

Subject: pilot prospective Administrative class study

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Greetings to the current incumbents of Secretary, Administrative Assistant, Administrative Manager and Administrative Services Manager positions.

By now most of you are aware the Division of Personnel/Classification Section is conducting a job class study of the generalist administrative classes to which you belong. We will be using a couple of broad avenues of communication to keep you apprised of the study's progress. For instance, some of you may have read our first study status article in the mid-November issue of "HR Update," a copy of which is attached. You can expect monthly updates on this topic through that online publication. As "HR Updates" are released, they are posted here: <http://dop.state.ak.us/index.php?id=1026>. (Scroll down about 2/3 of the screen to the HR Update area.) As a second way of contacting you, we have established this group email address to be able to communicate with you more directly.

The primary contacts for this study are:

Aimee Olejasz (465-4426 or aimee_olejasz@admin.state.ak.us) for DH&SS and the General Agencies
Keith Murry (465-4074 or keith_murry@admin.state.ak.us) for DOT&PF, and the the Public Protection and Resources Agencies

I will be serving as the project lead, and our Classification Program Manager is Amanda Holland. This rounds out the project team assigned to conduct this study.

Your agencies identified a few administrative staff for inclusion in our study interviews. Aimee & Keith have been directly contacting those individuals and are conducting the interviews over the next several weeks.

If you have any questions as we progress through this prospective study, please do not hesitate to contact any of us to further discuss your questions.

Thanks.

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