



A SUCCESSFUL SESSION FOR COLORADO FAMILIES, BUSINESSES AND COMMUNITIES

BY BILL RITTER, JR.

Working together with employees and managers, our administration just concluded the 30-day review period for all bills from the 2009 legislative session.

Despite the worst economy in 75 years, despite being forced to close a \$1.4 billion budget shortfall, state employees helped us make significant – and in many cases, historic – progress for the people, business and communities of Colorado.

We provided immediate relief to working families and small businesses, while also making long-term investments in education and our children's future. We created jobs and made the economy stronger. We expanded health coverage and improved transportation funding. We reformed education, expanded opportunities and preserved the safety net.

Together, we:

- Established a new incentive that will help create jobs, attract new companies and retain existing businesses.
- Provided businesses with direct access to capital and loans to help them get through this tough economy.
- Strengthened job training programs at community colleges for students looking to enter the New Energy Economy workforce and other Industries of the Future.
- Provided more than 100,000 uninsured Coloradans with access to healthcare – the most significant health reform in Colorado in 40 years, and at no additional cost to taxpayers or businesses.
- Created the first new sustainable funding source for transportation in nearly two decades, allowing for the repair of unsafe bridges and the upkeep of aging roads and highways.

- Advanced Colorado's globally recognized New Energy Economy, creating new jobs and making renewable energy and energy efficiency more affordable for all Coloradans.
- Enacted another major education reform, allowing students to simultaneously earn high school and community college degrees and in the process lower the dropout rate.
- Avoided a \$300 million cut to higher education and prevented double-digit college tuition increases.
- Helped struggling families with measures that extend unemployment benefits and provide a foreclosure "time-out" to responsible homeowners.
- Convened a bi-partisan coalition to take the next step forward in addressing Colorado's outdated and conflicting fiscal mandates, doubling the state's "rainy day" reserve fund and establishing predictable funding for transportation.

With your help, we also made very difficult choices to balance the budget, while still maintaining investments in education, healthcare, public safety and other priority services.

We also avoided deep cuts to personnel services so that we can continue to provide the people of Colorado with the scope and level of services they expect.

My budget office continues to work with each agency to finalize the personal services reduction needed to help balance the budget. We hope to have more news for you on that later in June or July. In addition, we will closely analyze the next revenue forecast, on June 22, and make any necessary adjustments to keep the budget balanced.

Once again, thank you for your service to the people of Colorado as we continue to address the pressing challenges facing our economy and the state's budget.

STATELINE WANTS TO HEAR FROM YOU!

If you have any comments, concerns, questions you want answered or want to share a story idea, drop us a line at any of the following email addresses:

stateline@state.co.us; dpacomments@state.co.us; or
julie.postlethwait@state.co.us

Please don't hesitate to contact us, we really do want to hear from you!



HOW YOUR FEEDBACK IMPROVED EMPLOYEE BENEFITS

BY RICH GONZALES
EXECUTIVE DIRECTOR, DPA

In my last article, I asked that you give me some feedback, to let us at DPA know what we are doing wrong, as well as what we are doing right. What steps can we take to make your job easier? I would like to share a success story that came about as a direct result of employees expressing concern and highlighting the need for a change to state statute.

This past Legislative Session the General Assembly passed, and the Governor signed into law a modification to Classified Personnel System's leave sharing program. This program is in place to allow classified employees to share their accrued leave with a fellow employee facing a personal or medical crisis that requires an extended absence from the workplace.

This program has been in place since 1991, and has literally been responsible for ensuring employees, who have exhausted all other forms of leave through no fault of their own, are able to keep their jobs while facing difficult challenges. However, prior this modification, statute required that the employee be facing "a life threatening" challenge. Through feedback from employees at DPA town hall meetings across the state, we learned that the statute needed to be broadened to help employees who face equally devastating occurrences such as natural disasters, post-surgical complications or ongoing treatments for chronic medical conditions that do not reach the "catastrophic, life threatening" threshold.

