choose what biennium or period of time they would like to view each report. With a simple radio button click the user can adjust which biennium the report displays. Currently, the website has access to information for the last four biennia. After the report is generated, the user, utilizing another new feature of the website, has the capability to download the report in PDF, CSV, or Excel format.

The second goal of delivering a more user friendly interface was met with the utilization of buttons and navigational breadcrumbs to ease the user's ability to move about the website. When first visiting, the user is welcomed to the website with a beautiful picture of the State Capitol building. From this Welcome page the user can choose from a variety of reporting options each illustrated with easy-to-read buttons. Once the user makes a selection, a new page appears giving the user another variety of reporting options, all with another memorable North Dakota scene in the background. The user can return to the home or a prior page with a simple click of the navigational breadcrumbs.

The third goal of being a single point of access to public information was met with the addition of hyperlinks to other State agency websites. These websites along with the information found on the transparency website give users a better understanding of the State's financial position. Useful links include access to state tax information, economic

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development activity, state contract data, local government budgets, state Comprehensive Annual Financial Reports, and state budgeting publications.

The website is updated monthly after the prior month's financial activity is closed. The website can be viewed at <http://data.share.nd.gov/pr/Pages/home.aspx>.

CONSENT FOR ONLINE W-2

In January 2015 the W-2 form will be available for employees to view and print through the PeopleSoft Employee Hub. The W-2 will be for the 2014 tax year. Employees that would like to receive and print their W-2 electronically will need to complete an online consent form that is available on Employee Hub. Employees that complete the consent form will receive an email notification when the W-2's are available for viewing and printing.

Those who do not consent to receive the W-2 electronically will receive a printed copy of their W-2 at the end of January 2015. If you have already consented you do not need to consent again.

UPGRADE FOR PEOPLESOFT FINANCIALS

OMB has started the process of upgrading PeopleSoft Financials from version 9.0 to version 9.2. This upgrade is scheduled to take place at the end of November. Training will be provided to agencies in mid-November. More details will come at a later date.

HUMAN RESOURCE MANAGEMENT SERVICES

HR ACADEMY

In 2014 HRMS began rolling out a new training series called HR Academy. HR Academy is directed toward state government human resource representatives along with managers and supervisors. The training is designed to bring training on HR requirements and best-practices to anyone involved in human resource functions in agencies. There are seven unique sessions comprise the Academy.

- **Recruitment and Selection:** Filling vacant positions takes time and energy and we need to select someone to join our work team. The majority of the training session focuses on the job description, interviewing skills, and the selection process.
- **Fair Labor Standards Act:** This session educates participants on five major provisions of federal labor law covering: coverage; wages; overtime and other pay; recordkeeping; and, liability.
- **Compensation and Classification:** This session focuses on communicating the state's compensation philosophy along with the policies, procedures, and practices for establishing state employee pay relationship to market, valuing individual jobs and job classes, and determining specific levels of pay for individuals based on performance and pay relationships.
- **Family Medical Leave Act and Americans with Disabilities Act, with Amendments:** There are actually four federal laws covered in this session, adding in the Civil Rights Amendment of 1964, as well as the Genetic Information Nondiscrimination Act (GINA).
- **Recognition and Awards:** Recognition activities should also reinforce and encourage work that advances employee, departmental, or organizational values and goals. What we cover in this training session are the ten things that can help drive improvements in each agency where we work.

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- **Onboarding and Orientation Process:**
Once the hired employee begins employment, the on-boarding process ensures that the employee understands what will happen within the first year of employment and beyond. In this training session we cover a multitude of topics that participants can add to their agency's orientation and onboarding processes.
- **Employee Relations:**
This training session encompasses many necessary topics that are difficult, but necessary for human resource representatives, such as: Workplace Investigations; Grievances and Appeals; Employee Discipline; Substance Abuse; Employee Assistance Program; Mediation; and Unemployment/Risk Management programs.

For more information contact Gerard Schwan, Training & Dev Admin, at geschwan@nd.gov or 701-328-1638.

RISK MANAGEMENT *Risk Management* TRAINING OPPORTUNITIES

The Risk Management Division of OMB is responsible for statewide risk management coordination for all state entities. This includes both the Risk Management Fund, which covers the tort/liability program and the Risk Management Workers Compensation Program, which administers a single workers compensation account with WSI for all state entities.

