

ALASKA STATE PERSONNEL BOARD MEETING

August 11, 2022

10:00 A.M.

Atwood Building  
550 W 7<sup>th</sup> Avenue  
Anchorage, Alaska

In person:

Al Tamagni, Chair

Dr. Keith Hamilton, Board Member

Craig Johnson, Board Member

Kate Sheehan, Director, Division of Personnel & Labor Relations

Jean Morgue, Alaska Correctional Officers Association

Carol Havanic, Alaska Correctional Officers Association

Present by teleconference:

Kate Orozco, Human Resource Consultant 5, Division of Personnel & Labor Relations

Pat Morrissey, Human Resource Consultant 2, Division of Personnel & Labor Relations

Colin Amundson, Staff Manager, Office of Information Technology

Andy Miller, Attorney 4, Department of Law

Leslie Isaacs, Division Director, Office of Management and Budget

Morgan Griffin, Attorney 5, Department of Law

Nancy Sutch, Deputy Director, Division of Personnel & Labor Relations

Frank Hurt, Human Resource Consultant 4, Division of Personnel & Labor Relations

Jeff Hahlen, Human Resource Consultant 2, Division of Personnel & Labor Relations

Andrée McCloud, Member of the Public

1. CALL TO ORDER

Chairman Tamagni called the meeting to order at 10:05.

2. APPROVAL OF AGENDA

The agenda was moved and approved.

3. APPROVAL OF MINUTES

The minutes of the May 5, 2022, meeting was moved and approved.

4. ETHICS DISCLOSURE – PERSONNEL BOARD MEMBERS

The board members had no disclosures or conflicts of interest that they were aware of.

5. LEAVE REGULATION AMENDMENTS

Director Sheehan stated that board approved leave regulation changes with the prior Personnel Board meeting, however, the state did not initially post this in the newspaper as is required by Alaska Statute. All other notification and posting requirements were met, but to remedy this situation the board needs to go back

over the leave regulation changes during this meeting. Director Sheehan explained that they were under the incorrect assumption that they did not have to post in the newspaper anymore but because there is a specific statute regarding personnel rules that still says to post in the newspaper and that was missed.

All of these leave rule changes are related to the state switching from a semi-monthly (pay day on 1<sup>st</sup> and 15<sup>th</sup> of the month) to a biweekly pay cycle (pay day every other Friday). The state amended 2 AAC 08.030 (a) was changed to “pay period” from “cycle”.

2 AAC 08.030 (b) the state took out “upon receipt of the completed leave slip” again to coincide with how we function under a biweekly pay period cycle.

2 AAC 08.030 (c) was amended to read instead of “monthly” it was changed to “pay period”.

2 AAC 08.040 (b) was amended to reflect the accrual rate changes become effective the day after the employee completes their service requirement instead of the 16<sup>th</sup> day of the month. The prior language tied everything to an employee’s merit anniversary date which was the 1<sup>st</sup> or the 16<sup>th</sup> of the month. Now it has been changed to simply be the day after you meet your probationary period.

2 AAC 08.045 (a) is regarding personal leave and instead of “monthly” it has been changed to “pay period”.

2 AAC 08.045 (b) and (c) are being repealed and are no longer needed as they referred to the implementation of the cash-value of leave, which happened already on July 1, 1996.

2 AAC 08.045 (d) and (f) removes the words “Officer’s or” so that the regulations simply refer to employees. The word “officer” was redundant.

2 AAC 08.999 (a) (5) repealing this section.

2 AAC 08.999 (a) (6) changes the definition of pay period due to moving to biweekly payroll processing.

The board originally approved these leave amendments with the August 27, 2021, meeting. The board again moved and approved these changes.

**6. RECLASSIFY PCN 02-6301 FROM THE PARTIALLY EXEMPT SERVICE TO THE CLASSIFIED SERVICE**

This is to reclassify the Office of Information Technology position from Chief Technology Officer 1, PCN 02-6301, which is partially exempt, to a Data Processing Manager 3 position, which is part of the classified service. Colin

Amundson stated that in the past year the Office of Information Technology has been working through a reorganization to align their services to meet the needs of the departments across the executive branch. Within this new reorganization there are now two Chief Technology Officers when they only need one. As a result, this position is now reporting to another Chief Technology Officer with different responsibilities, so the department is requesting to change the classification of this position moving forward.