This is a very specific instance in which State employees took the time to let us know their concerns, and we were able to take action, with the support of the General Assembly and the Governor, to improve an already valuable employee benefit. I do realize that the program would not be a success if it were not for the generosity of those employees who donate their annual leave hours to the leave sharing bank, and I am honored to work with people so willing to share their hard earned benefits with those in need. It is gratifying that working together we are still able to improve benefits for the State workforce in these difficult economic times.

As a side note, we are often asked why employees are not allowed to donate sick leave as well as annual leave to the leave sharing bank. This is because sick leave is an unfunded liability, and therefore is not an asset the State can allow one employee to share with another. While each employee accrues sick leave on a monthly basis, the use of that leave is dynamic and is not funded in the same manner as annual leave.



STATE RETIREMENT PLANS TRANSITIONING TO PERA

Administration of the 457 Deferred Compensation Supplemental Retirement Plan and the Public Officials' and Employees' Defined Contribution Plan (State DC), from the Department of Personnel & Administration (DPA) will transfer to the Public Employees Retirement Association (PERA) effective July 1, 2009 as a result of Senate Bill 09-066, which was passed by the Legislature and signed by the Governor.

What does this transfer mean?

For the 457 Plan, Great-West Retirement Services will remain the service provider, and the fund offerings for the Plan will remain unchanged, including the self-directed brokerage option and the Stable Value Fund. 401(a) Match Plan, accounts will be transferred to the PERA 401(k) Plan of which the 6000 Match participants have received notice of this transfer. Under PERA's administration, the 457 Plan will undergo an extensive evaluation during 2009-2010, and if changes are planned, participants will receive advance information before any changes are made. If you are a member of either of these programs and have not received notice please contact Suzanne Kubec (contact information below) if you have questions.

The legislation merges the DC Plan with the PERA Defined Contribution Plan (PERA DC). State DC accounts will transfer to PERA and funds will be mapped to similar funds and asset classes offered in the PERA DC Plan. The 2000 State DC participants have received letters regarding this transition.

New employees (those hired on or after May 2, 2009) will have two choices for their basic retirement plan - PERA DC or the PERA Defined Benefit Plan (PERA DB).

If you have questions about SB09-066 and your retirement plan please contact the DC Plan Administrator, Suzanne Kubec at suzanne.kubec@state.co.us.

PERA INFORMATION

While state employees are members of the Public Employees Retirement Association (PERA) program, it is not a state entity and we cannot answer questions on their behalf.

The PERA web site may be accessed at www.copera.org. You may also phone them at 303-832-9550 or 1-800-759-7372

MOTORCYCLE FATALITIES REACH RECORD HIGH IN COLORADO

BY BEAR KAY

PUBLIC AFFAIRS, DPS

State encourages riders to get training and motorists to be more aware

Traffic safety officials in Colorado are alarmed at the continued rise in motorcycle fatalities in the state, which reached a record high in 2008. Last year, 98 motorcycle riders and passengers died on Colorado roadways, up from 90 in 2007. Motorcycle fatalities represented 18% of the 548 traffic deaths in Colorado last year, despite representing only 3% of registered vehicles.

“As the weather heats up, and more motorcyclist hit Colorado roadways, we ask motorists to be aware and look out for riders around them,” said Pamela Hutton, Governor’s Representative for Highway Safety at the Colorado Department of Transportation (COT). “We also strongly encourage all motorcyclists – no matter how long they’ve been riding – to take a training course and wear proper gear, including a helmet. As a motorcyclist myself, I know the thrill and freedom of riding, but I also realize the importance of safety gear and the benefits of learning new riding skills to keep safe.”

Nearly seven out of ten riders killed in Colorado last year were not wearing a helmet or were wearing it incorrectly. The National Highway Traffic Safety Administration estimates that helmets are 37% effective in preventing fatal injuries, meaning 25 Colorado riders could have been saved if they had been wearing one.

Lack of training is also a factor in Colorado’s fatal motorcycle crashes. Motorcycle riders were found to be at fault in 80% of the fatal crashes. Also, 39% of riders killed did not have a motorcycle endorsement on their driver’s license or no license at all.



