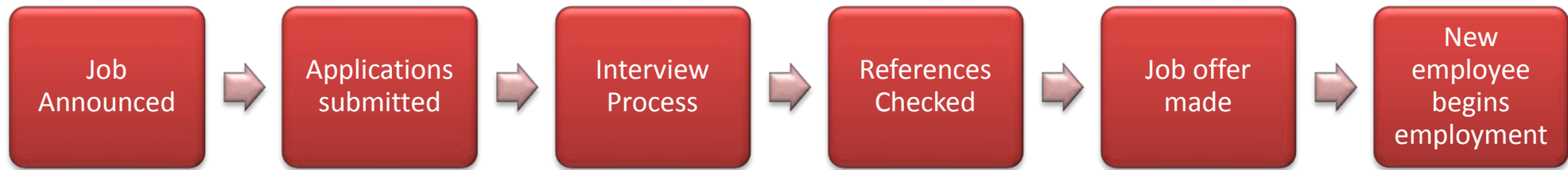


## State of South Dakota Hiring Process Timeline



**5-21 days** - factors involve determining who to interview, the applicants' schedules and the timeliness of interview(s) scheduled, as well as requirements of posting civil service jobs per ARSD 55:10:02:01.

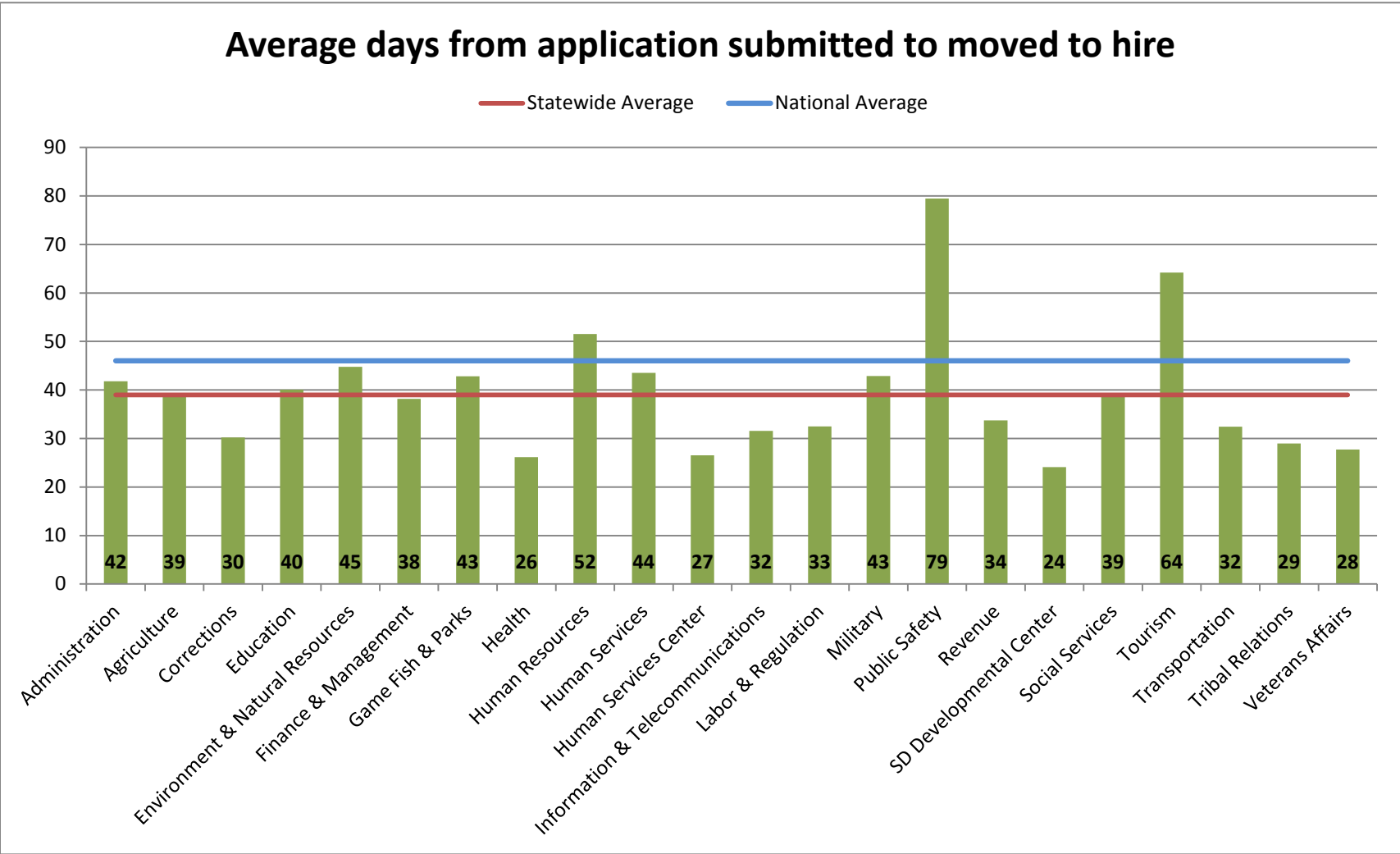
**15-28 days** - factors include the number of applicants to interview\*, the entire interview process which can consist of phone interview, in-person interview and 2<sup>nd</sup> in-person interview and the timeliness of reference responses.

