

HR UPDATE

STATE OF ALASKA
DIVISIONS OF PERSONNEL/
LABOR RELATIONS

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HR.....PASSIONATE ABOUT YOUR SUCCESS.



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HR UPDATE

LET US KNOW WHAT YOU THINK

Please let us know what you think of our publication. If you have any suggestions about how to improve HR Update or topics you think should be addressed, please contact (Julie_Russo@admin.state.ak.us).

EMPLOYEE SERVICES CONTACT CHANGE BY TARA STEPHENS

Workplace Alaska Hiring Managers, effective immediately, Tamara Ecklund, your Employee Services recruitment contact, has recently changed her last name from Ecklund to Brown. This name change will affect her email address; her new email address is: tamara_brown@admin.state.ak.us.

Please direct any correspondence to her new email address. Thank you in advance for your patience and understanding during this transition.

Your Divisions of Personnel/Labor Relations Recruitment Team <http://dop.state.ak.us/index.php?id=4>

RETIREE REHIRE POLICY MEMO AND FAQ BY KATHLEEN NAVA

Department of Administration Commissioner, Scott Nordstrand, has issued a

memo ([Link to Memo](#)) addressing the status of PERS Waiver Employees. For additional information regarding the Rehired Retiree Program (also known as HB 242 and 161), please see Divisions of Personnel/Labor Relations Director Dianne Kiesel's list of FAQs ([Link to FAQs](#)).

CLASSIFICATION OUTLINE: WHAT IT IS, HOW IT HAS CHANGED, AND HOW THE CHANGE AFFECTS YOU.

BY KEITH MURRY

The Classification Plan and Classification Outline are tools used in the State's personnel administration activities. The Classification Plan covers all positions in the Classified and Partially-Exempt Services. Every position in the Classification Plan is placed in a Job Class based on the duties and responsibilities assigned and performed. Each Job Class is described in a class specification. Class specifications include:

- a class title;
- a description of the duties and responsibilities that are characteristic of the class;
- descriptions of the boundaries between the class and similar classes;
- the training and/or experience required for appointment to a position in the class;
- and other information affecting personnel administration decisions for employees in the class.

The Classification Outline is the schematic used to aggregate Job Classes into broader groups. This tool aids in maintaining equitable and consistent personnel administration across occupations.

In the first level of aggregation, each Job Class is placed within a Job Family. Job Families include Job Classes whose nature of work is related. The relatedness of the nature of work is shown by elements such as the subject matter, the profession, or the occupational field. Typically the job classes in a family will have similar education and experience paths for entry to the work and there will be a logical relationship between the classes for career progression.

Job Families are aggregated into Occupational Groups, which is the broadest grouping in the schematic. Occupational Groups encompass relatively broad occupations, professions, or activities.

The Classification Outline was extensively revised effective July 1, 2006. The old schematic aggregated the ~1100 Job Classes into 59 Job Families and 9 Occupational groups. In the new schematic, the Job Classes are aggregated into 71 Job Families and 12 Occupational Groups. This new Classification Outline provides more cohesive groupings and more thorough descriptions of the characteristics of each group.

Integral to the Classification Outline revision was developing a coding structure for the new schematic and assigning every Job Class a new, unique Class Code. The new structure uses six-digit alpha-numeric codes to indicate each Job Class' placement within the Classification Outline. The first character is P, which indicates the job class is included in the Classification Plan. The second character is an alphabetic indicator of the Occupational Group (for example, a code starting PG indicates the class is

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in the Medical, Public Health and Related Group). The third and fourth characters are numeric indicators of the Job Family (for example, PG01 indicates the class is in the Health Administration Job Family). The last two characters are numeric indicators of the specific Job Class (for example, PG0121 Health Program Manager I).

The new Classification Outline is available on the Divisions of Personnel & Labor Relations' web site. Click on the link to Classification under Services to go to the Classification Section, then click on "Class Outline" in the Quicklinks column.

Also available on that page is a Classification Cross-walk. This document lists every Job Class in the Classification Plan alphabetically by Class Title and adds the AKPAY Code, SOC Code, and EEO-4 Code. The SOC and EEO-4 Codes are used in reporting statistical employment information to federal agencies.

The AKPAY Code was established for use in current computer systems. Rather than require reprogramming of computer systems using Class Codes to document and process personnel activities (such as AKPAY, Workplace Alaska, the Online Position Description System, etc.), we established AKPAY Codes for every Job Class. The AKPAY Codes for classes active on July 1, 2006, are the same five-digit code used under the old schematic as the class code. New classes we create after July 1, 2006, will be given both a Class Code and

an AKPAY Code. The AKPAY Code for new classes will begin with the letter "K" instead of "P".

For example, under the old schematic Administrative Clerk II was assigned Class Code P1134. In the revised Classification Outline Administrative Clerk II is assigned Class Code PB0102 and AKPAY Code P1134.

Since documents and computer systems are not changing their references to codes, there may be some confusion as to which code should be used - the Class Code or the AKPAY Code. While both codes may be included in hard-copy documents, the AKPAY Code is what is needed for processing personnel actions in current computer systems. Until the computer systems are able to adopt the six-digit Class Code, the AKPAY Codes will continue to be used.

CONTEST UPDATE BY PAUL DIEBELS

Some of you may know, some of you may not. There is a contest afoot to name the new Data Warehouse which ends September 30th. The Department of Administration has begun a Data Warehouse project to replace the reporting systems for Finance, HR and Payroll systems. Eventually, the Data Warehouse will integrate data from multiple systems into a unified environment with a single tool set for user reporting.

We need a name more exciting than "the Data Warehouse." And DWRPA (Data Warehouse Reporting for Alaska) doesn't cut it (sounds a bit like "twirpa" and doesn't conjure up images of rock solid stability and single source of truth). So a contest to name the Data Warehouse has been initiated.

The winning submission will be awarded a prize to be selected by the Data Warehouse steering committee. But let's be honest...who cares about the prize when you could say for the next 20 years, "SHERPAK was my idea. I named it that." Actually, there might be a copyright issue with the folks at Sure-Pak, so the "Shared Enterprise Reporting for Alaska" idea probably won't work.

Be original. Be creative. See if you can get your child's name to work as an acronym ("JONATHAN" won't work, trust me). Or think of a great AKronym (like AKSAS or AKPAY, but not AKAKAK).

Submit entries to Paul_Diebels@admin.state.ak.us. Include the word "contest" in the subject area. Feel free to add any information you feel will help the steering committee better understand your entry. Enter as often as you like.

Interested in what others have already submitted? Check out our current collective wisdom at: http://fin.admin.state.ak.us/dof/data_warehouse/resource/Submissions.pdf