

Department of Administration
Division of Personnel

Contacts for the Department of Revenue

General Management Services Staff			
Name	Title	Telephone #	MS#
Nicki Neal	Senior Management Consultant	465-5438	02P-08
Fran Rabago	Management Consultant	269-0281	
Edra Morledge	Management Consultant	465-2582	02P-08
(Vacant)	Management Consultant	465-4727	02P-08

Department of Revenue Assignments Division/Independent Corporation	Primary	Back-up	MS#
Administrative Services	Edra Morledge	Nicki Neal	02P-08
Child Support Enforcement	Fran Rabago	Edra Morledge	
Commissioner's Office	Edra Morledge	Nicki Neal	02P-08
Permanent Fund Dividend Division	Edra Morledge	Nicki Neal	02P-08
Tax Division	Edra Morledge	Nicki Neal	02P-08
Treasury Division	Edra Morledge	Nicki Neal	02P-08
Alaska Mental Health Trust Authority	Fran Rabago	Nicki Neal	
Alaska Municipal Bond Bank Authority	Edra Morledge	Nicki Neal	02P-08
Alaska Permanent Fund Corporation	Nicki Neal	Edra Morledge	02P-08
Alaska State Pension Investment Board	Edra Morledge	Nicki Neal	02P-08

Who to call about:	Name	Number	MS#
Performance management problems, progressive discipline, leave usage, employee not arriving at the worksite on time, letter of instruction, writing evaluations, etcetera	See Division Contact Above		02P-08
Recruitment, copies of evals, hiring approvals	Julie Wyatt, TS	465-2072	02P-07
New employee appointments, orientations, forms, ID cards	Nena Long, TS Teri Clark, TS	465-2432 465-2776	02P-07
Employee questions about payroll, leave balances, etc	Nena Long, TS Teri Clark	465-2432 465-2776	02P-07
Copies of position descriptions (classified and partially exempt)	Clyde Tennison, ES Kymm Bowthorpe, ES	465-2191	0201
Copies of Position Descriptions (Exempt)	Lora Mallinger, MS	465-4727	02P-08
Classification questions, prioritization of requests, nonpermanent position requests	Susan Taylor	465-2312	0400
Workers Compensation	CJ Hoover, ES	465-5201	0201
Layoff Questions	Edra Morledge, MS	465-4727	02P-08

MS - Management Services

TS - Technical Services

ES - Employee Services

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Contacts for the Department of Revenue

Document Routing	Technical Services	Mail Stop
Timesheets/Leave Slips Hiring/Separating Paperwork Address Changes Leave Cash-ins Acting Status Requests Altered Workweek Requests Family Medical Leave Paperwork	<u>Physical (DHL only):</u> Nena Long, Tech Services 1111 W. 8th Avenue, 1st Floor Juneau, AK 99801 <u>Mailing Address:</u> Nena Long, Tech Services PO Box 110201 Juneau, AK 99811	02P-07
Document Routing	Management Services	Mail Stop
<u>All CSED Locations:</u> Evaluations	Fran Rabago, Gen. Mgt. Svcs. 550 W. 7th Avenue, Ste. 1120 Anchorage, AK 99501-3564	(none)
<u>All Other Divisions:</u> Evaluations - All Others Exempt Position Descriptions Temporary Exempt Position Requests	<u>Physical Address:</u> 300 Willoughby Ave., 9th Floor Juneau, AK 99811 <u>Mailing Address:</u> Shannon West, Gen. Mgt. Svcs. PO Box 110201 Juneau, AK 99811	02P-08
Document Routing	Employee Services	Mail Stop
Workers Compensation Paperwork	<u>Re-Employment Team</u> CJ Hoover PO Box 110201 Juneau, AK 99811	0201