

# HR UPDATE

HR.....PASSIONATE ABOUT YOUR SUCCESS.

STATE OF ALASKA  
DIVISION OF PERSONNEL  
AND LABOR RELATIONS

FY 07 - ISSUE 07  
JANUARY 16, 2007



4150211 © Division of Community  
and Business Development

## IN THIS ISSUE:

- \* Amendments to the Admin Manual
- \* 2006 W-2 Distribution
- \* Denali Awards
- \* Schedule for AKPAY Training
- \* Admin Study Update
- \* Writing PD Duty Statements
- \* Updated Workplace Alaska Links
- \* Timekeepers Calendar

## 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](mailto:Julie_Russo@admin.state.ak.us)).

### AMENDMENTS TO THE ALASKA ADMINISTRATIVE MANUAL

BY NICKI NEAL

Effective January 1, 2007, the Division of Personnel and Labor Relations published the following amendments to the Alaska Administrative Manual (AAM). A brief summary follows.

**AAM 240 The Personnel Action** - Revised for clarification and to reflect current organizational structure.

**AAM 250 Position Control** - Revised for clarification and to reflect current business systems.

**AAM 260 Time and Attendance** - Establishes policy that the Travel Questionnaire is a required timesheet attachment for overtime eligible employees who travel during a pay period. The Travel Questionnaire is located at: <http://dop.state.ak.us/index.php?id=164>

**AAM 280.400 Light Duty Assignments** - Clarifies that light duty will be designated as family leave under the Family and Medical Leave Act (FMLA). Defines "light duty."

The complete polices can be viewed at:

[http://fin.admin.state.ak.us/dof/ak\\_admin\\_manual/aam\\_toc.jsp](http://fin.admin.state.ak.us/dof/ak_admin_manual/aam_toc.jsp)

If you have any questions on these polices please do not hesitate to contact Division of Personnel and Labor Relations staff.

### 2006 W-2 DISTRIBUTION

BY SHERILYN KNIGHT

W-2 forms for 2006 are scheduled to be mailed out in the third week of January 2007. Requests for duplicate 2006 W-2's will not be processed until February 1, 2007, to allow time for delivery by mail. Special Requests may be made on a case by case basis. Duplicate W-2's for years prior to 2006 can be submitted at any time by contacting the Employee Call Center at 465-3009.

### PEAK PERFORMANCE DENALI AWARDS

COMING SOON!

BY KATHLEEN NAVA

The Governor's Peak Performance Denali Awards were created to recognize outstanding employees and teams for quality service to the State of Alaska executive branch and citizens of the state. The Denali Awards underscore the State of Alaska's commitment to building and maintaining a culture of superior customer service, exceptional individual and team performance, and excellence in leadership.

The first annual Denali Awards nomination period will begin on February 1, 2007. There are five categories in which an outstanding State of Alaska employee can be nominated: Coworker recognition; excellence in customer service; exceptional performance; leadership; and continuous improvement. These categories will offer a total seven awards including team and individual awards. The number of nominations per department varies according to the size of the department.

Nominations can be made by any employee, including self-nomination. For more information about nominating individuals or teams, please visit the DOP web site <http://dop.state.ak.us/index.php?id=1120>. At this site you will find the criteria, forms, and other information to guide the nomination process.

The nomination period ends on March 15, 2007 and nominations must be made on the official nomination form for the appropriate award category. Nominations will be reviewed by the Selection Committee, and the Governor's office will make the final award decisions. Awards will be presented in conjunction with National State Employee Recognition Day on May 3rd.

Award winners will receive an award from the Governor and a certificate outlining their achievements. The Selection Committee will determine the appropriate award for each category in accordance with the Alaska Administrative Manual (100.090). Individual awards will be non-cash awards with a value not to exceed \$200.00. Team awards will also be non-cash awards and will not exceed \$200 per team member, \$1500 per team.

This is an excellent opportunity to help build an atmosphere of recognition and appreciation for the hard work and outstanding performance of the "Peak Performers" in your agency. Please take a moment to complete the nomination form for those exceptional employees that keep the business of the State of Alaska moving forward.

### SCHEDULE FOR AKPAY TRAINING

BY JULIE RUSSO

Technical Services is offering AKPAY Basics and AKPAY for Timekeepers. Register through Train-Alaska for classes located in Juneau, Anchorage, and Fairbanks.

**AKPAY Basics - AKPB** This two-hour course is designed to provide human resource staff and departmental administrative staff with knowledge

# HR UPDATE – FY 07 ISSUE 07

of basic policies and procedures associated with the State of Alaska Payroll System (AKPAY). Participants will also learn the purpose and use of key screens and fields.