**10-40 days** - factors include the potential background/drug/abuse screenings completed\*\*, applicant may need time to consider a job offer, offer acceptance and notice to previous employment (if applicable).

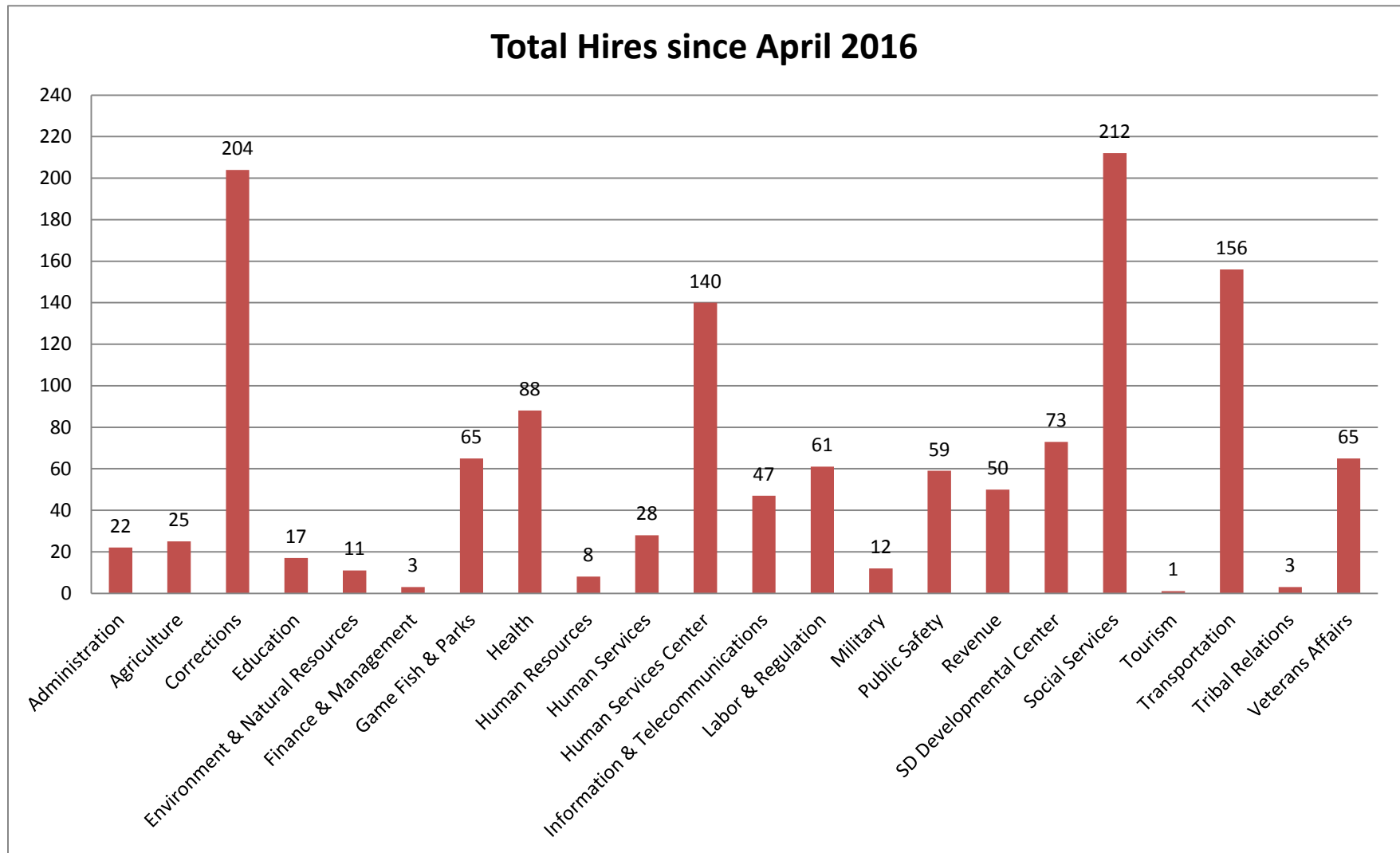
\* Applicants with Veterans preference, Disabled Veterans preference and Disability preference must be interviewed by rule or statute.

