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Topics

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HR Update

Air Quality Alert (Commissioner)

Commissioner Matiasowski has issued a memorandum in response to the DEC issued air quality alert in Fairbanks/Interior Alaska. A copy of the memorandum is attached.

Director's Message (Division of Personnel)

Thank you for the feedback on Issue 3 of the HR Update. If you have any suggestions about how to improve HR Update, or topics you think should be addressed, please contact

Mila.Cosgrove@admin.state.ak.us

or

Amanda.Holland@admin.state.ak.us.

NETg (Training and Development)

The State of Alaska NETg contract will expire on June 30, 2004. The Administrative Solutions Teams (AST, composed of the Administrative Services Directors from all departments) determined that it is not cost effective to renew this contract given the State's current fiscal situation.

While NETg has proven to be an excellent training resource for some developmental needs, the AST determined that departments can better control external training costs by carefully screening training needs and procuring solutions on a case-by-case basis.

All NETg courses must be completed by June 30. State of Alaska access will end at that time. Individuals can call the NETg order desk at 1-800-265-1900 ext.1 and place a credit card order for individual courses. The current cost is \$150 for an IT Technical course or \$75 per Desktop (software) or Business Skills course.

Classification Survey Update (Classification)

Grants Administration: After review of the PD's and presentations from department representatives, new class specifications are being developed. Test allocations will take place in June. Draft specifications will be submitted to the departments for review and comment in early July. Implementation is expected by August 1.

Environmental Sciences: The analyst team has completed the class information gathering interviews. The team reviewed the

information and determined the general class structure. The revisions to the class specifications are being drafted and will be sent out for agency reviews by the end of June. A test allocation session is planned for early July and the study is planned for completion in August.

Emergency Management: The class specifications have been drafted and a test allocation session held. The specifications were further revised and are undergoing final review. Once the class specifications are final, the positions will be allocated to the new classes. Once the allocations are determined, the classes will be assigned salary ranges, the study memo completed, and the study implemented. The target completion date is July 1.

On-line PD System (IT)

The Division of Personnel is developing an electronic system for submitting, approving, and viewing positions descriptions (PDs). The new system will allow an individual supervisor to draft a PD on-line and forward it for division and department approval. Once approvals are received, the PD will be directed to the Classification Section, where it will be assigned to

a classifier and allocated. The PD and allocation analysis will then be viewable on-line by anyone with Internet access.

Other position control actions, such as organizational code changes, will also be processed in the new system; the system will direct the action to the appropriate sections within the Division of Personnel for processing. It is expected the system will be tested this fall and go live early in the new year.

Ethics Supervisors (Department of Law)

Designated Ethics Supervisors, if you have not done so already, it's time again to remind ALL employees to report their outside employment or services to their designated ethics supervisor by July 1. The Outside Employment or Services Notification forms are available on the Internet at <http://www.law.state.ak.us/doclibrary/ethics.html>.

Leave Slip Order Form (DOP - Administration)

Effective July 1, the Division of General Services will transfer the responsibility for leave slip purchasing, storage and distribution to the Division of Personnel. Leave slips may be ordered via the Division of Personnel website. To order leave slips go to the DOP home page; the last choice on the "Quick Links" menu is leave slips. The link will take you to the leave

slip order form. The login information is the same user name and password you use to login to your e-mail. Once you have successfully logged in, you may place your order.

In early July, Technical Services will begin the process of co-locating three of its five Juneau service center offices. The Service Centers for General Agencies, Resources, and Public Protection will be located on the first floor of the Goldbelt building. The move will be completed in stages over the next two months so as not to disrupt payroll processing.

Training Schedule (Training and Development)

It's summer, and that means a select training schedule during July and August. Workplace Alaska for Hiring Managers classes are being offered in both Juneau and Anchorage over the summer. The new fall schedule will be posted to the DOP website in August. Look for some new classes in Training

Technical Services Move (Technical Services)

PARF & Timesheet (Technical Services)

Technical Services is currently meeting with department Administrative Services Directors to review the implementation plans and dates for the standardized Personnel Action Request Form (PARF) and Timesheet. Any

updates made to the implementation plans will be posted, as they become available.

Contact Information (Division of Personnel)

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>

Employees who have general questions about their employment. The Call Center phone number is (907) 465-3009 or email employeecccenter@admin.state.ak.us.

Quick Links (Division of Personnel)

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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/>

DOP Newsletters
<http://dop.state.ak.us/index.php?id=144>