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HR Update

FY04 • Issue 2
June 1, 2004

Director's message:

Thank you for the feedback on Issue 1 of the HR Update. 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).

Court Leave Administration: On May 25th, the Division of Labor Relations issued a determination that court leave should be considered time worked for the purposes of meeting the minimum workweek guarantee, and shall therefore not be reduced when an overtime eligible employee works more than the minimum workweek. Please note that this change only applies to leave required to serve as a juror or when an employee is subpoenaed as a witness.

State ID Cards: The Division of Motor Vehicles has begun converting to a digital licensing system. At this time, DMV offices with the digital licensing system cannot issue State ID cards.

Currently, Anchorage is the only location that has some converted DMV offices. In Anchorage at present, employees can only get State ID cards at the Eagle River and the Matsu offices.

DMV is in the process of developing the statewide procedures for issuing State ID in offices with the digital system. HR Update will continue to keep you informed on this topic as we become aware of changes.

Newsletter Link: DOP will be updating its home page so that all newsletters can be accessed from one link on the DOP home page. Look for this new feature in the upcoming weeks.

DOP Contact List: Go online to the DOP website to get the latest DOP contact list. Access the list through "HR Contacts" under Quick Links on the DOP home page or go to <http://dop.state.ak.us/index.php?id=85>

Management Services

Non Perm Extensions: By statute, nonpermanent positions expire at the end of the fiscal year. Management Services will work directly with departments to coordinate the extension of nonpermanent positions that need to remain active beyond 6/30/04. Management Services consulting teams will be contacting department division directors this week and providing them with non permanent position reports and consultation as needed.

Employee Services

New Employee Orientation: The New Employee Online Orientation is currently in the final review process. Upon completion of an internal DOP review, the orientation will be available for department review and comment. Administrative professionals will be invited to review and provide feedback on the orientation prior to rollout. If you are interested in participating, please contact Peggy Hart at, peggy_hart@admin.state.ak.us, or .Pam Keane at, pam_keane@admin.state.ak.us.

Employment Program Information Workshops: Employee Services will be offering a workshop in Juneau and Anchorage on June 15th, from 8:30AM to 12:00PM.. The workshop agenda consists of: layoff information; PERS/SBS/DCP information; Select Benefits information; Unemployment information; Dislocated worker information; Job Service information; and Workplace Alaska information.

- Juneau workshop: State Office Building, 9th floor conference room 9A
- Anchorage workshop: Division of Health Care Service, 4501 Business Park Blvd, Building L, conference room 2

Please contact Sheri Gray at sher_gray@admin.state.ak.us for more information.

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email employeeccallcenter@admin.state.ak.us.

Technical Services

TS Newsletters: Technical Services publishes a newsletter after each payroll run, approximately every two weeks. The newsletters focus on payroll and personnel action information and provide everything from tips and techniques for department timekeepers to updates on the latest procedures.

The TS Newsletters can be reached by choosing “Technical Services” under Sections and then “Newsletters” under Quick Links on the Technical Services home page or at <http://dop.state.ak.us/index.php?id=75>

Alternate Workweek Agreements: All alternate workweek agreements currently in effect will be extended on July 1, 2004, unless otherwise requested by a department. If an alternate workweek agreement should not be extended, contact the Technical Services Payroll Supervisor in your respective DOP Service Center.

Classification

Classification Contacts: The Classification Section consists of two teams responsible for position allocations.

Diana Mason (907) 465-3849 leads the team responsible for the following departments:

- Administration
- Law
- Revenue
- Education & Early Development
- Health & Social Services
- Labor & Workforce Development
- Community & Economic Development

Fran Kinney (907) 465-4076 leads the team responsible for the following departments:

- Military & Veteran Affairs
- Natural Resources
- Fish & Game
- Public Safety
- Environmental Conservation
- Corrections
- Transportation & Public Facilities

You may check the status of a Position Description (PD) submitted for allocation through

<http://dop.state.ak.us/pd/> on the Division of Personnel web site.

Classification Studies: Classification studies scheduled for completion in June include:

- AMHS Security Officer
- Chief of AKOSH Enforcement
- Chief of AKOSH Consultation
- Chief Administrative Law Judge
- Grants Administrators
- Transportation Maintenance Managers & Superintendents
- Travel Center Manager

Quick Links:

DOP Home Page:
<http://dop.state.ak.us/>

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

Employee Call Center
<http://dop.state.ak.us/index.php?id=5>

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

TS Newsletters
<http://dop.state.ak.us/index.php?id=18>

HR Update Newsletters
<http://dop.state.ak.us/index.php?id=118>