Colonel James Wolfinbanger, Chief of the Colorado State Patrol kicks off 100 days of heat and Colorado Target Zero.

“To be a legal motorcycle rider in Colorado, you must have the proper endorsement on your driver’s license,” said Col. James Wolfinbanger, chief of the Colorado State Patrol. “But even with an endorsement, make sure you take a training class to build your riding skills, no matter what your age or how long you’ve been riding.”

Older riders are at highest risk for dying in a motorcycle crash. Riders age 45 and older represented 39% of Colorado’s motorcycle fatalities in 2008. But the largest jump in fatalities came in the 18 to 34 age group, comprising 36% of motorcycle fatalities, up 40 percent from 2007.

To provide high-quality motorcycle training at a low cost, CDOT oversees a state-funded motorcycle training program called MOST (Motorcycle Operator Safety Training). This program requires trainers to use an approved motorcycle curriculum, and sets standards for proper training facilities and qualified trainers. A list of the state’s MOST-certified trainers can be found at www.CoMotorcycleSafety.com. Colorado residents and active-duty military personnel qualify for MOST and riders who pass a MOST class can simply take their completion card to a state driver’s license office to get their endorsement with no further testing needed.

“Ultimately, we ask that motorists and motorcycle riders share responsibility to increase safety and save lives in Colorado. Let’s make this the first year in recent years when motorcycle fatalities do not increase,” said Hutton.

CONGRATULATION SUE WILLIAMSON AND GINA ROBINSON!!

The Department of Health Care Policy and Financing is proud to congratulate employees Sue Williamson and Gina Robinson who received the Child Health and Welfare Award from the American Academy of Pediatrics. Williamson and Robinson won the award for their outstanding contribution to the health and welfare of Colorado children.



“Sue and Gina represent the best in what the public sector can do for Colorado’s children. The state’s future is dependent on the health of our children,” said Lt. Gov. Barbara O’Brien.”

The American Academy of Pediatrics (AAP) is an international professional organization providing an independent pediatric forum to address children’s needs. The organization’s mission is to attain optimal physical, mental, and social health and well-being for all infants, children, adolescents, and young adults.

CHANGING LANES: MEASURING PROGRESS ON THE ROAD TO A GREEN FLEET

BY KERRY WHITE

DCS COMMUNICATIONS OFFICER, DPA

It's been almost two years since Governor Ritter issued the Executive Orders to Green State Government. A major component of the initiative is to reduce volumetric petroleum consumption by 25% in five years, or by 2012.

State Fleet Management (SFM) has been working with agencies and drivers to learn strategies for reducing petroleum since 2007. Until recently though, agencies didn't have an easy way to measure their progress, to get the "big picture." They wondered: how are we doing? Are we going to make our long-term goals?

The Greening State Government coalition, which includes SFM and the Governor's Offices of Energy (GEO) and Information Technology (OIT), took on this challenge by developing an online "report card."

Now, using the MyCars application, fleet and vehicle coordinators and other interested parties can get custom, easy-to-read snapshots of their progress by vehicle or fuel type.

They can also measure their progress over time, beginning as early as 2006 by looking at such measurements as how many gallons of ethanol and biodiesel fuel were used; average miles per gallon by vehicle type; vehicle miles reduced; and gallons of petroleum displaced.

To learn more about driving tips, greening efforts (also known as the "25 in 5" campaign) or the MyCars application, please visit the State Fleet Management website at www.colorado.gov/dpa/dcs. To access MyCars and see how your agency is doing, download the installation guide and follow the instructions before requesting an account.



Join more than 35,000 commuters in the Denver metro area by biking or utilizing transit to get to and from work Wednesday, June 24. This is a great opportunity to use an alternate mode of transportation and see how easy commuting can be!

Why participate? Not only is it a great way to fit exercise into your day, but cycling or walking energizes you to start your day and de-stresses you afterwards so that you arrive at work and home feeling invigorated. To encourage you, breakfast stations will be set up around the metro area and fabulous prizes will be awarded! Consider competing as an agency against other state departments- recognition is also given to businesses with a high rate of contribution.

