

HR... Solutions for Success



HR UPDATE

IN THIS ISSUE

- Introducing the New Recruitment Services Manger
- Photo: Lily Ledbetter
- Updated Workplace Alaska Website
- Workplace Alaska New Online Application Process

CLASS STUDY UPDATE:

For the latest Class Study information go to <http://doa.alaska.gov/dop/classification/classStudies/>

HR Update

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Introducing the New Recruitment Services Manager

By Holly Cox

The Division of Personnel and Labor Relations would like to introduce Erin Kelly as the new Recruitment Services Manager. A long time Alaskan, and currently working in the Classification Unit of the Division of Personnel and Labor Relations, Erin Kelly has vision and drive for doing recruitment right.

Born in Juneau, Erin is a fourth generation Alaskan. With a rich family history in Alaska, a grandfather born on the Iditarod Trail and the Juneau courthouse named after a great uncle, she always knew that she would end up back in the state.

"...I have always known Alaska is where my heart belonged I took college as an opportunity to experience and learn new things knowing that I would soon return."

In taking some time away from the state for her education she went to Western Washington University in Bellingham, WA and got her bachelor's degree in Sociology with a minor in Business Management and

Administration. After graduation though it was back to Alaska to be able to apply the skills she learned in the state that she loves.

Before she worked for the State of Alaska she was working for a nonprofit agency as a Case Manager for clients in the Alaska Temporary Assistance Program. During her time there her job was



"...to help individuals remove personal barriers and become self-sufficient by finding them work."

This is where my love for recruitment and finding the right people for the right job really developed."

This is one of the big reasons that she took the leap to apply for the Recruitment Services Manager position. She has worked for the State of Alaska for almost 5 years in a variety of positions, but mostly as a Human Resource Specialist / Consultant in the Classifications Unit of the Division of Personnel and Labor Relations. (...continues on Page 2)

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When she saw that there was an opportunity to work more closely with recruitment she leapt at the chance.

"...I could have an opportunity to work at the programmatic level to provide policy, consultative guidance, and direct recruitment services guidance to State of Alaska agencies and current or future state of Alaska Residents I knew I couldn't let the opportunity get away."

We are happy she did because now she can apply her drive and vision to the State of Alaska recruitment process. As the Recruitment Services Manager, she will provide direction and oversight for the State of Alaska recruitment program and employee placement programs (including job reassignments under the Americans with Disabilities Act and Injured Worker Program placement). She will also oversee the statewide layoff policies, employment eligibility determinations, and Occupational Safety and Health reporting. These new responsibilities will present new challenges for Erin that she is

excited to tackle.

"I'm most looking forward to being able to bring new ideas to the recruitment process and being able to oversee and ensure that people are correctly placed in the Injured Worker Program and the Americans with Disabilities Act Reassignment Program. It will be a demanding undertaking but I'm ready for the challenge!"

We are excited to see what she will bring to the position. Erin Kelly officially starts as the Recruitment Services Manager on September 19.

Photo: Lily Ledbetter



While attending EEOC training Camille had the opportunity to meet Lily Ledbetter and hear her story about how the Lily Ledbetter Fair Pay Act came to be.

Updated Workplace Alaska Website

By Holly Cox

Division of Personnel and Labor Relations Recruitment Services team is currently working on getting the Workplace Alaska website updated. Some of the changes we are planning on implementing are:

- moving the informational notices to the main page,
- changing the label of the job opportunities page to better reflect who the job opportunities are for,
- separating the search form from the results to reduce scrolling,
- making the Apply Search button larger and more noticeable,
- adding a button on each results page to go back to search,

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- and allowing the ability to go back to search from each different job opportunities page.

We originally wanted to make all the changes at once, but in working with NeoGov we will not be able to finalize all the updates until mid to late October. There were a couple of changes that we implemented on the Workplace Alaska main page in early September.

To the main page of Workplace Alaska we have updated the language for how to find job opportunities to look at who the jobs are open to. In Workplace Alaska we currently have three different areas where an applicant can find job opportunities: Current Job Openings, Internal Openings, and Internships. Some people have expressed confusion about the three

different areas, particularly about the Internal Openings jobs. Instead moving forward we want to talk about the three different areas as: for All Job Seekers, for State Employees, and for Students. Hopefully this will



help clarify the types of jobs users will find under each section. When the entire update is complete this will also be reflected in the right side menu under Job Search.

We are currently in the process of moving the informational notices

to the main page and removing them from the search page. This will reduce the length of the search page making it easier for applicants to get to the search and then to the search results. The Workplace Alaska main page is where most users will start their job search and therefore this is the more useful location for informing users of issues or changes.

These are the only changes we have been able to implement to date. When we get a more specific date from NeoGov we will put an update on the Workplace Alaska main page informing users of the update to the search functionality and when it will occur.

Workplace Alaska New Online Application Process

By Angelica Johanson

NEOGOV, the company that provides the system used for Workplace Alaska, recently announced a system-wide change to the online application process. This change is designed for ease of use for applicants and is anticipated to go live in November.

NEOGOV has redesigned the online application process from the ground up. They have put months of planning and hard work into the design and development of the new process. The Workplace Alaska System Administrators

recently attended a demonstration of the process. There are some great improvements to the current process that we think our applicants are going to appreciate.

Some highlights of the new process are:

- User friendly design & intuitive user experience
- Auto-save feature so applicants do not lose information entered
- Improved attachment handling

- Share feature so links to jobs can be easily sent to other via email, Facebook, LinkedIn, etc
- Simple account creation & password management

Be watching for more information on the Workplace Alaska website! We will be updating available resources so you can learn all about the new process. We should have a date for the change in the next couple of weeks.