\*\*Could be contingent on background/drug/or abuse screening as required by position, rule or statute, and it takes a minimum of one week to receive results.

Date range from April 2016 to beginning of April 2017



Date range from April 2016 to beginning of April 2017



## Agency Size (largest to smallest)

Executive Branch Departments and Bureaus	Total Employees	Percent of Total Executive State Employees
Social Services	1,623	12.42%
Transportation	976	7.47%
Corrections	737	5.64%
Human Services	506	3.87%
Health	479	3.66%
Game, Fish, and Parks	438	3.35%
Public Safety	412	3.15%
Labor and Regulation	407	3.11%
Information and Telecommunications	369	2.82%
Revenue	247	1.89%
Education	182	1.39%
Agriculture	174	1.33%
Environment and Natural Resources	171	1.31%
Administration	157	1.20%
Veterans' Affairs	136	1.04%
Military	103	0.79%
Human Resources	73	0.56%
Governor's Office of Economic Development	34	0.26%
South Dakota Retirement System	33	0.25%
Finance and Management	31	0.24%
Tourism	24	0.18%
Tribal Relations	6	0.05%

## Our Mission

BHR's mission is to *build, develop and support a high-performing and healthy workforce*. Our mission is carried out in three service areas:

**Talent Acquisition** – We help agencies set competitive salaries, market State government employment and select the most qualified candidates with the following services:

- Employee selection tools and services
- Recruitment strategies and services
- Workforce planning materials
- Compensation benchmarking

**Talent Management** – We help agencies efficiently manage talent through effective performance management practices, job analysis and actionable employee data for managers, including:

- Performance management systems & tools
- Employee surveys
- Job analysis and classification

**Talent Retention** – We help agencies build a work environment that promotes retention through effective leadership, career development and value-added benefits with the following services:

- Employee benefits, including wellness services
- Training and career development planning
- Leadership development and resources

For more information about BHR services and policies, please visit [bhr.sd.gov](http://bhr.sd.gov) or contact a member of our management team at 605.773.3148

### BHR MANAGEMENT TEAM

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## South Dakota State Government

## WORKFORCE FACT SHEET

As of December 1, 2016

This fact sheet is provided by the Bureau of Human Resources (BHR) as a snapshot of State employee data. Although many figures shown here change daily, this data reflects the State workforce. Figures represent only Executive Branch employees and do not include Board of Regents employees or elected officials, other than employees of the Governor.

