

HR UPDATE

STATE OF ALASKA
DIVISION OF PERSONNEL AND
LABOR RELATIONS

FY 07 - ISSUE 08
FEBRUARY 16, 2007

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

HR UPDATE TABLE OF CONTENTS BY KATHLEEN NAVA

Have you ever wondered how to find an article printed in earlier issues of HR Update? SPR has created a Table of Contents (TOC) of HR Update topics to help you find articles in past editions. It lists articles by Title, Issue Number, Date, and Major Topic. The HR Update TOC will aid those searching for articles addressing specific DOP topics or grouped by Program Area. It's a valuable resource for new employees, as articles relating to their job can provide useful background information and promote greater understanding of the DOP Mission. The following link will bring you to the HR Update TOC site: <http://dop.state.ak.us/index.php?id=1026>

AKPAY CERTIFYING OFFICER AFFIDAVIT (AKPAY COA) BY KRISI HICKS

Why do I have to complete a new form?
Alaska Statute (AS 44.17.010) and the Administrative Manual (AAM 15.030-050, 210.020) requires the Commissioner of

Administration to complete an Appointing Authority Signatures form to delegate this authority to subordinate officers in the Division of Personnel. The delegated Appointing Authorities in the Division of Personnel are responsible for granting agency certifying officers' access to the Alaska Statewide Payroll System (AKPAY).

Due to the recent change in administration there is a requirement to update Appointing Authority Signatures form; therefore it is necessary for all agencies' certifying officers to complete a new AKPAY COA form which must be signed by one of the designated Division of Personnel appointed authorities.

Each department is coordinating with their certifying officer(s) and their Technical Services Supervisor to make the transition as seamless as possible. The AKPAY COA form can be found on the Division of Finance website at: http://fin.admin.state.ak.us/dof/payroll/payroll_forms.jsp. Details have been provided to the Administrative Services Section for each department. If you have any questions regarding this information, please do not hesitate to contact your Technical Services Supervisor.

TRAVEL TIME BY TERI HILL

Technical Services has developed a PowerPoint presentation training for Travel Time. The PowerPoint presentation covers the use of the Travel Questionnaire, reporting time on time sheets during periods of travel, and applying the State's standard operating procedure on Travel as Time Worked. The presentation is located on the Technical Services website under Travel Time from the Quick Links menu or directly at: <http://dop.state.ak.us/index.php?id=1125>. If you have

any questions, please contact your Technical Services Supervisor for assistance.

WORKPLACE ALASKA RECRUITMENT BRANDING SLOGAN BY TARA STEPHENS

The Division of Personnel is in the process of developing a recruitment branding slogan for our online recruitment system, Workplace Alaska. This is one of the many steps we are taking to brand the State of Alaska as the employer of choice.

The Division of Personnel would like to partner with State of Alaska employees to create an attractive and eye-catching recruitment branding slogan. The memorable phrase chosen would be used in our published advertisements, outreach events, and other marketing efforts.

Example slogans include:

- State of Alaska.... a great place to work
- State of Alaska... build a rewarding career and make a difference
- Alaska.... follow your dreams and discover your future
- Alaska.... great land, great career opportunities
- Careers in the Last Frontier

It is very easy to participate. Just create a simple slogan (or slogans) that would inspire someone to apply and work for the State of Alaska. Submit entries to Tara_Stephens@admin.state.ak.us. Include the word "contest" in the subject area. Feel free to add any information you feel would help better understand your entry. Enter as often as you like. Deadline for submission is Friday, February 23, 2007.

Be Original. Be Creative.

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ADMINISTRATIVE MANAGEMENT STUDY BY SARAH BRINKLEY

Greetings, and thank you for the recent feedback on our preliminary findings report and our suggestions for naming the new administrative classes. We will soon be issuing a summary of agency responses, with our comments on those responses.

Most recently the study team has continued development of the class structure for the new administrative class series, and has begun drafting the class specifications describing all types and levels within the work. Based on the requirements of AS 39.25.150(1), and 2 AAC 07.005 – 07.015, the Division of Personnel, Classification section maintains class specifications for the job classes covering all positions in the classified and partially exempt services. Class specifications are available for public viewing in Workplace Alaska (www.workplace.alaska.gov).

So what's in a class specification? A class specification typically contains the following main elements:

Definition—This is a brief description of the main purpose of a job class, similar to the one- or two-liner you might offer if someone asks you what you do. It describes the “reason for being” for positions in the job class, and is integral to position allocation analysis.

Distinguishing Characteristics (DCs)—This part of the class specification describes the unique aspects of the work of the job class, the “class controlling” factors that are the basis upon which positions are allocated to the job class. The first paragraph provides general information about the whole class series, if the job class is a part of a series. The next paragraphs offer information specific to the particular level being described. The final paragraphs establish the boundaries of the class by comparing it with other directly re-

lated job classes and stating specifically how they differ from the subject class.

Examples of Duties— This section lists examples of the work typically performed in the job class, but isn't intended to be all-inclusive. For clarity, duties may be sorted by functional area. Examples of duties are included in a class specification to give the reader a feel for the work typically performed by positions allocated to the job class.

Knowledge, Skills, and Abilities (KSAs)— This portion of the class specification lists the knowledge, skills, and abilities a new employee must have upon hire. Knowledge is what a person knows and is typically acquired through education. Skills are demonstrated proficiencies typically acquired through training or experience. Abilities are potential qualities which have not been previously demonstrated – such as, “ability to plan, direct and coordinate the work of others and lead groups to consensus.” This might appropriately be included for a job class where such responsibility is required, but has not been a requirement of the job classes that serve as the predominant promotional “feeder” classes into this job class.

Minimum Qualifications (MQs)— Minimum qualifications define the training and/or experience an applicant must have to apply for a vacancy in the job class. They describe the typical way one might acquire the Knowledge, Skills and Abilities listed for the job class. Sometimes substitutions are given, if there are several valid means of obtaining the same list of Knowledge, Skills and Abilities. For example, Two years of journey level technical experience in natural resource management. The required experience includes work such as a Natural Resource Technician II, Forest Technician III, or Environmental Technician II with the State of Alaska or the equivalent with another employer.

OR

A bachelor's degree from an accredited college in the natural sciences, forestry, or another closely related field.

It is important to note that the minimum qualifications establish the bar a candidate must meet to be likely to successfully complete a probationary period, and this is different from the desired qualifications of an ideal or outstanding candidate.

Note—This area lists any special licensing requirements, physical requirements, background investigation requirements, or explanatory information of the requirements for the job class.

Minimum Qualification Questions—This rephrases the minimum qualifications in a yes/no question format for Workplace Alaska.

For the Administrative Management study, the team has completed drafts of the definitions and distinguishing characteristics, and next will work on the remaining sections. After that, the team will turn its focus to conducting the pay analysis. In next month's study update article, we will discuss pay analysis.

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)

...And we are pleased to announce a new and exciting source of news and information for you about the Administrative Management study. Please visit our newly established study website at <http://dop.state.ak.us/index.php?id=3>.

The Alaska Department of Administration complies with Title II of the 1990 Americans with Disabilities Act. This publication is available in alternative communication formats upon request. To make necessary arrangements, contact the Statewide Planning and Research section for the Division of Personnel and Labor Relations at (907) 465-4434 or the TDD for the hearing impaired at (907) 465-3888.