

HR UPDATE

State of Alaska
Division of Personnel and
Labor Relations

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HR ... Solutions for Success.

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The second one is the Spring 2011 Anchorage Daily News Job Fair in Anchorage on March 16, 2011 from 10-5 p.m. at the Dena'ina Center. With hundreds of applicants attending these two events, this is an excellent opportunity to advertise your vacancies and promote the type of work your agency has to offer.

the help of Anna Hoke in the Division of Retirement and Benefits.

Selection of the final logo was made from approximately 25 submissions collected by ASSET Agency Liaisons in the Departments of Administration, Fish and Game, Health and Social Services, Natural Resources, Revenue, Transportation and Public Facilities, and the Alaska Court System. Liaisons forwarded their top choices to the ASSET project staff, who then ranked the entries and forwarded their top five picks to the project's Steering Committee for final selection. Popular themes included time

If any departments would like to send a representative or have information available at these job fairs, please contact Shelly Saviers at 465-4789 or email: shelly.saviers@alaska.gov

HR UPDATE LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact franklin.hurt@alaska.gov.

Now Available:
[Fiscal Year 2010 Workforce Profile](#)
and
[2011 Progress Report on EEO and Affirmative Action](#)

Up Coming Job Fairs

By Shelly Saviers

The Division of Personnel and Labor Relations would like to announce their participation in two upcoming job fairs.

The first one is hosted by the Department of Labor & Workforce Development's Juneau Job Center in combination with the Juneau Empire, to be held in Juneau on March 2, 2011 from 2-6 p.m. Wednesday at Centennial Hall.

ASSET Project – Logo Selected

by Amanda Webb

The ASSET (Alaska Statewide System for Employee Time) project team is pleased to announce the selection of a logo for the system. The winning entry was submitted by Jessica Williams, a Human Resource Technician with the Division of Personnel and Labor Relations in the Department of Administration. Jessica's original submission was refined and digitized with

and Alaska, and the team looked for a logo that was simple and could be resized and easily copied.

Look for the logo to appear on the [ASSET project homepage](#), SharePoint sites, and the ASSET system when it is deployed later this year. Thank you to everyone who made logo submissions; we were impressed by the number of quality contributions to this contest.



Requirements of Staffing Charts submitted with Position Descriptions

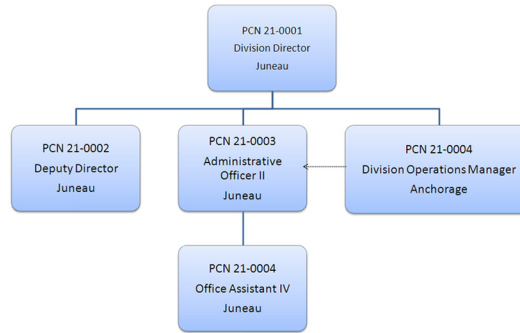
By Tres Causey

The DOPLR Classification Section is responsible for allocating new and existing positions. A position description must be submitted through OPD to the Classification Section for processing. In addition, an updated staffing chart, also known as an organizational chart, showing the relationship of the position to others in the section must be attached to the submitted position description (PD).

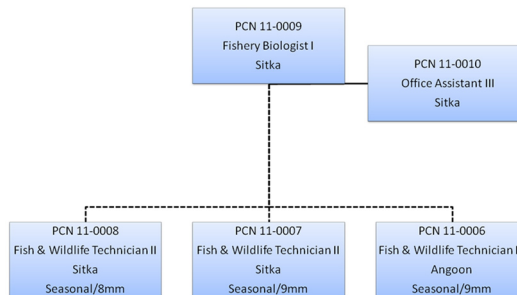
1. The staffing chart must include the subject position and subordinate positions, if any; the subject position's supervisor; and, all subordinate positions of the subject position's supervisor.
2. For each position, at a minimum, the following data must be included: position control number (PCN), job class title, position location. For the subject position, the requested titled should be used.
3. All job class titles for flexible, coupled, and multiple classes need to be listed, in addition to identifying the job class title the position is being allocated to. For example, if the position is being allocated from an Administrative Assistant I to a Retirement and Benefits Technician I (Flex I/II), the title of the position should be Retirement and Benefits Technician I (Flex I/II) to indicate it is also a flexibly staffed position.
4. The designation line needs to show the correct relationships between positions. A solid line from one position to another, underneath, signifies a supervisory correlation in accordance with 8 AAC 97.990(5), between the two positions. A dashed line signifies either a lead, indirect responsibility, or a correlation to

a specific function of the position. Examples are listed below.

This example depicts the Division Director supervising the Deputy Director, Administrative Officer II, and the Division Operations Manager; and the Administrative Officer II supervising an Office Assistant IV.



This example depicts the Fishery Biologist I leading three Fish and Wildlife Technicians, and supervising an Office Assistant III.



NOTE: On occasion, because positions inter-relate, updated PDs must be submitted for other positions in the organizational unit if they are affected by the requested allocation. These procedures will be incorporated into the Standard Operating Procedures for Classification, which are currently under revision.

Classification Class Study Update

Active Studies:

- Equal Employment Opportunity Officer
- Cartographer I-IV (GIS)
- Biologists (Fishery, Habitat, Wildlife, and F&G Regional Supervisor)
- Juvenile Justice Officer I -III
- Juvenile Justice Unit Supervisor
- Juvenile Justice Superintendent I-II
- Administrator, Violent Crimes Compensation Board Executive Director
- Health Care Commission Medical Records Administrator Assistant
- Chief Occupational Safety & Health
- Environmental Laboratory Scientist (Chemist and Microbiologist)
- Port Engineer

Recently Completed Studies:

- Insurance Analyst I, II and III - effective 2/16/11
- Executive Administrator, Board of Public Accountancy - effective 2/4/11
- AK Military Youth Academy Instructor - effective 12/16/10
- Regulatory Commission of Alaska job classes, effective 08/16/10
- Eligibility Technician and Workforce Development Specialist, effective 07/01/10