BHR provides a wide array of human resource services to employees in the Executive Branch, which includes all employees under the direction of elected officials and the Board of Regents, the Judicial Branch, and the Legislative Branch of South Dakota State Government.

### BHR's Vision

State of South Dakota:  
An employer of choice!

### The "Average" State Employee in 2016

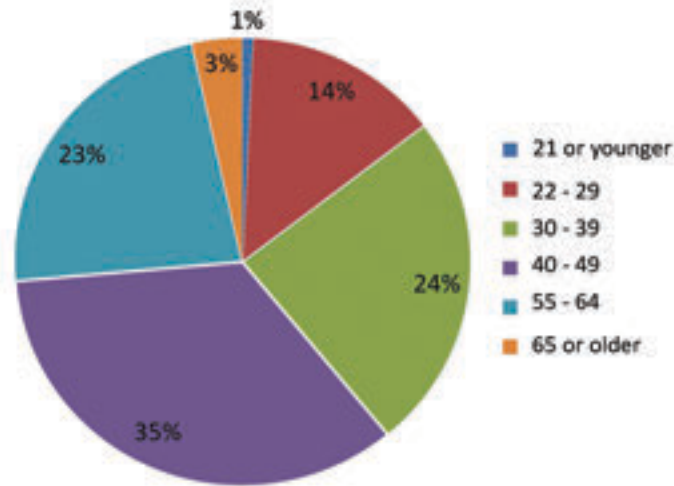
Current Age	44.7
Age at Hire	32.3
Annualized Pay	\$47,290
Years of Service	11.9
Years to Retirement	14.9



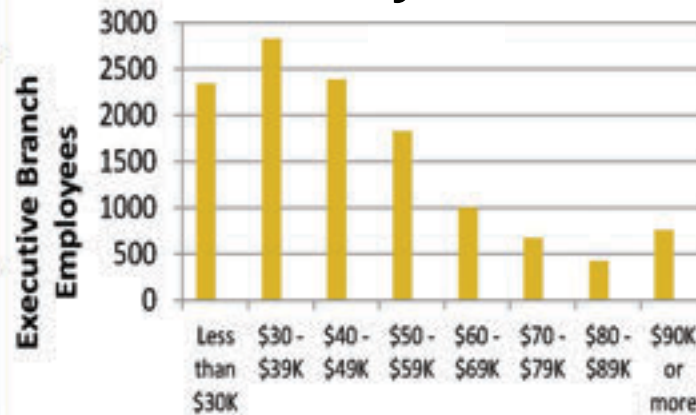
## Salary Increase History

General, Medical and Law Enforcement Salary Structures						Career Bands	
Fiscal Year	Market Adjustment	Movement Toward Market	Market Adjustment		Pay For Performance		
FY12	0.00%	0.00%	0.00%		0.00%		
FY13	3.00%	2.50%	Accounting	3.00%	Up to 7% movement toward market target		
			Engineering	3.00%			
			Environmental Science	3.00%			
			Information Technology	3.00%			
			Nursing	3.00%			
FY14	3.00%	3.50%	Accounting	4.00%	Up to 4.5% based on ACES performance score		
			Engineering	3.50%			
			Environmental Science	3.50%			
			Information Technology	3.50%			
			Nursing	4.00%			
FY15	3.00%	3.00%	Accounting	3.00%	Up to 4.5% based on ACES performance score		
			Engineering	3.00%			
			Environmental Science	3.00%			
			Information Technology	3.00%			
			Nursing	3.00%			
FY16	2.00%	2.00%	Accounting	1.70%	Up to 3.6% based on ACES performance score		
			Engineering	2.00%			
			Environmental Science	6.60%			
			Information Technology	1.10%			
			Nursing	0.00%			
FY17	2.70%	2.50%	Accounting	0.00%	Up to 4.5% based on ACES performance score		
			Engineering	2.70%			
			Environmental Science	2.50%			
			Information Technology	0.00%			
			Nursing	1.10%			