Participation also has benefits that go beyond individual gains. Fewer cars on the road means less congestion, less air pollution, as well as a reduction in petroleum consumption.



If you can't participate in Bike to Work Day this year, consider making small behavioral changes in your driving habits that will have a positive impact year-round.

Tips include:

- Reduce rapid acceleration and hard breaking to realize greater fuel economy; smooth, even driving can improve fuel efficiency by 30%.
- Drive the speed limit; according to the EPA, every 5 mph over 60 mph reduces engine efficiency by 7-10%
- Reduce the amount of time you spend idling your engine; in the Denver Metro Area idling is responsible for an estimated 40,000 tons of harmful air pollution a year and 400,000 tons of CO₂ emissions – the result of over 40 million gallons of fuel wasted while idling, costing area residences and businesses over \$100 million dollars a year.
- Keep tires well-inflated and engine well-tuned; tuning your car engine can improve efficiency by 4%, changing an air filter can improve mileage by as much as 10%, properly inflated tires can improve mileage by as much as 3%- and together, these can add up to huge savings!
- Utilize public transit when feasible; Bike to Work Day 2009 is a great start to finding transit options that are available in close proximity to your home and/or work!

CDLE LEADS THE STATE IN FLEXIBLE WORK ARRANGEMENTS

BY MIKE DAWSON

HUMAN RESOURCE MANAGER: SPECIAL PROJECTS AND EMPLOYEE RELATIONS, CDLE

When Colorado Department of Labor and Employment (CDLE) Executive Director Donald J. Mares supports a concept, especially one that makes “green” sense and is backed by a Governor’s executive order, you can bet that it will get traction with CDLE employees. That is what happened when a group of progressive employees came to him with a request to increase their department’s participation in flexible work arrangements (FWA) for employees. Flexible work arrangements are defined as either flexible hours in a workweek, or working a percentage of time from a location other than the normal office setting.

Many CDLE employees have participated in flexible work schedules since 1997, at which time the department first introduced its formal flextime policy. Today, more than 600 (out of 1100) CDLE staff engage in some form of flextime arrangements (flexible work hours that permit employees to arrive/leave outside of the normal 8 AM – 5 PM workweek, or 4/10 workweeks).

The idea to create the formal teleworking component of CDLE’s FWA initiative was presented to Mares in the summer of 2008 to help the department prepare for the Democratic National Convention(DNC). That impetus led to about 300 teleworking arrangements, which included either formal (regularly scheduled) or occasional (as needed) agreements between employees and supervisors. Overall, CDLE FWA arrangements comprise nearly 65% of the total number of CDLE staff who participate.

“Offering flexible work arrangements first requires some design work and preparation,” said Mares. “There are some enormous benefits to these new work approaches, but there are challenges as well. The adjustment may be hardest on managers since they are the ones who need to fundamentally change the way they manage people. But this can be a big

change for the workers too, as teleworking is designed to be transparent to the customer. Finding out whether flexible work arrangements would work in the Department required some thought and careful planning.”

The CDLE teleworking process began with its Employee Advisory Committee’s request for management to explore a teleworking program for the department. Mares subsequently asked CDLE HR to form a Teleworking Committee comprised of management and employees to develop a program. The committee met for several months to research successful programs at other public and private organizations, and consulted with the Denver Council of Regional Governments (DRCOG) to develop policies and identify common concerns. Smaller teams were formed at the divisional level to obtain important support in advance of developing a formal policy. Additional outside advisors were solicited by the committee, including the Department of Personnel & Administration (DPA) for policy review and their Division of Information Technology (now the Governor’s Office of Information Technology) for technology assessments. A policy was then drafted and presented to the CDLE Executive Director’s senior staff for feedback, and the program was approved in advance of the DNC.

