



STATE OF ALASKA
DIVISION OF PERSONNEL

FY 07 - ISSUE 01
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UPDATE

HR.....PASSIONATE ABOUT YOUR SUCCESS.



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HR UPDATE'S NEW LOOK

HR Update has evolved. Please let us know what you think of our new look. Comments may be directed to ([Julie_Russo @admin.state.ak.us](mailto:Julie_Russo@admin.state.ak.us)).

DIVISION NEWS BY INGA AANRUD

The Division of Personnel and the Division of Labor Relations have merged into one division. We are now the "Division of Personnel & Labor Relations."

We are pleased to announce that Nancy Sutch is the acting Deputy Director for Labor Relations. Nancy has worked for the State of Alaska for over 18 years and has worked for the Departments of Administration, Fish and Game, Revenue, and Transportation and Public Facilities. In 1987, she began employment in the Division of Personnel and then promoted to the Department of Revenue where she worked for eight years. In 1995, Nancy accepted a Personnel Officer position in the Department of Transportation and Public Facilities where she worked until October 2001 when she accepted a position as a Labor Relations Analyst in the Department of Administration.

PERSONNEL STAFFING ANNOUNCEMENTS BY INGA AANRUD

Several members of our staff will be assigned to work on either the new HR Payroll System or the Data Warehouse project for an estimated period of 24 months. Some positions will be held un-

filled, while other positions will be temporarily filled.

Pam Day will be assigned to work on the new payroll system project and Sarah Brinkley will be acting as the Program Manager for Employee Services Section. In addition, Sarah will continue to be the Class Study Supervisor.

Sarah has 16 years of State service. Over 8 of those years have been at the manager level. Sarah started with the Department of Health and Social Services in 1990. She spent over 14 years advancing through the administrative field at the departments of Environmental Conservation, Health and Social Services and Administration.

Krisi Hicks with Technical Services will be assigned to work on the new payroll system project and Jo Keys will be acting in Krisi's position. Others that will be heading off to the payroll project from the division are Kim Garrett and Greg Sheppard. Connie Preecs will be the division's representative for the Data Warehouse project.

ALASKA ADMINISTRATIVE MANUAL UPDATES BY NICKI NEAL

On July 1, 2006, policies on Advance Step Placement, and Reference Checks were published in the Alaska Administrative Manual (AAM). Please take a moment to read these policies at: http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/100.pdf as they may represent a change from your agency's current practice. A brief overview of these policies is provided below.

Advance Step Placement (AAM

100.110)

Advance step placement may be authorized, under certain circumstances, for positions in the classified service. Advance step placement is based on the exceptional qualifications of the selected applicant and/or recruitment difficulties. For an advance step placement to be considered, a competitive recruitment must have been conducted.

Reference Checks (AAM 100.100)

At minimum, hiring managers will complete two employment-related reference checks on the applicant determined to be the most qualified.

For applicants who are current or former employees of the State of Alaska, hiring managers will obtain the applicant's last two performance evaluations, if available, from Employee Records and any other pertinent documents such as disciplinary memoranda.

For additional information regarding these policies you may contact your assigned recruitment contact.

CONDUCTING EMPLOYMENT REFERENCE CHECKS BY PAM DAY

Not only is it a requirement, checking references is still one of the most valuable tools to find the most qualified employee.

On July 1, 2006, the Division of Personnel published the Reference Check policy in the Alaska Administrative Manual (AAM) http://fin.admin.state.ak.us/dof/ak_admin_manual/resource/100.pdf

The policy was designed to ensure that hiring managers will have the most ef-

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fective tools and valid information regarding an applicant's past work performance, work habits, interpersonal skills and supervisory (if applicable) skills.

Accordingly, the policy allows for the hiring manager to serve as a reference if they have direct knowledge of the applicant's job performance and behaviors.

In addition, if the most qualified applicant for the position is a current or former employee of the State of Alaska, the hiring manager is required to contact the Division of Personnel, Employee Records section to obtain the applicant's two most

recent performance evaluations, if available, and any other pertinent documentation such as disciplinary memoranda.

Simply fax the "Application Certification Form" along with a fax cover sheet documenting your request for performance evaluations and other pertinent documents regarding the applicant's performance and behaviors to Employee Records at 907.465.6624 or employee_records@admin.state.ak.us. Please indicate if you would like to receive the documents by fax, e-mail, or hardcopy. Employee Records makes every effort to respond to your request within 24 hours or less.

As always, if you have any questions or need any guidance, your recruitment staff contacts at Employee Services are always available to assist you.

General Group (Law, DOA, CC&ED, DOL&WD, DOR) 465-3742

Resources Group (DNR, F&G, DEC) 465-3945

Public Protection Group (DOC, DPS, DMVA) 465-5739

DOT/PF 465-5029

Health & Social Services 465-3395

Interns, LTC, Job Service 465-5807