

Email update to agency study contacts 4-16

Good morning. I want to first of all say how much I appreciate those of you who made such an effort in updating and submitting the OPDs and questionnaires that I will be using for study activities. Updated information is as follows:

- 1) As of this morning, 65 OPDs are in at the DOP stage, while another 12 are at one of your departmental stages. Approximately 84 questionnaires have been received. Some of you have informed me of past or soon-to-be position deletions, your plans to reallocate a pcn out of or into the four job classes, and those pcns which still have accurate and fairly current position descriptions either in hardcopy or in OPD. If any of you still need to follow through, please complete your submittals as soon as possible; if no update has been received for a pcn, I will use the most recent approved PD of record for reallocation of that position.
- 2) All logistics, schedules and audit questions will be finalized by this Friday, since I will be on leave from April 23 thru May 2.
- 3) 24 or 25 position audits will be conducted in Anchorage, beginning May 7 thru May 11. Since the largest user of the four job classes is H&SS, I am attempting to schedule their positions first, hopefully at a central location such as the Frontier Building. I will be working with their departmental contact rep, Diana Mason, to schedule, find space, etc..Please refer to the attachment for selected positions, departments, locations, days, etc.; each audit typically takes about one hour with additional time set aside to close out with a supervisor, for example. Since incumbents are located in quite a few different locations, I have tried to arrange these by ease of driving to these locations to visit with incumbents. I will call each of the departmental contacts and/or incumbents to make arrangements, so please expect my call.
- 4) 24 or 25 position audits will be conducted in Juneau, beginning May 14 thru May 18. I am working on, hope to finalize, and will send you the list of selected pcns by late today or early tomorrow. If you have any suggestions, please get them to me later today.
- 5) Telephone audits will be conducted May 21 & 22 with selected incumbents in the few remaining locations such as Fairbanks, Kenai, and Ketchikan. Arrangements will be made with those employees later this week, and a list will be sent to you.
- 6) I have asked three individuals to serve as a working study team to assist me in identifying study issues, define what a program vs project vs service is or what terminology needs to be used in the future, identify levels and types of work, articulate class specifications, etc..My appreciation is extended to Diana Mason (H&SS), Tom Nelson (Labor), and Monica Wellard (F&G) for agreeing to function in that role; each is knowledgeable about his/her department, is interested in the study, and can make a positive contribution to discussions. Once audits are completed, the study team will begin its work.

Again, thank you for your assistance; as before, please contact me if you have any questions or concerns, Jackie Dailey (465-4086)