

Topics

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Topics

- **New! Classification Inbox**
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HR Update

FY05 • Issue 2
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Service Pin Update

(Director's Office)

The Division of Personnel will be processing the first set of service pin and certificate reports and orders this week. Pat Dill is the primary contact in the Division of Personnel for service pins and certificates and she will be forwarding the reports to the individual department contacts.

Please note the Court System, Legislative Affairs Agency and the Governor's Office will continue to process service pin and certificate orders independently. HR Update Issue 1 FY05 has an article that describes the service pin and certificate process in greater detail. Access the article and related memorandum on our web site at <http://dop.state.ak.us/index.php?id=144>

Monthly Non Permanent Position Reports

(Classification)

The Classification Section will monitor the expiration dates of non permanent positions and notify departments of positions that are due to expire. On or about the 15th of each month, Classification will provide each department with a list of positions that will expire the following month.

The Classification Section sent its first set of monthly non permanent position reports to departments last week. The reports listed all non permanent positions due to expire in July or August 2004. The next set of reports, due to come out August 15th, will list all non permanent positions due to expire in September 2004.

Monthly non permanent reports are accompanied by the following procedural information:

- Incumbents may not work beyond the last day for which the position is authorized.
- Short-term non permanent positions are usually established for the maximum period allowed by the labor agreements; they will not normally be extended beyond the contractual limit.
- Long-Term non permanent and Project non permanent positions may be extended at the request of the department. Procedures will be distributed this week.
- When a non permanent employee is separated from state service, the supervisor must submit a completed Personnel Action Request Form and separation paperwork to the appropriate Technical Services Center so the final pay can be processed.

Our goal as we implement this new tracking and notification

system is to provide departments with timely and useful information. Suggestions for improving the notification system should be sent to Nancy Jacobski at

nancy_jacobski@admin.state.ak.us

Technical Services Move Update

(Technical Services)

The Technical Services Resources Group successfully relocated to the Goldbelt building on July 26th. The Public Protection Group is scheduled to move on August 9th.

Mail stops and voice and fax telephone numbers are transferring with the Technical Services groups as they relocate. Please continue to use the published contact numbers and mail stop addresses when contacting the General Agencies, Resources, or Public Protection Technical Service Centers.

New! Classification Inbox

(Classification)

The Classification Section has established an inbox for Position Descriptions (PDs) and Non Permanent Position request forms. PDs and Non Perm request forms that have all of the appropriate signatures may be hand-

delivered to this special inbox. Hard copy PDs must be signed by the Administrative Services Director (or designee) in block #30 of the PD prior to submittal to the Division of Personnel.

The inbox is located on the 10th floor of the State Office Building in Juneau. It is situated in the cubicle directly across from the main doors to the Division of Personnel and a sign is posted on the outside of the cubicle to more clearly identify the location of the inbox. Liza Lumbab in the Classification Section manages the receipt of the signed, hard copy PDs and Non Perm request forms.

Electronic copies of PDs should be submitted to classification@admin.state.ak.us. Please note: Some departments require electronic PDs be submitted through Administrative Services to Classification. Other departments allow managers to submit the electronic PD directly to Classification.

Forms Packets On line

(Division of Personnel)

New employees and separation forms packets are available on line at the Division of Personnel web site. Go to the Division of Personnel's home page at www.dop.state.ak.us and click on HR FORMS under the Quick Links.

The HR Forms web page is split into two groups; Employee Packets and Alphabetical Form Listing. Under Employee Packets, click on either the new employee or separation packets link. You will then be taken to the a page that has packets of forms available, sorted by bargaining unit and position type (e.g., permanent, non permanent).

Please note: additional packets will be posted on the web site over the next two weeks. Check this web site regularly in

order to keep up-to-date on the newest packets available.

HR Update Feedback

(Division of Personnel)

Thank you for the feedback on 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).

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>

