

MEMORANDUM

State of Alaska
Department of Administration
Division of Personnel

To: Mila Cosgrove
Director, Division of Personnel

Date: April 24, 2006

From: Amanda Holland
Classification Services Program Manager

Phone: 465-4424

Fax: 465-1029

Email: amanda_holland@admin.state.ak.us

Subject: Human Resource Specialist Maintenance Request / Study

History

The State of Alaska and the Confidential Employees Association entered into a Letter of Agreement (LOA) 01-KK-048 as part of the 2000 – 2003 collective bargaining agreement. The LOA required the State to conduct a classification study of human resource job classifications. As a result of this study, the Human Resource (HR) Specialist job class series was established in September of 2002; it replaced the Personnel Specialist and Personnel Officer job class series.

On October 16, 2003, human resource services in the Executive Branch were integrated into the Department of Administration, Division of Personnel by order of the Governor. The goal of integration was to develop and implement an enterprise-wide human resource system and included four objectives: (1) standardize HR policy and practice within the Executive Branch; (2) implement enterprise technology systems and tools to improve functional areas; (3) increase operational efficiency; and (4) reduce administrative costs. Fourteen cross-functional agency human resource offices were consolidated into four primary functional areas within the Division of Personnel. The functional areas included Employee Services, Management Services, Classification Services, and Technical Services.

Approximately six months after integration (5/04-7/04), an independent contractor was secured to review several human resource job classes to ascertain whether or not the existing specifications accurately reflected the integrated HR structure. As a result, the Human Resource Technical Services Supervisor I/II job classes were updated. In addition, it was recommended the Human Resource Specialist III job class, and more specifically the duties performed by the Management Services Team Leaders, be reviewed at a later date once the duty assignments had more clearly settled.

Two years after integration (1/06-4/06), an independent contractor was secured to review the Human Resource Specialist III classification specifications and salary assignment, with particular attention paid to the Management Services Team Leader positions. Simultaneously, the Department of Administration submitted a maintenance request to have the minimum qualifications for the Human Resource Specialist and Human Resource Technical Services Supervisor job classes aligned across the two series.

Summary Comments

Human Resource Specialist III – the independent contractor reported:

“It has been some time since the integrated model was put in place, and further modifications occurred in the fall of 2004 to increase the responsibility of the Team Leader to fully respond to issues with cross-functional elements... Given the way these positions have evolved, the requirement for full cross-functional knowledge, the levels of the issues being addressed, the leadership necessary to standardize policy and address pressing issues related to viability of the workforce, the previous structure of departmental human resource managers as Ranges 20 and 22, and the precedent for one range differences between levels in a series...

...it is recommended that a new level in the series be created to address this class with a range assignment of 21.” The full report is available in the classification specification files.

Minimum Qualification Maintenance Request:

The minimum qualifications for the Human Resource Specialist I – V job classes were reviewed to ensure alignment within the human resource job classes and to identify additional substitutions. An additional education substitution was recommended for the HR Specialist III and IV levels; additional experience substitutions were recommended across the specifications.

Conclusion

As recommended, a new level was established in the Human Resource Specialist job class series to delineate the Management Services Team Leader duties from the existing Human Resource Specialist III classification specifications. The new level is titled Human Resource Specialist IV.

The existing Human Resource Specialist IV specifications are retitled Human Resource Specialist V and have been updated to reflect the current division structure of five functional areas: Employee Services; Management Services; Classification Services; Workforce Development; and Technical Services.

The existing Human Resource Specialist V specifications are retitled Human Resource Specialist VI and assigned a new class code, P1415. They have also been updated to reflect the current division structure.

The minimum qualifications were revised relevant to the classification factors and included education and experience substitutions. The revisions ensure alignment between the human resource job class series.