

HR Update

FY 05, Issue 7

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HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve the 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

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.

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>

Rater's Guide
http://dop.state.ak.us/index.php?id=158&no_cache=1

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New Employee Orientation Launch

The Division of Personnel's New Employee Orientation Program is scheduled to launch with pilot departments in mid November. Look for upcoming announcements and information in future editions of HR Update.

Benefits of Multi-Level Recruitments

Having recruitment difficulties? A multi-level recruitment is an option worth considering.

The multi-level recruitment option allows for concurrent advertising at multiple levels of a job class series. The following are the steps in setting up a multi-level recruitment.

1. Identify the duties for the position at all levels and prepare a Position Description (PD) for each level.

2. Forward the PDs to the Classification Unit in a packet and indicate that you wish to recruit for multi-levels.
3. Once the Classification actions are complete, you can prepare a job request in Workplace Alaska for each of the levels you wish to advertise.
4. Notify your contact in the Recruitment Section of Employees Services that you are advertising at multi-levels for one vacancy.

This option is a bit more work at the beginning of the recruitment but the benefits are the opportunity to compare pools of candidates at more than one level and make a hiring decision where you truly get the best fit for the job.

The multi-level recruitment option may not be appropriate for all recruitments. Work must exist at the different levels so the employee can perform at

the level for which he/she was hired. Your Management Services consultant can assist you in determining when multi-level recruitment might be a viable option.

Online Position Description

The Division of Personnel is developing an online system for submitting, approving, and viewing position descriptions (PDs). It is anticipated the system will easily allow revisions to be made without additional copying, faxing, and mailing of hard copies.

The new system will allow a supervisor to revise or create a PD online and forward it for division and departmental approval. Once approvals are received, the PD will be directed to the Classification Section, where it will be assigned to a classifier for review and allocation. Approvers and DOP staff will be able to

track the progress of the PD throughout the various stages of the approval and allocation process.

Nonpermanent position requests and other position control actions, such as organization code changes, will also be processed in the new system.

Once the allocation or position control action is finalized, the new record may be viewed online by anyone with internet access.

The system will have the ability to create a list of positions by criteria such as department, division, job class title, location, position type, and bargaining unit. Other features include the ability to search for a specific PD, to attach electronic files such as organizational charts, to use

an existing PD as a template, and to request a classification study online.

It is expected the system will be tested this fall and go live early in 2005.

Recruiting for High Turnover Positions

A multiple position recruitment is an option to consider when you have more than one vacant position simultaneously or when you believe additional positions will become vacant in the near future. High turnover can occur in certain work units, such as a clerical pool, or with specific job classes, such as Administrative Clerk. You can use Workplace Alaska to recruit for multiple positions in a single

recruitment. The vacant positions must be the same job class, located in the same town and performing similar, if not identical, duties.

Multiple position recruitments must include the following statement: "This recruitment may be used for more than one vacancy. The applicant pool acquired during this recruitment may be used for future vacancies for up to 90 days after this recruitment closes. Interested applicants are encouraged to apply to each recruitment notice to ensure consideration for all vacancies."

Your Recruitment contact in the Employee Services Section can assist you in creating and working a multiple position recruitment.