Teleworkers have already reported several advantages with their remote arrangements including preparedness for major events (e.g. DNC, winter blizzards, pandemic flu, etc.); improved productivity in some areas, and reduced commuter miles. The committee’s advice for other departments seeking a FWA policy is to not be daunted by the perceived obstacles. DRCOG and DPA have created FWA orientation and evaluation tools for both employees and supervisors. If you would like to initiate an FWA program within your department, contact your department human resources office or Joann Stark, Statewide Work-Life Program Coordinator, at (303) 866-4250 or joann.stark@state.co.us to discuss the process.

STATE PERSONNEL BOARD THANKS MARYANN WHITESIDE

The State Personnel Board meeting of May 19, 2009, began with the presentation of a plaque by Board Chair Rich Djokic to MaryAnn Whiteside, recently re-appointed to the Colorado Department of Labor and Employment, in appreciation for her service to the Board.



Board Chair Rich Djokic presents MaryAnn Whiteside with a plaque thanking her for her service to the Board.

GOVERNOR RITTER & CDOT KICK OFF 1ST RECOVERY ACT HIGHWAY PROJECT MARKING SEVERAL KEY MILE STONES

MINDY CRANE
PUBLIC RELATIONS, CDOT

Over the last few months, Colorado state agencies have been working hard to meet the requirements of the American Recovery and Reinvestment Act (ARRA), obligate funds and get Coloradans back to work. Employees at the Colorado Department of Transportation (CDOT) have been hustling to obligate nearly \$400 million for highway projects under tight time constraints.

After several months of hard work, Colorado and CDOT reached a huge milestone on Tuesday, May 12th when Governor Bill Ritter joined representatives from the Federal Highway Administration (FHWA), CDOT and state and local officials to mark the start of Colorado's first highway project funded through the Recovery Act.



Governor Ritter at the Bellevue groundbreaking ceremony.

The celebration took place on Bellevue Avenue (State Highway 88) between Federal Boulevard and Santa Fe Drive where the Governor unveiled the highway signs that will mark each Recovery Act project. The signs, developed by FHWA, will show the traveling public how the Recovery Act funds are being spent.

The first project to start construction is a \$1.2 million project that will resurface approximately one mile of Bellevue Avenue in asphalt, putting approximately 30 private-sector employees to work while improving a roadway that is in poor condition.

While the Bellevue Avenue project was technically the first Recovery Act highway project to begin construction, CDOT

kicked off two other projects later that day and at least three others started the first week of June.

Other CDOT Recovery Act projects currently underway include a 21-mile resurfacing project on State Highway 62 between Telluride and Ridgway and a concrete repair project on I-70 between Kipling Street and Wadsworth Boulevard.



Signs like the one above will be displayed at all ARRA projects.

So far, CDOT is well ahead of schedule in terms of obligating funds. The Recovery Act required CDOT to obligate \$141.4 million in Recovery Act funds by June 29, 2009 and CDOT met that goal by obligating \$162.7 million by May 12, 2009, more than one month ahead of schedule!

The total amount of Recovery Act funds committed to projects is now up to \$222.4 million, which is for 34 highway projects across the state. Among those, 32 projects have been advertised for bids and CDOT has selected contractors for 25 projects. To see a list of projects and their current status, go to www.dot.state.co.us/arra/.

In all, Colorado will receive more than \$400 million for transportation projects and \$103 million for transit projects through the Recovery Act. As more projects are funded and construction begins, motorists will see more cone zones across the state. With a busy summer ahead of us, it is important for all of us to drive responsibly and "Slow for the Cone Zone."

2009 OPEN ENROLLMENT A SUCCESS

The benefits open enrollment for the FY10 plan year (July 1, 2009 - June 30, 2010) that closed on May 28 had 19,894 employees participate by enrolling in, updating their benefits or simply by reviewing their benefit information. Last year, the number of participants was 16,777. Although open enrollment had been pushed back from April to the second half of May as the legislature worked through difficult budget decisions, the process ran smoothly.



Changes made during this period will be effective July 1, 2009, the start of the FY10

plan year. Employees can review their FY10 choices by logging into the State's online Benefits Administration System (BAS) and downloading their FY10 Open Enrollment Confirmation, available by clicking on "Personal Documents" near the top of their Benefits Administration home page.

