

HR Update

FY 05, Issue 8

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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 employeecallcenter@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

Effective November 15, 2004, the new employee orientation (NEO) will be piloted in six departments: Revenue; Education & Early Development; Commerce & Economic Development; Natural Resources; Fish & Game; and Environmental Conservation. The Division of Personnel Employee Services and Management Services Teams will be working with those departments' Administrative Managers throughout the pilot to ensure the orientation process is working and to troubleshoot any identified "bugs."

Statewide implementation of the NEO is scheduled for December 2004. The Employee Services and Management Services Teams will be meeting with Administrative Managers across all departments to provide training and information and to help

make the implementation as smooth as possible. HR Update will continue to provide information on the NEO rollout throughout the pilot and statewide implementation phases.

Employee Services would like to thank department Administrative Managers / Assistants and Management Services and Technical Services staff for their input, feedback and review during the development of the New Employee Orientation.

HR Web Site Resources

The Division of Personnel's web site holds a number of important resources for supervisors. We have compiled a list of the topics most frequently accessed.

PARF – The personnel action request form (PARF) is located on the HR Forms site; <http://dop.state.ak.us/>

[index.php?id=12](http://dop.state.ak.us/index.php?id=12). The PARF is also included in each of the employee forms packets as appropriate, <http://dop.state.ak.us/index.php?id=156>.

Rater's Guide/ Performance Evaluations – Management Services is the first point of contact for supervisors and managers who are seeking advise regarding employee performance management. Management Service Consultants coach supervisors and managers through the various personnel and employee relations processes. Which include, but are not limited to:

- Development of work rules
- Development of performance expectations
- Performance appraisal review
- Correcting poor performance

- Investigation of employee misconduct
- Employee discipline

The Rater's Guide is located on the Management Services page under Quick Links at http://dop.state.ak.us/fileadmin/Management_Services/pdf/RatersGuide083104.pdf. The performance evaluations coversheets are located on the HR Forms page <http://dop.state.ak.us/index.php?id=12>.

Employee Form Packets – The Employee Form Packets are located at <http://dop.state.ak.us/index.php?id=156>. The Employee Form Packets page includes packets for the following personnel actions: separation packets for each of the bargaining units, non-perm, seasonal leave, status change, layoff, transfer and Family Medical Leave.

Currently, a basic appointment packet is included in the Employee Form Packets list. The appointment packet will remain on the Employee Form Packets list until the New Employee Orientation has been rolled out to all agencies in December 2004.

PD Tracker – PD Tracker is a system developed

to provide basic information to managers, supervisors, and employees about the status of position descriptions (PDs) submitted for classification review. You can sort by PCN, department, job class code, or division name. PD Tracker is located on the Classification web page <http://dop.state.ak.us/pd>

Training and Development – The Training and Development T&D staff provides professional supervisory, management, leadership, EEO compliance, and interpersonal skills training development and delivery. All courses with open-enrollment classes scheduled are listed with a short description of the course. On the Training and Development web page, you may view the class schedule for a course and enroll in the course. <http://dop.state.ak.us/index.php?id=10>

Workplace Alaska – The Employee Services Section is responsible for the operation and maintenance of the State of Alaska's online recruitment system, Workplace Alaska. Workplace Alaska is based on employment policy and procedures established in accordance with the merit principle, collective bargaining and employment law. The Workplace Alaska System Design

and Outreach Team staff also coordinates and participates in outreach efforts such as job fairs and the Student Intern Program. The Workplace Alaska site is located at <http://notes3.state.ak.us/wa/mainentry.nsf/WebData/1hp1HomePage/?Open>

Newsletters – The Division of Personnel publishes three newsletters. The Technical Services section publishes a semi-monthly newsletter focusing on payroll and personnel action information, including tips and techniques for department timekeepers and updates on the latest procedures.

Statewide Planning and Research publishes HR Update and HR Solutions. HR Update is a semi-monthly publication, designed to keep state administrators informed about developments in the HR arena. HR Solutions is a quarterly publication and is designed to provide managers and supervisors with practical ideas and information that will make the HR component of their duties a little more manageable and to provide updates in key areas of employment law. <http://dop.state.ak.us/index.php?id=144>