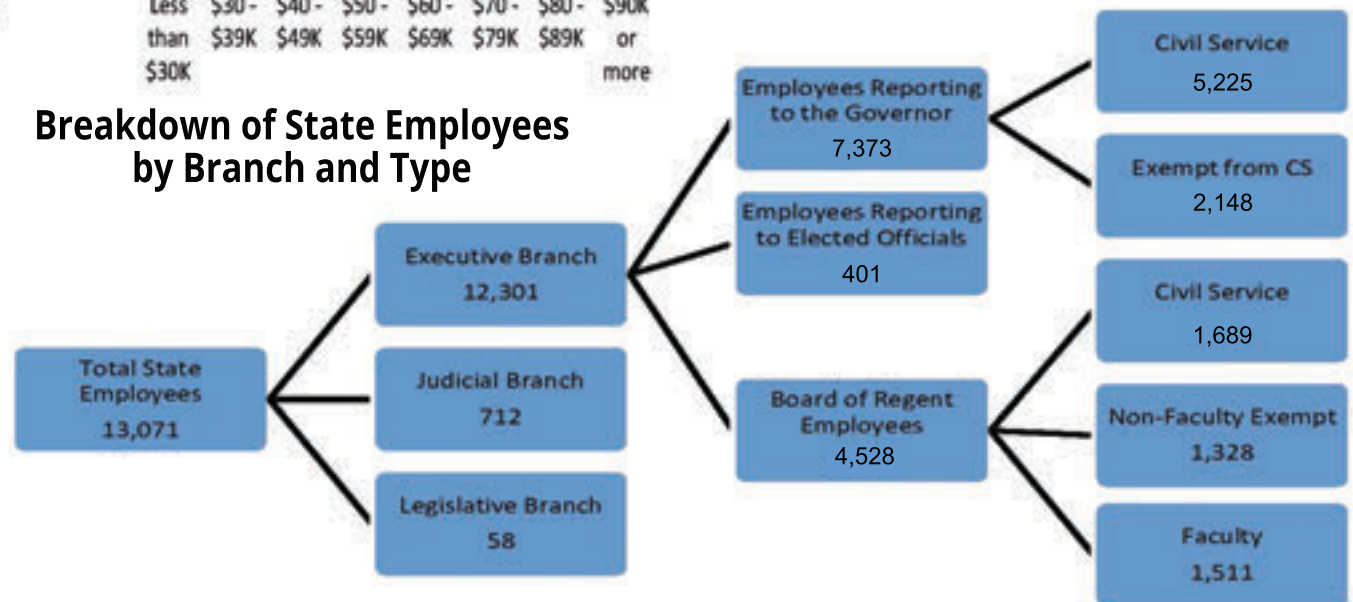
## Age



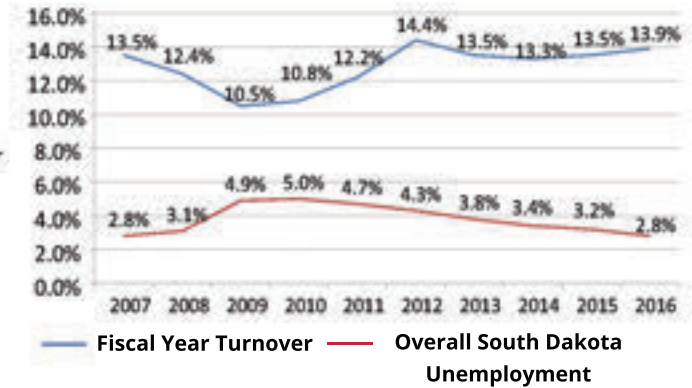
## Salary



## Breakdown of State Employees by Branch and Type



## Statewide Turnover



## Years of Service

