

## Topics

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# HR Update

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### **Employee Services Contacts (DOP)**

While Pam Day is assisting with management of the Classification section, Penny Beiler is the acting Program Manager for Employee Services. Until further notice, Penny may be contacted as Employee Services Manager at 465-8482.

### **Collective Bargaining Agreement Training for SU and LTC (Labor Relations)**

Labor Relations and the Division of Personnel are pleased to be working together to bring state executives, managers and supervisors training on the new Supervisory Unit and Labor, Trades and Crafts Unit contracts. Training sessions will be held in Anchorage, Fairbanks and Juneau during the month of September. Videoconference times will be scheduled for outlying areas and other office locations. Look for upcoming email announcements regarding the training sessions' dates, times and locations. Instructions regarding how to sign up for the sessions will be included in the announcements.

While the training sessions will focus on the Supervisory Unit and Labor, Trades and Crafts Unit agreements, Labor Relations and Division of Personnel presenters will field questions regarding other contracts if time allows. The sessions are scheduled to run two hours and will

be offered in the afternoon and the evening to accommodate different shift schedules.

Training sessions for the General Government Unit will be scheduled in the future. Please refer to the attached memorandum from the Labor Relations Director regarding the current GGU contract.

### **New Employee Orientation Interactive Session (Employee Services)**

The Division of Personnel has scheduled an interactive session for the statewide online New Employee Orientation. Before going "live", the division would like to gather comments and feedback from Administrative Managers. The session will be held in the Division of Personnel Training Room in Juneau on Thursday, September 9<sup>th</sup>, from 9-11. Anyone interested in attending should contact his or her Administrative Services Director. The Division would like to have representatives from each department at this interactive session so that contributions can be received from all departments.

### **Important News on Occupational Injuries! (Absence Management)**

Any employee who experiences an injury on the job, no matter how minor, needs to inform their supervisor immediately. **Within ten (10) days of the employer's knowledge of an injury, a Report of**

**Occupational Injury Form must be completed and faxed to the Absence Management office.** The employee's signature is not required however the departmental signature is imperative. Failure to submit these forms within the ten-day deadline results in penalty charges of 20% compounded daily to your respective department. The penalties are calculated by the Workers' Compensation Company and are passed on to the employer. Here are the steps you need to follow to avoid these expensive penalties:

Educate all managers, supervisors, and employees to report on-the-job injuries immediately.

Take immediate steps to fill out the Report of Occupational Injury form located on the Department of Administration, Division of Risk Management's website under forms. Fax the form within 10 days of your notification of the injury to Absence Management at 465-5850 and send the original form to this office at Mail Stop 0201 or mail it to Division of Personnel, Absence Management Section, P. O. Box 110201, Juneau, AK 99811-0201.

Absence Management staff will be offering informational sessions in Juneau, Anchorage and Fairbanks this fall. Please watch for the announcement in the HR Update on the dates, times and locations of these sessions. In the meantime, please contact staff in this section if you have questions. The contact number is 465-4432.

### **Short-term Nonpermanent Positions (Classification)**

The Division of Personnel wants to remind supervisors and hiring managers that there are several options when making appointments to short-term nonpermanent positions. If there is an immediate project need for a short-term position, the appointment may be approved through means other than WorkPlace Alaska. Selection may be given to a Job Center referral, former employee rehire, or another candidate who meets the minimum qualifications of the approved job class.

When the nonpermanent position request form is completed for a short-term position, check the box marked "other" under Method of Recruitment. When the position is approved by the Classification section, you may present your desired candidate to your technical services staff for hire approval.

Requests to establish short-term nonpermanent positions are usually reviewed by the Classification Section within two business days of receipt of a request from a department's Administrative Services Director.

### **Minimum Qualification Reviews (Classification)**

As part of the ongoing review of job class specifications, the Division of Personnel conducts classification studies to establish new job classes and revise existing job classes. The Classification Section also reviews and modifies the minimum qualifications of job classes at the request of the

operating departments or when the Employee Services Section identifies recruitment problems.

The recent classification study of the Grants Administrator series resulted in new class specifications and broader minimum qualifications. Recognizing the variety of duties performed by many Administrative Managers, that job class is now included as qualifying experience at several levels of the Grants Administrator series.

Similarly, professional administrative experience in which a substantial part of the duty assignment is the performance of human resource work service will be considered qualifying experience in the Human Resource Specialist series. The applicant should explain in detail in the cover letter how their work experience meets the qualification.

In response to recruitment difficulties, the Classification Section is reviewing the minimum qualifications of the Administrative Manager series. Several departments have asked that the MQs be broadened to include other administrative experience. Proposed MQs will be circulated through the Administrative Services Directors for review and comment prior to implementation.

### **HR Update Feedback (Division of Personnel)**

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](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 [employeeccallcenter@admin.state.ak.us](mailto:employeeccallcenter@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>