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Topics

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HR Update

FY04 • Issue 1

May 17, 2004

Director's message:

Welcome to the first edition of HR Update a semi-monthly newsletter designed to keep you informed about developments in the HR arena. Published on the 1st and 16th of every month, HR Update will be distributed electronically to all Administrative Managers, Administrative Services Directors, and others as designated by departments, and posted on the DOP website.

HR Update will keep you informed about changes in HR policies and procedures--new forms, Personnel Rule revisions, changes in interpretations--as well as the services available to you and your agency through DOP. If you have any suggestions about how to improve HR Update, or topics you think should be addressed, please contact me (Dianne_Corso@admin.state.ak.us) or Amanda Holland, the Statewide Planning and Research Group Leader (Amanda_Holland@admin.state.ak.us).

Personnel Rules: The Personnel Board met in January, March and May and made several substantive changes to the Personnel Rules including:

- Revised definition of Alaska residency for applicants;
- Clarification of the injured worker hiring process;
- Clearer definition of a transfer action;
- Updated situations that may bar an applicant from applying;

- Clarification of the Workfirst program; and
- Simplification of the public appeal process for applicants.

A fourth meeting of the Personnel Board is scheduled for June 22, 2004. Changes to the Personnel Rules will be finalized at this meeting. The Division of Personnel will publish the new Personnel Rules as quickly as possible after these final changes are approved.

Personnel Forms: Many personnel forms are now available online at <http://dop.state.ak.us/index.cfm?pPNId=forms>. This web site can also be reached from the DOP home page by choosing "HR Forms" under Quick Links.

HR forms will also be available in the near future in packet form keyed to particular actions such as separation or name change.

DOP Website: The DOP website is updated on a regular basis. Updates include contact information, forms, news flashes, and much more. Visit the website regularly to stay up-to-date.

Technical Services

Timesheet Standard Elements: The new Administration Payroll Team (APT) comprised of members from DOP, Labor Relations and the Division of Finance has identified the mandatory elements for timesheets. Payroll staff are reviewing the various agency timesheets to assure that the required elements are included.

The Technical Services management team will draft policies and procedures for the timesheet standard elements and be available to meet with agencies, answer questions, and provide assistance in developing acceptable timesheet formats for each agency. Implementation will occur in phases and is scheduled to begin July 1, 2004.

Personnel Action Request Forms (PARF): DOP has developed a standardized form for requesting personnel actions. Currently, there are several different versions being used statewide. The Technical Services management team will be writing policy and procedures for the implementation of the standardized PARF. The anticipated effective date is July 1, 2004.

Employee Services

Employee Call Center: The Employee Call Center is up and running. The phone number is 465-3009 and the email address is employeecallcenter@admin.state.ak.us. Many employee questions previously addressed in the Technical Service Centers will now be referred to the Employee Call Center.

Recruitment: DOP recruitment staff in Juneau have consolidated to one office space in the Court Plaza building and are now part of Employee Services. Recruitment contact numbers for each agency have stayed the same:

- General Services – 465-2072
- Public Protection – 465-5739

- Resources – 465-6174
- HSS – 465-1634
- DOT/PF – 465-8986

Please note: Technical Service Centers are responsible for Job Service referrals, LTC and Student Intern recruitments.

Reports of Occupational Injury/Illness (ROI): As an employer, the State of Alaska has 10 days from the date of incident to report an injury/illness. Late reports result in penalty pay and increased premiums. **Help reduce these statewide costs** by immediately faxing completed ROI's to WorkFirst at 907-465-5850 or by scanning and emailing them to stan_hubbard@admin.state.ak.us.

Management Services

Layoff Plans: Some departments are facing reductions that will result in layoffs. New policies and procedures are in effect for developing layoff plans. These are posted on DOP's website at <http://dop.state.ak.us/ppdb/index.cfm>. If there are potential layoffs in your department, contact Management Services directly for assistance.

Management Services is available to assist managers and supervisors with a variety of issues including performance management, employee relations, organizational design, and workforce planning. The Senior Management Consultants are:

- General Services: Nicki Neal, 465-5438
- Public Protection: Kim Peterson, 465-5490
- Resources: Joel Casto, 465-2463
- HSS: Chip Parr (acting), 465-1638
- DOT/PF: Judy Porter, 465-6956

APOC: Effective May 1st, each department should be sending its public officials list directly to the APOC.

Ethics Disclosures: Effective May 1st, ethics disclosure forms are reviewed and signed by the department's designated Ethics Supervisor.

Workforce Profile: This semi-annual report is available online at http://dop.state.ak.us/index.cfm?pPNId=workforce_home. The web site can also be reached from the DOP home page by selecting "Statewide Planning and Research" under the Sections links. The Workforce Profile reports current and historical statistics, notes trends and provides a snap shot of the State's human resources for planning purposes.

Training

TrainAlaska: Sign up for courses offered by the Division of Personnel by using this online registration system. TrainAlaska is located at http://dop.state.ak.us/index.cfm?pPNId=traindev_trainingsched. The web site can also be reached from the DOP home page by selecting "Training and Development" under the Sections links.

Academy for New Supervisors: Designed primarily for new State of Alaska supervisors, the Academy also offers valuable knowledge and skills for seasoned supervisors and managers. First-time supervisors are strongly encouraged to attend the Academy within the first six months after appointment.

Training Costs are now handled under the HR services cost allocation plan. Agencies are no longer charged for each individual participant.

Summer Courses: Fewer courses are offered in the summer due to historically lower enrollment levels in July and August. The Academy for New Supervisors and Workplace Alaska for Hiring Managers will continue to be offered.

Classification

Allocation Priorities: Unless specifically requested otherwise by the department's ASD, classification priorities are:

1. Nonpermanent positions
2. Vacant positions awaiting recruitment
3. Filled positions for which reclassification to a different job class has been requested
4. Updates

The Administrative Services Director may advise the Classification Section of the department's classification priorities each month. The classification supervisor will advise staff of any priority PD's. Absent specific instruction, the classification staff schedule their reviews in accord with the standard priority list above.

Requests for Nonpermanent Positions: The Classification Section has established a checklist for departmental use when requesting nonpermanent positions.

Request for Allocation of a Classified or PX Position: The Classification Section has also established a checklist for department use when requesting position allocation.

An electronic version of both checklists is attached to this newsletter.

Quick Links:

DOP Home Page:
<http://dop.state.ak.us/index.cfm?pPNId=index>

PD Tracker
<http://dop.state.ak.us/pd/>

Employee Call Center
<http://dop.state.ak.us/index.cfm?pPNId=EmpCallCenter>

TrainAlaska
<http://dop.state.ak.us/trainalaska/>

TS Newsletters
http://dop.state.ak.us/index.cfm?pPNId=ts_newsletters