Those employees who did not participate in open enrollment will have their current benefit choices roll forward into FY10, except for flexible spending accounts (FSAs) which must be renewed every year.

If you have questions about your benefits for FY10, please contact your agency's benefit administrator.

SPRING INTO WATER CONSERVATION

It's the perfect time of year for getting to household chores and to plan your outdoor gardens. Why not plan to save water and money at the same time?

If your local water utility offers incentives or in-home water audits, take advantage of these programs. Review your water bill and set water conservation goals.

Taking simple steps such as keeping drinking water in the refrigerator instead of letting the faucet run until the water is cool and insulating your water heater and water pipes can add up to significant reduction in your water bill.

When hand washing dishes - use both sides of the sink: Presoak dishes in one side rather than letting water run continuously and rinse in the other side. Consider collecting the water you use for rinsing fruits and vegetables and reusing it to water houseplants and/or shrubs. Use a broom instead of a hose to clean your driveway and you can save between 50 and 80 gallons of water.

Most people don't realize how much water and money they are wasting from dripping faucets. Although a drip is not a scientific measurement, the following table illustrates how these drips can add up:

Take the time to plan your gardens and landscaping so that they are not only beautiful and productive, but water efficient. Use the resources available to assist you with these endeavors:

- Xeriscaping-Denver Water
- Water Wise Tips for Colorado Landscapes - Colorado State University Extension
- Water Conservation in the Vegetable Garden- Colorado State University Extension
- Water Conserving Gardening Guide - H₂OUSE

Once your lawns and gardens are established, there are additional ways to conserve water and save money:

- Compost organic matter rather than using the garbage disposal - your gardens will flourish.
- Water between 9 p.m. and 9 a.m. to avoid evaporation losses from hot and windy weather conditions.
- Water dry spots instead of the entire lawn.
- Set a kitchen timer when watering your lawn or garden, to keep track of the time.
- Irrigate when footprints or mower tracks become visible and/or large areas of the lawn become blue-gray in color. Use dirty fish tank water to feed outdoor plants.
- If you have an evaporative air conditioner, direct the water drain to a flower bed, tree, or your lawn.

If a leak has a continuous flow of:	It wastes the following number of gallons in			
	Drops/Minute	1 Day	1 Bill Period	1 Year
5 drops in 30 seconds	10 dpm	0.8	48	292
10 drops in 30 seconds	20 dpm	1.6	96	584
15 drops in 30 seconds	30 dpm	2.4	144	876
20 drops in 30 seconds	40 dpm	3.2	192	1168
25 drops in 30 seconds	50 dpm	4	240	1460
30 drops in 30 seconds	60 dpm	4.8	288	1752
35 drops in 30 seconds	70 dpm	5.6	336	2044
40 drops in 30 seconds	80 dpm	6.4	384	2336
45 drops in 30 seconds	90 dpm	7.2	432	2628
50 drops in 30 seconds	100 dpm	8	480	2920
55 drops in 30 seconds	110 dpm	8.8	528	3212
60 drops in 30 seconds	120 dpm	9.6	576	3504

Based on 60 days average per billing period; 365 days/year. Source: Denver Water



Together, we can make a difference in Colorado's water use without giving up any of life's pleasures.

PRESSURE POINTS



Managing Workload in a Hectic Age: Last in a Series

How can people deal effectively with difficult events? The economic crisis throughout the nation has created stress, anxiety, and uncertainty for individuals, families and workplaces in every segment of society. Many people are feeling worried and irritable, which may manifest in breakdowns in workplace communication and less effective self care in general. At the same time, the very complexity, seriousness, and ongoing nature of the changes we are facing in the State workforce demand that we deal as effectively as possible with ourselves and our colleagues, so that we don't compound the existing difficulties with damage to working relationships, professional reputations, or poor service to those who rely on us.

Even in the face of uncertainty, people generally adapt well over time. We can help ourselves in the process of adapting by becoming more resilient and more skilled at coping with uncertainties and difficulties. Being resilient does not mean that you don't experience difficulty or distress. It does involve behaviors, thoughts and actions that reduce the adverse impact and can be learned by deliberate practice.

