

HR UPDATE

STATE OF ALASKA
DIVISION OF PERSONNEL
AND LABOR RELATIONS

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HR.....SOLUTIONS FOR SUCCESS.



50310 John Hyde ADP&G, 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 (Inga_Aanrud@admin.state.ak.us).

HR...SOLUTIONS FOR SUCCESS BY ANGIE WEBB

The Division of Personnel is pleased to announce our new Division tagline which went into effect March 15, 2007. Employees of the Division voted for a new slogan at our annual all-staff meeting in February, and we believe that this tagline better defines our role in providing ideas, guidance, and (yes!) solutions to assist with human resources issues, concerns, and achievements that contribute to your success. Look for it to appear on all upcoming publications from now on.

WORKPLACE ALASKA SLOGAN CONTEST BY TARA STEPHENS

The Division of Personnel & Labor Relations (DOPLR) would like to thank all of the State employees who participated in the Workplace Alaska (WPA) slogan contest to promote the State of Alaska as an employer of choice. The response was immediate and very positive. The overwhelming theme from employees is that the State of Alaska is a great place to work, the work is meaningful and makes a positive difference in the lives of Alaskans and the future of the State, and that they appreciate the opportunity for career advancement.

Within the next few weeks, the top 10 entries will be posted on the DOPLR website in a survey format for State of Alaska employees to vote and select the winning recruitment slogan for Workplace Alaska.

POSITION DESCRIPTION WRITING GUIDE BY AARON GELSTON

The Classification section is excited to announce the arrival of a new resource for employees who are responsible for writing position descriptions. The "Position Description Writing Guide" outlines the reasons position descriptions are used, and provides tips for describing duties and optimizing the use of position descriptions. The guide is available via the Division of Personnel, Classification web page, under "Tips for Writing Position Descriptions" (<http://dop.state.ak.us/index.php?id=132>) or the Help section of the Online Position Description (OPD) system.

EMPLOYEE MOVEMENT REPORT BY KATHY NAVA

The Division of Personnel Statewide Planning and Research team is pleased to announce the publication of the Employee Movement Report for the calendar year 2006. This report is a 'snapshot in time' with data based on the number of positions in AKPAY on December 31, 2006. The annual Statewide Workforce Report for the Executive Branch is a key management tool for workforce planning and provides a view of agency turnover and hire rates for the 12-month time period.

It is anticipated that Departments will find the information contained in this report to be useful in developing and implementing workforce planning processes and procedures. The report may be viewed at: www.dop.state.ak.us/index.php?id=216

PROFESSIONAL RECRUITER BY PAM DAY

The Division of Personnel & Labor Relations (DOPLR) recently hired Tara Stephens to serve as the State of Alaska Professional Recruiter. Tara has begun partnering with agencies to achieve their recruitment and staffing needs. She is currently targeting the state's difficult-to-fill positions; she is working on identifying candidate sourcing methods which include both traditional and nontraditional recruitment methods and techniques. In addition, she is part of the DOPLR team developing a dynamic recruitment campaign to distinguish the State of Alaska from other

employers to enhance our ability to locate and attract the best possible candidates. A recent project of the recruitment campaign effort was the Workplace Alaska slogan contest.

You can contact Tara Stephens at 465-4432 or Tara_Stephens@admin.state.ak.us.

WORKING JOB CLASS TITLE WORKPLACE ALASKA ENHANCEMENT BY PAM DAY

In our continuous effort to ensure that our on-line recruitment system, Workplace Alaska (WPA) is dynamic, user friendly and increases our ability to attract the largest demographic of the best possible candidates to fill our positions, we are currently working on several enhancements to WPA.

One enhancement soon to be available to hiring managers will be the option to post a position's "working job class title" concurrently with the job class title which is generated from the job classification specification within the recruitment bulletin. The enhanced field available in WPA on the manager's job request (MJR) screen will be known as the "alias job title field." This field should only be used when the job class specification class title may not be as specific or as descriptive as needed to reach job seekers.

For example: if you are recruiting for a Procurement Specialist V, yet the working title or the position functions as the Regional Contracting Officer, the recruitment bulletin may be posted with both the Procurement Specialist V and Regional Contracting Officer job title producing one applicant pool. Or, if you are recruiting for a Retirement and Benefits Manager, yet the working title or the position functions as the Chief Financial Officer, the recruitment bulletin may be posted with both the Retirement and Benefits Manager and Chief Financial Officer title producing one applicant pool.

Please look for this enhancement in the upcoming weeks. You will need to work closely with your Employee Services recruitment contact prior to using this new feature, as your recruitment bulletin will need to contain information regarding the dual job titles.

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HOW DO THEY DO THAT? PAY ANALYSIS IN CLASSIFICATION STUDIES BY AMANDA HOLLAND

Have you ever wondered how the salary for your job was established? It's a fairly complicated process involving statute, the Division of Personnel & Labor Relations, the Legislature, the departments, and the unions. This article focuses on the pay analysis conducted in classification studies. Let's begin with a brief overview of the fundamental knowledge associated with setting pay for partially exempt and classified job classes.

