



HR UPDATE

HR... Solutions for Success

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Nonpermanent Positions - Yes, They Do Expire

By Classification

Nonpermanent Positions (NP) are usually established to assist departments with special projects, help with heavy workloads, or provide a temporary hire while permanent employees are on extended leave. Regardless of why the nonpermanent position was established, they all have an expiration date. It is the employing department's responsibility to monitor all nonpermanent appointments and originate timely separation and/or extension requests on or before the employment authority has expired.

To assist with the monitoring of nonpermanent positions, Classification Services issues a monthly Nonpermanent Position Report to department Administrative Services Directors (ASDs) or their designee for department distribution. The report lists all of the department nonpermanent positions with the expiration date highlighted to easily monitor and take timely action for separation or extension requests. **You will need to contact your ASD or designee directly** to receive a copy of the report. Other recommended tracking sources may include, but are not limited to, Outlook calendars, desk calendars, and regular scheduled monthly status meetings with the nonpermanent employee to track the progress of the work, the days remaining for the position, and evaluate the ongoing need for the work.

If you find you have the need to request an extension, all extensions for nonpermanent positions are requested through the Online Position Description (OPD) system. They are reviewed by the Division of Personnel & Labor Relations (DOPLR) for appropriateness and conformance with collective bargaining agreements (CBA) or statutory requirements. The DOPLR Director has the authority to deny extension requests if it is determined the request is inappropriate. In all cases extensions must be requested in advance of the established end date. Also note, some extensions may require Office of Management and Budget (OMB) approval, such as Long-term nonpermanent positions and Short-term nonpermanent positions extended beyond the CBA.

For additional information concerning nonpermanent positions please refer to Classification Services website at <http://doa.alaska.gov/dop/classification/allocatingPositions/home.html> or contact the Classification Services Operations Team at 465-5646 or 465-8427.

Submissions from DMVA, DNR, DFG, DPS, DEC, DOC, and DOT should call 465-8427

Submissions from DOA, DOL, DOR, DOE, HSS, DLWD, and DCCED should call 465-5646

CLASS STUDY UPDATE:

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

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 holly.cox@alaska.gov.

Update on IRIS Human Resource Management!

By IRIS Project

The June newsletter stated the IRIS Human Resources Management (HRM) team was looking at the baseline configuration of the software to review the functionality and discussing system requirements for the State of Alaska.

To date, the IRIS HRM team has largely completed their evaluation of the baseline design and configuration, and drafted business flow diagrams to illustrate how current business processes will work in IRIS. The

team has also identified potential modifications to the software to better serve the State of Alaska. The IRIS Project Steering Committee is currently reviewing decision papers on those modifications to prioritize which should be considered based on impact, scope, and cost. For example, a modification to enable Bargaining Unit, Status, and Effective Date fields to be entered to support health insurance eligibility reporting was approved.

For more information regarding the IRIS HRM module, please visit the IRIS Project website at <http://doa.alaska.gov/dof/iris/> or contact Bill Diebels at 465-5600 / bill.diebels@alaska.gov.



Photo: Anchorage Job Fair September 10



State of Alaska participated in the Anchorage Job Fair on September 10. Pictured is Mauria Gerdeman speaking to a jobseeker about opportunities with the State.

Photo: DFG Administrative Officers Conference



Tim Parker facilitated a Coaching for Success training at the DFG Administrative Officers Conference in Anchorage. It comprised 100 participants representing 10 states nationwide and Martin Buser was a keynote speaker. The photo is of Martin Buser and Tim Parker with some of the puppies that martin brought with him.