Here are some tips for building more resiliency and maintaining positive communication during the current difficulties:

- Remember, the response to the economic crisis in State government is a work in progress. If your managers are not able to give you complete information, it's because they don't have it.
- Remember that furloughs are a mechanism that affect all levels of service, and are meant to reduce the risk of joblessness for anyone.

- Keep in mind that people often generate rumors to deal with the distress of uncertainty, but rumors add only to the confusion and anxiety. Avoid getting caught up in conversations that begin with "I've heard that...", or, "I bet they're gonna..." If it hasn't been published by the Governor's Office, the Director of Personnel, or your own Executive Management Team, it's just a rumor.
- Worry increases the risk of unintentional abruptness or harshness in communication. Be aware that everyone you're dealing with in the State system is coping with similar worries and uncertainties. One of the few things we do have full control over is the choice to be kind to each other!

And, take good care of yourself, especially in this difficult period!

- Nurture caring supportive relationships in your life
- Focus your energy on the things you can control
- Get support: talk to a friend, loved one, or counselor (C-SEAP is available to any State employee)
- Try to maintain healthy levels of physical activity; it really does reduce the impact of stress

Remember resilience is not a trait that people either have or don't have. The key is to identify ways that work for you as part of your own plan for increasing your personal resiliency. For more information on resiliency and stress management, contact C-SEAP at 303-866-4314 or 800-821-8154.

UPCOMING TRAINING OPPORTUNITIES

Performance Management: Enhancing Employee Strengths in Performance Management (June 17):

This class will help you build skills in identifying and utilizing a strengths based approach in managing employee performance. Through assessment, discussion and group work, you will learn your own areas of strength, how to determine your employees' strengths and how to build a more effective performance plan and process.

Process Improvement 101: Tools and Techniques: (July 14) (Supervisory Certificate Class)

This one day basic training will introduce you to process improvement tools such as affinity diagrams, cause and effect analysis and process mapping. You will learn how and

when to utilize these and other tools that will assist in any organizational improvement effort.

Coaching, Counseling and Mentoring Skills: (July 16t)(Supervisory Certificate Class)

In this full day workshop, you will build skills in giving effective feedback, listening and asking the right questions. Current supervisors and staff wanting to build competency in leadership skills are encouraged to attend.

Microsoft Office 2007: New Features (July 28)

This course provides an overview of Microsoft 2007 new features and changes and how to successfully transition from Office 2003. Participants will have hands on learning at computer stations.

Questions? Please email us at prsnl.training@state.co.us.

Visit the Professional Development Center webpage at:
<http://www.colorado.gov/cs/Satellite/DPA-DHR/DHR/1185870964571>



DPA SUMMER SYMPOSIUM SERIES

As the economy continues to put pressure on everyone, we in state government need to focus on the wellbeing of people. The DPA Summer Symposium is a great way to educate and energize state workers during these challenging times. The effects of the difficult budget decisions Colorado government has had to make regarding furloughs and other cost saving measures has taken a toll on all of our mental wellbeing. It is important that we maintain focus on those things that are important and work to nurture ourselves during these trying times. This is why we are taking the time to let state employees know how important we feel you are in moving Colorado forward by offering the DPA Summer Symposium Series.

The symposium is an eight-week series of presentations by experts in a variety of areas such a strategies on stress management, financial advice, and employee dynamics. We hope this symposium will help you to find opportunities to grow personally and professionally at a time when growth might seem out of reach.

These concise, no-cost, one-hour lunch hour sessions (noon – 1:00 p.m.) will take place every Friday from July 10 through August 28 in the Old Supreme Court Chambers at the State Capitol. For those who can't be in the downtown Denver area, we will stream audio live from the presentations via the web at: www.leg.state.co.us/clics/clics2009a/cslFrontPages.nsf/Audio?OpenForm. Click on the "Old Supreme Court Chambers" link.

