

Topics

- **New Leadership**
- **Advanced Step Placement**
- **My Phone Book**
- **Technical Service Moves**

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- **Service Pins**
- **Recruitment Records**
- **HR Update Feedback**
- **Contact Information**

HR Update

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New Leadership

(Division of Personnel)

retired from state service on July 9th. Dianne was instrumental in making the HR Integration a success. She will be greatly missed.

Mila Corgrove is currently the acting director. Nicki Neal is in acting status as the Program Manager for Management Services.

Advanced Step Placement

(Employee Services)

Advanced step placements for initial appointments or appointments to a lower class not in the same or closely related series must be approved by Employee Services prior to Appointment. Approval is based on the exceptional qualifications of the appointee or difficulty in recruiting qualified applicants for the position. Placement criteria do not apply to promotional step placement.

For step by step instructions on this process go to the DOP home page; the second choice on the "Quick Links" menu is HR Forms. The link will take you to the list of HR forms, where you will find additional information on advanced step placement and instructions sheets.

<http://dop.state.ak.us/index.php?id=12>

Information may also be found on the DOP home page on the "Quick Links" menu under Policy and Procedures. The link will take you to the Division of Personnel's SOP's, where you will find the SOP on advanced step placement.

<http://dop.state.ak.us/ppdb/index.cfm>

My Phone Book

(DOP - IT)

The Division of Personnel recently added a new option to the Personnel web site. "My Phone Book" allows you to create and print your own phone book using information taken directly from the State of Alaska directory service. You can customize the phone book and show as little or as much information as you would like.

The system is for use by State of Alaska employees, which means that you can log in to use MyPhoneBook with your LDAP username and password. For most employee's, this is the combination you use to log into your State e-mail.

The IT section is currently developing a PowerPoint introduction to help you get started using MyPhoneBook. We will keep you updated on the status of the

PowerPoint Introduction.

If you have any questions or difficulties, please contact ([Aaron Belovsky@admin.state.ak.us](mailto:Aaron_Belovsky@admin.state.ak.us))

Technical Services Move

(Technical Services)

As stated in the last HR Update, Technical Services has begun the process of co-locating three of it's five service centers. The Service Centers will be located on the first floor of the Goldbelt building.

Technical Services General Agencies group completed their move to the Goldbelt building on July 9th. The Resources Group is scheduled to move on July 26th, followed by the Public Protection Group on August 9th.

The move is being conducted in phases during payroll down times in effort to avoid any disruption of business services.

Service Pins

(Director's Office)

The Division of Personnel has issued a memorandum that defines changes to the service pin process. The Division of Personnel will coordinate the ordering of service pins and certificates for all fourteen departments. The Division

will also be available to answer any questions that may arise. A copy of the memorandum is attached.

Recruitment Records (Employee Services)

Hiring Managers, please remember that you must keep all recruitment records for a minimum of two years after an appointment has been made per 2 AAC 07.113 Records, Maintenance, and Documents.

HR Update Feedback (Division of Personnel)

Thank you for the feedback on Issue 4 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](mailto:Mila_Cosgrove@admin.state.ak.us)) or

([Amanda Holland@admin.state.ak.us](mailto:Amanda_Holland@admin.state.ak.us)).

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>

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 employeecallcenter@admin.state.ak.us.

Quick Links

(Division of Personnel)

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>