Risk Management assists state entities in preserving State assets, promoting safety, and ultimately preventing losses and injuries through proactive and collaborative loss control and claims management practices. This process is outlined and described in some detail in the Risk Management Manual and other resources available on the Risk Management website. In addition, Risk Management offers and can customize direct training opportunities to State entities on all Risk Management requirements, guidelines and recommended best practices for addressing risk in state operations. Topics include: managing risk exposures in state contracts (e.g. leases, service contracts, facility use agreements); incident reporting; litigation/destruction hold requirements; workplace/incident investigations; continuity of operations plans; and office/workplace ergonomics. Risk Management can also facilitate bringing in outside experts to review and make recommendations in unique or very specialized areas that give rise to risk of loss.

All state entities have an obligation to address risk in their operations to promote safety for both employees and the public, protect State assets, and avoid/mitigate loss. Numerous resources as well as customized training opportunities are available through the Risk Management Division to assist state entities in fulfilling this obligation. Contact Risk Management at 328-7584.

FACILITY MANAGEMENT

Many special events are scheduled throughout the capitol complex this fall and winter. These events commence with the annual Trick or Treat at the Governor's Residence on Halloween Day and finish with the New Year's Window Lighting on December 31 through January 1, 2015. Other events you may enjoy during this season include:

- Grand Opening of the new State Museum located in the Heritage Center on November 2
- Veterans Day ceremony on November 11
- Arrival and decoration of the State Christmas Tree the week of December 1. Decorations installed by the Arts Council on December 4
- Governor's Official Tree Lighting Ceremony on December 8 at 5:00 pm in Memorial Hall
- Capitol Tower Window Tree Lighting will commence immediately after the official tree lighting and end December 30

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Multiple projects around the capitol grounds are in various stages of completion with all projects scheduled to be complete on November 17. The capitol café corridor and cafeteria remodeling projects will be complete on Friday, October 10. State employees and the public will have access to corridor on Monday, October 13, and the newly remodeled cafeteria on Monday October 20. Upon opening, the cafeteria will accept both credit and debit cards as new payment options. The North parking lot project will be completed on November 17.

CENTRAL SERVICES



GIFTS FROM VENDORS AND CONTRACTORS? A DISCUSSION ON PROCUREMENT ETHICS

What do you do when a company with which your agency does business offers to buy you dinner, take you golfing, or brings you a gift?

North Dakota Administrative Rule Section 4-12-04-05 states: “Any vendor or contractor is prohibited from giving or offering to give, and any employee and official of the Office of Management and Budget or a purchasing agency involved in any aspect of the procurement process is prohibited from soliciting, accepting, or agreeing to accept money, loans, credits, or prejudicial discounts, subscriptions, offer of employment, gifts, entertainment, favors, or services that might influence, or appear to influence, procurement decision”.

Procurement rules do permit vendors or contracts to give items of nominal value offered as a gesture of good will or for public relations purposes. For example, many vendors hand out pens, pencils, and note pads when calling on clients and making sales visits.

Procurement rules require a state employee or official involved in any aspect of the procurement process to report to the OMB State Procurement Office any person or business that attempts to influence an award decision or offers to make a gift prohibited in procurement rules.

Salesman and contractors commonly offer gifts, because taking clients to dinner or sporting events is common in private sector business practices. As state employees and officials, we must consider the appearance of our interactions with vendors and contracts. If you are offered something that is of more than nominal value, simply say “No, thank you” and explain the procurement rules.

Ethics in public improvement is critical to preserve the integrity of our state government and the procurement process. Feel free to call Sherry Neas, 701-328-1726, if you have any questions.

SURPLUS PROPERTY AVAILABLE: DETAILS AND PHOTOS ARE IMPORTANT!

If you have bought or sold items online through Bisman Online or E-Bay, you know the importance of good descriptions and photos. Have you visited the OMB Surplus Property website lately? The new Assetworks Surplus Property system contains more information about property that is available.

<http://www.nd.gov/surplus/property/>

If your agency is reporting surplus property, detailed descriptions and upload photos are greatly appreciated! This helps everyone know more about the surplus property available.