

HR UPDATE

STATE OF ALASKA
DIVISION OF PERSONNEL
AND LABOR RELATIONS

FY 07 - ISSUE 04
OCTOBER 16, 2006

HR.....PASSIONATE ABOUT YOUR SUCCESS.



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Alaska Division of Tourism

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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 the HR Update or topics you think should be addressed, please contact (Julie_Russo@admin.state.ak.us).

HB 161 – RETIREE REHIRE POLICY BY PAM DAY

The provisions of HB 161 and the Retiree Rehire Policy establish provisions regarding the recruitment process that must be met prior to appointing an individual who will seek a PERS waiver.

The Division of Personnel (DOP) has revised the “HB 161 Analysis Worksheet” to help hiring managers determine if the recruitment and the applicant meet both legislative and policy provisions. The worksheet has two sections. Section one is a check list to ensure the recruitment process satisfies the provisions of the policy. Section two requires the hiring manager to provide a detailed analysis regarding the knowledge, skills, and abilities of the applicants from the recruitment process. The completed form must be submitted to your recruitment contact in

the Division of Personnel as part of the approval to hire package.

The revised form, along with additional information on HB 161 and the Retiree Rehire Policy, is available on the Division of Personnel’s website at <http://dop.state.ak.us/>.

STAFF CHANGES IN LABOR RELATIONS BY NANCY SUTCH

The Division of Personnel and Labor Relations would like to welcome Dallas Hargrave to the team.

Before becoming a Labor Relations Analyst, Dallas was an Assistant Public Defender in Ketchikan. Prior to practicing law, Dallas was a Law Clerk for the Honorable Michael Thompson at the Superior Court in Ketchikan. Dallas has also worked for the Federal Aviation Administration for 7 years in Juneau and Denver. Dallas has a Masters degree in Public Administration from UAS and a Juris Doctorate degree from the University of Denver. He and his family have been absent from Juneau for over 6 years and are happy to be back.

STAFF MOVEMENT IN EMPLOYEE SERVICES BY TARA STEPHENS

The Employee Services Recruitment Team is pleased to announce the following staff movements.

Below are the listings of service groups and the staff that are available to assist you with your recruitment and

selection needs.

General Services group
Cindy Pfaff (cindy_pfaff@admin.state.ak.us) or 465-2072
Tamara Brown (tamara_brown@admin.state.ak.us) or 465-3742

Public Protection group
Susan Wells (susan_wells@admin.state.ak.us) or 465-5739

Resources group
Shelly Saviers (shelly_saviers@admin.state.ak.us) or 465-6174
Jan McElwain (jan_mcelwain@admin.state.ak.us) or 465-3945

H&SS group
Kaitlyn Roelle (kaitlyn_roelle@admin.state.ak.us) or 465-1634

DOT group
Ella Nierre (ella_nierra@admin.state.ak.us) or 465-8230

Local 71
Cindy Pfaff (cindy_pfaff@admin.state.ak.us) or 465-2072

The Employee Services contact list is also available on the Employee Services website located at: <http://dop.state.ak.us/index.php?id=4>

MANAGEMENT SERVICES HAS MOVED BY NICKI NEAL

On Friday, October 20, 2006, the Anchorage Management Services office moved to the 16th floor in the Atwood Building and was co-located with the Anchorage Technical Services unit.

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Please update your address for us.

Our telephone and fax numbers remain the same.

Our new address:

Management Services
Department of Administration,
Divisions of Personnel & Labor Relations
550 W. 7th Avenue, Suite 1660
Anchorage, AK 99501

OCTOBER 1ST - ADMIN MANUAL UPDATES BY PAM DAY

Effective October 1, 2006, the Division of Personnel and Labor Relations published policies on the following topics in the Alaska Administrative Manual (AAM). Provided below is a summary of each.

Interview Panels (AAM 100.105) -

Memorializes current policy which prohibits non-state employees from participating as a member of an interview panel unless unique and compelling circumstances exist and prior approval of the Director of Personnel and Labor Relations is obtained.

Disposition of Applicants (AAM 100.130) - Establishes policy regarding the disposition of applicants upon completion of a recruitment through Workplace Alaska.

Position Description Submission (AAM 130.120) - Defines when it is appropriate to submit a new or revised position description.

Parallel Job Classes (AAM 130.260) - Defines the criteria for determining parallel job classes and class series for the purpose of transfer and rehire.

Closely Related Job Classes (AAM 130.265) - Defines the cri-

teria for determining closely related job classes and class series for the purpose of voluntary demotion and rehire to a lower class.

Reallocation Action of a Filled Position (AAM 130.300) -

Defines the information to be included in a reallocation request for a filled position which results in a range change of more than three ranges and/or an allocation to a class unrelated to the original class.

The complete policies can be viewed at: http://fn.admin.state.ak.us/dof/ak_admin_manual/aam_toc.jsp

If you have any questions on these policies please do not hesitate to contact the Division of Personnel and Labor Relations staff assigned to your agency as indicated below.

Department	AAM 130.120 – 130.300	AAM 100.105/100.130
Administration	Aimee Olejasz, 465-4426	Tara Stephens, 465-4432
Law	Aimee Olejasz, 465-4426	Tara Stephens, 465-4432
Revenue	Aimee Olejasz, 465-4426	Tara Stephens, 465-4432
E&ED	Aimee Olejasz, 465-4426	Tara Stephens, 465-4432
H&SS	Aimee Olejasz, 465-4426	Rynee Clemans, 465-8230
DL&WD	Aimee Olejasz, 465-4426	Tara Stephens, 465-4432
DCCED	Aimee Olejasz, 465-4426	Tara Stephens, 465-4432
M&VA	Chad Diekmann, 465-4078	Tara Stephens, 465-4432
DNR	Chad Diekmann, 465-4078	Tara Stephens, 465-4432
F&G	Chad Diekmann, 465-4078	Tara Stephens, 465-4432
DPS	Chad Diekmann, 465-4078	Tara Stephens, 465-4432
DEC	Chad Diekmann, 465-4078	Tara Stephens, 465-4432
Corrections	Chad Diekmann, 465-4078	Tara Stephens, 465-4432
DOT/PF	Chad Diekmann, 465-4078	Rynee Clemans, 465-8230