

HR Update

FY 05, Issue 5

September 16, 2004

HR Update Feedback

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

DOP Contact List: Go online to the [DOP website](http://dop.state.ak.us) 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 employeeccall-center@admin.state.ak.us.

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/>

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

Inside This Issue:

- Flex Staffing Memo
- Raters Guide
- Evaluation Routing

- HR Update–New Look
- Forms Packets–Online
- ADA Training Classes
- PD Five Year Rule

Flex Staffing Memo

The Division of Personnel has received several requests for clarification regarding the use of flexible staffing. A memorandum has been issued in response to these requests and outlines the business uses for flexible staffing in the recruitment and retention arena.

Flexible staffing is a management tool designed primarily to aid recruitment by facilitating entry into a chosen occupational field, providing clear promotional criteria and streamlining the reclassification process. Flexible staffing agreements may be approved for a specific position in a job class series, provided the series has both a trainee and a journey level. Flexible staffing procedures are outlined below:

- Manager identifies the need for flexible staffing.
- Manager prepares a Position Description (PD) for each level and a formal training plan.
- The Division of Per-

sonnel approves the PD and training plan, a.k.a., flexible staffing agreement.

- Manager has the option of recruiting and filling a position at the trainee or journey level and can recruit for both levels simultaneously.
- An incumbent can be flexed to the journey level once he/she has successfully completed the formal training plan and meets the minimum qualifications of the higher level.
- Flexing to the journey level requires a classification action in the Division of Personnel. Manager submits a request to his/her respective Management Services Consultant, who then reviews the request and flexes the position if appropriate.
- In most cases, incumbents may not be granted permanent status at the trainee level; individuals unable to flex to the higher level are separated during the probationary period.

Rater's Guide

The Division of Personnel has published the revised and updated Rater's Guide. The guide can be accessed on the DOP web site at <http://dop.state.ak.us/index.php?id=158>

The updated and revised Performance evaluation coversheet has been added to the HR Forms link. The Performance Evaluation Coversheet can be access on the DOP website at http://dop.state.ak.us/fileadmin/DOP_Home/doc/EvaluationForm082704.doc

Evaluation Routing

Managers, please remember that you must route all performance evaluations to Management Services. Evaluations misrouted can result in the delay of merit increase.

HR Update New Look

HR Update has evolved. Please let us know what you think of our new look.

HR Update Feed-

back, Contact Information, and Quick Links information has been relocated to the front page for your convenience.

HR Forms Packets

Forms packets are available on line at the Division of Personnel web site. Go to the Division of Personnel's home page at <http://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 employee form packets link. You will then be taken to the a page that has packets of forms available, sorted by action type and bargaining unit (e.g., separation by bargaining unit, transfer, status change).

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.

ADA Training Classes

ADA Dept Coordinators,

Attached please find flyers for upcoming ADA Trainings in Juneau, Fairbanks and Anchorage. There will be two trainings in each area. One training will cover Title I ADA issues. The other training will cover Removing Architectural Barriers. Please distribute these flyers to all appropriate staff in your department.

The classes may be opened up to non-State employees if we do not have full attendance, so please let staff know they should register soon.

For more information please contact Krista at 465-2814 or e-mail her at krista_skannes@labor.state.ak.us.

Attendees can register online at <http://labor.state.ak.us/forms/ada/htm>.

PD Updating

Hiring Managers, please be aware current guidelines on updating PD's prior to recruitment.

1. If the PD is more than 5 years old, when you submit a job request for posting, recruitment staff will post the job request as long as the duties in the PD and job request match.
2. If the PD does not reflect the duties of the position as advertised, it cannot be posted until the PD is updated.

The recruitment staff are preparing checklists for hiring managers that will be an at-a-glance reminder of the steps and requirements in the hiring process. Watch Workplace Alaska for new additions.