Juneau	01/17/2007	8:30 am-10:30 am
Anchorage	01/31/2007	8:30 am-10:30 am
Juneau	02/15/2007	8:30 am-10:30 am
Juneau	02/26/2007	8:30 am-10:30 am
Juneau	03/15/2007	8:30 am-10:30 am
Juneau	03/29/2007	8:30 am-10:30 am
Anchorage	03/30/2007	8:30 am-10:30 am
Juneau	04/16/2007	8:30 am-10:30 am
Fairbanks	04/26/2007	8:30 am-10:30 am
Juneau	04/27/2007	8:30 am-10:30 am
Juneau	05/11/2007	8:30 am-10:30 am
Juneau	05/30/2007	8:30 am-10:30 am
Anchorage	05/31/2007	8:30 am-10:30 am

AKPAY for Timekeepers - AKPT Prerequisite: AK-PAY Basics - AKB. During this four and one-half hour course departmental timekeepers will learn how to process timesheets and enter time and attendance information into the State of Alaska Payroll System (AKPAY).

Anchorage	01/31/2007	11:00 am-4:30 pm
Juneau	02/26/2007	11:00 am-4:30 pm
Juneau	03/29/2007	11:00 am-4:30 pm
Anchorage	03/30/2007	11:00 am-4:30 pm
Fairbanks	04/26/2007	11:00 am-4:30 pm
Juneau	04/27/2007	11:00 am-4:30 pm
Juneau	05/30/2007	11:00 am-4:30 pm
Anchorage	05/31/2007	11:00 am-4:30 pm

## ADMINISTRATIVE MANAGEMENT STUDY BY SARAH BRINKLEY

Over the last several weeks the study team has been compiling and carefully considering the information collected during the panel presentation and employee interviews with incumbents. We are examining groups of study positions to identify the job elements they have in common, and the additional elements that seem to distinguish one group from the next. At the conclusion of this review, the study team will release the proposed Administrative Class Structure to the agency study contacts. The study contacts'

role is to share our draft with agency staff and work with them to develop a consolidated departmental response offering us your constructive feedback on how to strengthen the proposed structure.

At this stage of the class study, you may be asking yourself, "How are job classes and job class series constructed?" Briefly, the Classification Section constructs job classes based on the requirements of the merit principle as set forth in the State Personnel Act (AS 39.25) and as broadly as feasible. The four critical tests of similarity outlined below must be met in order to establish a job class.

A job class is a group of one or more positions that are sufficiently similar in duties and responsibilities, degree of supervision exercised and received, and entrance requirements (a.k.a., MQs) so that:

1. the same job class title can be used to clearly identify the main purpose of each position;
2. the same minimum qualifications for initial appointment can be established for all positions;
3. the same rate of basic pay can be fairly applied to all positions; and
4. employees in a particular job class can be considered an appropriate group for purposes of layoff and recall.

A class series is two or more job classes sharing a common title which are similar as to type of work, but differ as to level of difficulty and responsibility.

Once the new class structure is finalized, the study team will begin drafting class specifications. In next month's study update article, look for information on what class specifications include and how they are developed.

We will continue to provide monthly updates on the Administrative study through HR Update. If you have individual questions that your agency study contact cannot answer, please feel free to contact:

Aimee Olejasz 465-4426 (General Group, H&SS)  
Keith Murry 465-4074 (DOT/PF, Public Protection Group, Resources Group)

## NEW FAQ POSTED ON WRITING PD DUTY STATEMENTS BY JULIE RUSSO

A new FAQ on writing PD Duty Statements is available for use. The FAQ authored by Aimee Olejasz reviews such topics as when to revise a PD, what form to use, what duties to describe and how to describe those duties, how to make the duties clear, and various other topics. The FAQ is located on the OPD site. Users must be logged into the OPD site to access the document. The path to access the site is as follows: DOP home page (under quick links), Online Position Description system, OPD login (LDAP user name and password), Help (top of the screen), Guides (bottom of the screen).

## UPDATED WORKPLACE ALASKA LINKS BY JULIE RUSSO

Links have been added to Workplace Alaska allowing applicants to leave the Workplace Alaska site to access recruitment options with the Alaska State Troopers and the Maintenance, Equipment, or Construction Services career fields. The original links allowing applicants to leave the Workplace Alaska site to access the Alaska Correctional Officer, the Alaska Court System, other (non-state government) jobs, and the Alaska Railroad links all remain available for use by applicants.

The complete list of available links can be viewed at: [www.workplace.alaska.gov](http://www.workplace.alaska.gov)

## TIMEKEEPERS CALENDAR BY MARITT MILLER

The 2007 Timekeeper/Payroll Schedules are available at <http://dop.state.ak.us/index.php?id=1017>. These schedules provide deadlines to payroll contacts and timekeepers for each pay period for processing payroll. If you have any questions, please contact your Technical Services Supervisor for assistance.