

Email update to agency study contacts 5-31

Good afternoon. First of all, I want to thank those of you who assisted in encouraging staff to get their documents into the OPD system, finding office space for audits, and helping schedule the same. To update you as to where I am at, please review the following:

As of 5/31, there are 158 positions classified to the four job classes; this number includes 12 Nonperm positions. Of the 146 permanent positions, and after excluding vacancies, there were 118 possible positions left for audit purposes. Since May 7, I have conducted 54 audits onsite in Anchorage and Juneau, in addition to telephone audits, or 45% of the 118, which is a very high percentage in comparison to the typical study. I believe this was necessary given the wide variety of work being performed in and with many different situations, programs, projects, services, etc..

Related to the above, 84 OPDs have been received with another 3 still at the origination stage. Today, I have contacted a number of you to make you aware of some positions that might benefit from OPD submittals; if you can get them in, please do so as soon as possible, otherwise I will end up allocating a position based on outdated or inaccurate PD information. No, no more deadlines will be given, since two have come and gone!

The next step is to group the work based on my review of the OPDs and audit notes, as part of the process in identifying the type/nature of work and possible levels. This information will be shared and discussed mid-month with my working study team consisting of Diana Mason (H&SS), Tom Nelson (Labor), and Monica Wellard (F&G) after "educating" them on classification definitions, the classification factors, etc., that they need to be aware of in order to help me define new job classes. This will be the most important and difficult part of the process. The drafted results, beginning with the job class specification sections of Definitions and Distinguishing Characteristics for each job class, will be sent to you for your review and subsequent discussions. Please keep in mind that these two sections are the most important of any job class and are the basis for the three remaining sections.

Last, staff is still hoping to set up a website; this has not happened due to two vacancies in our IT unit, but we are hopeful.

Again, thank you for your help. If you have any questions or concerns, please contact me, Jackie Dailey (465-4086)