Pat Morrissey commented that with these changes in duties this has been an ongoing process for OIT as they meet future state needs. This position really is no longer responsible for strategy or policy; that's more in the hands of the more senior Chief Technology Officer. The duties and responsibilities of this position are now very typical of a high-level Data Processing Manager. The board moved and approved.

EXPAND THE PARTIALLY EXEMPT SERVICE TO INCLUDE PCN 02-9518  
The agenda was amended to include this request to expand the partially exempt service to include the Chief Operations Officer within the Commissioner's Office for the Department of Administration. Leslie Isaacs thanked the board for taking the time to entertain this agenda item and amend the agenda item. The Department of Administration (DOA) has been trying to work out questions regarding the consolidation efforts that have been underway for the last several years. It has become very apparent that what is needed is a high-level department wide look at the analytics of the consolidations and the customer service work that DOA does. This position would allow for creating and maintaining that reporting system so that not only can we tell ourselves at DOA what we are doing and where we need to strengthen and get better, but to also tell the world about these consolidation efforts as well as other initiatives may impact the enterprise-wide daily business of the State of Alaska. This position going to interact with the other departments in ways to help identify any shortfalls with the current level of service.

Board Member Hamilton asked if more changes like this could be expected in the future due to this OIT reorganization effort? Director Sheehan stated that she did not believe so and that there are a few different consolidations going on right now. The different consolidations are of Human Resources (HR) which is almost done, the Procurement section, the Office of Information Technology (OIT), and Shared Services of Alaska which is responsible for accounting and travel. At this point, these are the only sections the state is looking at consolidating. This new position will still oversee Procurement and OIT but will also help HR and Shared Services.

Kate Orozco stated that Classifications has the Chief of Operations job class established and the specifications for that job class has a focus on the execution of those enterprise-like programs with a specific focus on modernization, restructuring, and stake holder engagement across all agencies. You can look at

this position as someone who can help coordinate and keep things moving within the Department of Administration in order to benefit the state as a whole. The board moved and approved.

7. REVIEW OF QUARTERLY ETHICS REPORTS AND SUBMITTAL COMPLIANCE

Director Sheehan stated that any specifics of the ethics report will need to be held under executive session, but this portion of the meeting is to look at overall report information. By looking at page 1 of 7 in the green tab the board members can go through the narrative so they can see who has complied with providing ethics reports. Board member Hamilton commented that there is a color coding on the report, and he would like to know what those mean. Specifically, are those colored in darker yellow the agencies that have not reported and everybody else is either being moved over to another count to a different department or it's being shifted in another direction like through consolidation?

Director Sheehan will follow up with the board to provide an explanation for the different color codes on the report or have a legend provided for future reports.

8. EXECUTIVE SESSION UNDER AS 44.62.310(c)(3)

The Personnel Board went into executive session to review the confidential ethics case logs.

9. UPDATE FROM THE DIRECTOR OF PERSONNEL & LABOR RELATIONS

Director Sheehan stated that the state is bargaining with the Inlandboatmen's Union and the Teachers Education Association of Mt. Edgecumbe but all other collective unions under a contract. This fall the state will start bargaining with the Public Safety Employees Association. There was legislation, House Bill 226, that will provide a 20% pay increase to attorneys in the Department of Law, Office of Public Advocacy, Public Defenders, and the administrative law judges. It also provided a 5% pay increase to partially exempt and exempt employees and it provided a 15% pay increase to judicial employees. That will be enacted on October 31<sup>st</sup>, 2022.

10. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

The board moved that any future ethics complaints be forwarded directly to the board attorney and a copy provided to the Director of Personnel and Labor Relations. The motion was unanimously approved.

The board tentatively agreed to meet next on November 16<sup>th</sup>, 2022, at 10:00 a.m.

11. ADJOURNMENT

The meeting adjourned at 10:52 a.m.