When the Division of Personnel & Labor Relations conducts a class study, the departments involved provide vital information about the work through position descriptions and interviews. This information is used to develop the class specifications. Once the work has been defined, a pay analysis is conducted to identify the range assignment for the job class (e.g., Range 10).

Pay rates are identified through salary schedules. The salary schedules are established by statute or through collective bargaining between the Executive Branch and the applicable union. The Legislature approves monetary terms negotiated between the Executive Branch and the unions such as the dollar amount assigned to the salary schedules (e.g., 10C in Juneau for a GGU position = \$1,238.00 per pay period).

When is the salary range assigned to a job class? The salary range is assigned near the end of the classification study process. The Division of Personnel & Labor Relations is responsible for ensuring the State's Classification and Pay plans meet the requirements of the merit principle as set forth in the State Personnel Act. The Classification Plan is the framework wherein positions are grouped into job classes based on duties and responsibilities. This is the first part of a class study, where the departments and the Classification Section together define the work of the job class(es).

The State's Pay Plan is the system through which job classes are assigned to salary ranges. AS 39.25.150(2)(B) states the pay plan "shall provide for fair and reasonable compensation for services rendered, and reflect the principle of like pay for like work." This is why the class specs must accurately define the work being performed. Once the class specs are finalized, near the end of the class study process, they are compared to other class specs for "like work." The comparison centers on the difficulty, responsibility, knowledge, skills, and other characteristics defined in the class specs. Once the existence

of "like work" has been established between job classes (e.g., Administrative Clerk III, Accounting Clerk II), the Classification Section can identify "like pay." This process is called internal alignment. It ensures the internal consistency of the pay plan, which is the primary consideration when setting the salary range of a job class.

How is the internal alignment, or pay analysis conducted? The class study analyst selects job classes of a similar nature, kind, and level ("like work") to be used as comparisons. The greater the similarity among the classes selected, the more relevant the comparisons. Before determining which classes are most similar, the analyst first determines the job class' placement in the Classification Outline (<http://dop.state.ak.us/index.php?id=1119>). This Outline combines similar job classes into job families, and similar job families into occupational groups. It is from these similar groupings that analysts draw their classes for comparison. As much as possible, an analyst selects classes in the same job category (e.g., professional, technical, etc.), at the same level (e.g., journey, lead, supervisory, etc.), and in the same bargaining unit from within the same job family and from similar job families within the same occupational group. After selecting the most relevant classes, the analyst compares them to the standard characteristics of the job class under review, analyzes the results, and assigns the salary range that most supports internal alignment (i.e., "consistency") among similar job classes.

How does Market Based Pay fit into the pay analysis in a class study? The Division is aware of recruitment and retention problems for many of the State's job classes; however, range adjustments resulting from the Market Based Pay Initiative may not be considered in the internal alignment process. The Market Based Pay Initiative was designed to temporarily adjust salary range assignments when specific recruitment criteria (AAM 130.020) for a job family subgroup are met. The internal alignment process for determining and assigning pay ranges in a classification study, following Personnel's standard procedures, ensures that all employees performing similar work with respect to its nature, difficulty, and overall degree of responsibility are compensated in accordance with the State's "like pay for like work" requirement.

Thus, though the pay analysis process is lengthy and complicated, time has shown it is fair and equitable and accommodates adjustments. In *Position-Classification in the Public Service*, Ismar Baruch stated, "In the management of public personnel affairs, considerations of fairness and equity require uniform action under like circumstances, and particularly (this is true) in the establishment

of pay rates." This concept is fundamental to the State of Alaska's pay plan.

JOB FAIRS BY TARA STEPHENS

On March 7, 2007, the Division of Personnel & Labor Relations (DOPLR) attended the Anchorage Daily News (ADN) Job Fair at the Egan Center. This job fair was a huge success! Over 4000 job seekers attended. The State of Alaska job booth was visited by numerous job seekers interested in information about state employment opportunities and how to apply for job openings. The next ADN Job Fair will be held on Wednesday, September 12, 2007.

DOPLR encourages and invites hiring managers to attend and/or participate in job fairs whenever possible. Attending job fairs allows the hiring manager the opportunity to show-case career opportunities within their departments. Department hiring managers are also encouraged to create recruitment flyers, and other marketing information for distribution at upcoming job/career fairs. The DOPLR recruitment staff can help assist you with developing recruitment and marketing information for distribution at job/career fairs.

Mark your calendars! The DOPLR will be attending the following upcoming career fairs:

- Fairbanks Job Center and Career Fair, Carlson Center, Fairbanks, March 27th from 10-6.
- Fairbanks UAF Career Fair, UAF Wood Center, Fairbanks, March 28th from 10-5.
- Healthcare & Human Services Career Fair, Anchorage Job Center Muldoon, Anchorage, April 25th from 11 - 6.

If you would like more information and/or display any recruitment information, please contact Tara Stephens at 465-4432 or Tara_Stephens@admin.state.ak.us.



Anchorage Daily News Job Fair Left to Right Pat Dill, Kimberly Gialopsos, Valorie Guandango-Sparks and Helen Warman

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.