We encourage you to attend or tune in to as many of the upcoming symposium meetings you can, and share this important information with your friends, co-workers and family members. If you are unable to attend or listen live, video copies of the presentations will be available via web at: www.colorado.gov/dpa

Following is the schedule of symposium presentations:

- 7/10: Rich Gonzales, *DPA, State Personnel Director*, The Importance of You: The Difference You Make
- 7/17: Jon Richard, *DPA, C-SEAP*, Rest, Renewal, and Personal Energy Management: Strategies for Self Care in Hectic Times
- 7/24: David Remson, *DPA, Division of Human Resources*, Effective Conversations
- 7/31: Andrew Gale, *CDLE Human Resources*, Making Yourself Marketable/Growing Your Talents
- 8/7: *Latitude Financial*, Personal Money Management
- 8/14: Jon Richard, *DPA, C-SEAP*, The Colleague in Crisis: Compassionate Responses and Essential Boundaries
- 8/21: David Remson, *DPA, Division of Human Resources*, Fun at Work
- 8/28: Scott Madsen, *DPA, Division of Central Services*, Efficiencies in State Government

A CYBER VISIT TO THE STATE ARCHIVES

The Colorado State Archives has a large collection of World War I and II posters as well as many other items, many of which you can see on-line at

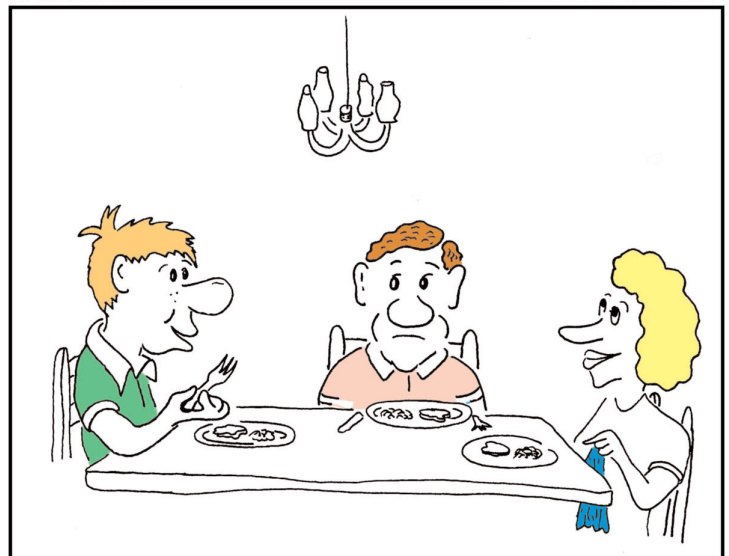
www.colorado.gov/dpa/doit/archives
[/wwcod/codhome3.htm](http://wwcod/codhome3.htm)

This is only one of the fascinating documents and collections available for you to review at the State Archives Office, which you can also visit in person at 1313 Sherman Street, B1, Denver, CO.



Stateside

MattHolman



But I don't have time for a summer job! I have to study Wrath of Planets XIV, Lair of the Snake Wrestlers Tomb to prepare for my career as a computer game designer.

STATEWIDE EMPLOYEE STATISTICS FOR MAY 2009

	Classified	Non Classified	Totals
Filled Permanent Positions	24,190	5,306	29,496
Filled Temporary Positions	1,175	338	1,513
New Hires - Permanent Positions	94	23	117
Deaths	3	0	3
Terminations	16	3	19
Retirements	12	0	12
Resignations	49	17	66
Layoffs	0	0	0

These numbers include both full and part-time employees of the Executive, Judicial and Legislative Branches. Higher Education has not been included as comprehensive, statewide data is not available to DPA.

C-SEAP SERVICES PROVIDED STATEWIDE, MAY 2009

Number of Clients	425
Total Client Contacts	584
Number of Workplace Consultations to Individual Supervisors/Managers	59
Number of Group-Based Organizational Development Services (Training, Mediation, Crisis Response, Problem Solving Facilitation, Work Group Performance Enhancement)	33
Number of Employees Participating/ Attending Organizational Development Service	390