

HR UPDATE

STATE OF ALASKA
DIVISION OF PERSONNEL
AND LABOR RELATIONS

FY 07 - ISSUE 10
APRIL 16, 2007

HR.....SOLUTIONS FOR 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).

AN EPIC BEGINS BY CAROL MCLEOD AND WILL MORRIS

A new team is in town—one that is larger than life. A real classic, a blockbuster. In fact, we're EPIC.

EPIC stands for the **Employee Planning and Information Center**, and is the result of a merger of Statewide Planning and Research, Workforce Planning and Development, Employee Call Center, and Employee Records Sections into one cohesive group. Our mission is to provide state employees and employers with the information they need to make employee and career development choices.

EPIC's goal is to provide available information in a usable format that offers a basis for collaborative decision making between State of Alaska departments and the Division of Personnel. We want to be a responsive and effective employee development partner that assists all State of Alaska leaders, executives, managers, and supervisors in growing and overseeing a quality, competitive workforce system for a changing economy.

Members of the Statewide Planning and

Research Section are in the process of moving from the tenth floor of the State Office Building to the first floor of the DEC Building located at 410 Willoughby Ave. The move will be complete in late April. Contact numbers for EPIC are:

Carol McLeod	465-4434
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Kathy Nava	465-5053
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One of EPIC's first priorities is to provide State of Alaska leaders, managers, and supervisors with helpful information regarding workforce planning and development issues. Look for upcoming articles each month in HR Update that deal with workforce development subjects. Your suggestions for future topics are welcome.

OPD ATTACHMENTS BY KIM GARRETT

What versions of documents may be attached? The Division of Personnel & Labor Relations (DOPLR) is able to view only Word 2003, Excel 2003, Visio 2002, or PDF attachments. Attaching a document created in a higher version than those listed above will delay the processing of your submission.

There is a benefit in attaching all documents as PDF's, particularly those created in Visio. Most users do not have Visio, and therefore are not able to view a Visio document when it is attached to the read-only version of the submission. If a document is attached as a PDF from the start, all users with read-only access to a submission will be able to view the document with a PDF reader.

If not already in a PDF format, attachments that become part of the public record are converted to PDF once a submission is finalized in the DOPLR.

What attachments are required? Depending on the submission type, different attachments are required:

- All full PDs require a current staffing chart.
- Flexibly staffed positions require a training plan and criteria sheet.
- Student, College, and Graduate Intern positions require a training plan.

The "requirements left" function of OPD checks that at least one document is attached before a full PD is sent to DOPLR, and typically does not display until the submission is at the department step.

NURSE JOBS JUST A CLICK AWAY! BY TARA STEPHENS

As part of DOPLR continuing efforts to ensure that Workplace Alaska (WPA) remains a dynamic, user friendly system that increases our ability to attract the largest demographic of the best possible candidates, we have updated the WPA home page to include a link to our Nurse, Public Health Nurse and Licensed Practical Nurse vacancies. This new user friendly link will take applicants right to the current nurse openings.

Check out this new enhancement on our WPA home page TODAY.



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WORKPLACE ALASKA SLOGAN CONTEST **ALASKA - GREAT LAND. GREAT PEOPLE. GREAT JOBS.** BY PAM DAY AND TARA STEPHENS











The Division of Personnel and Labor Relations is very pleased to announce the winning recruitment slogan entry, *Alaska – Great Land. Great People. Great Jobs.*

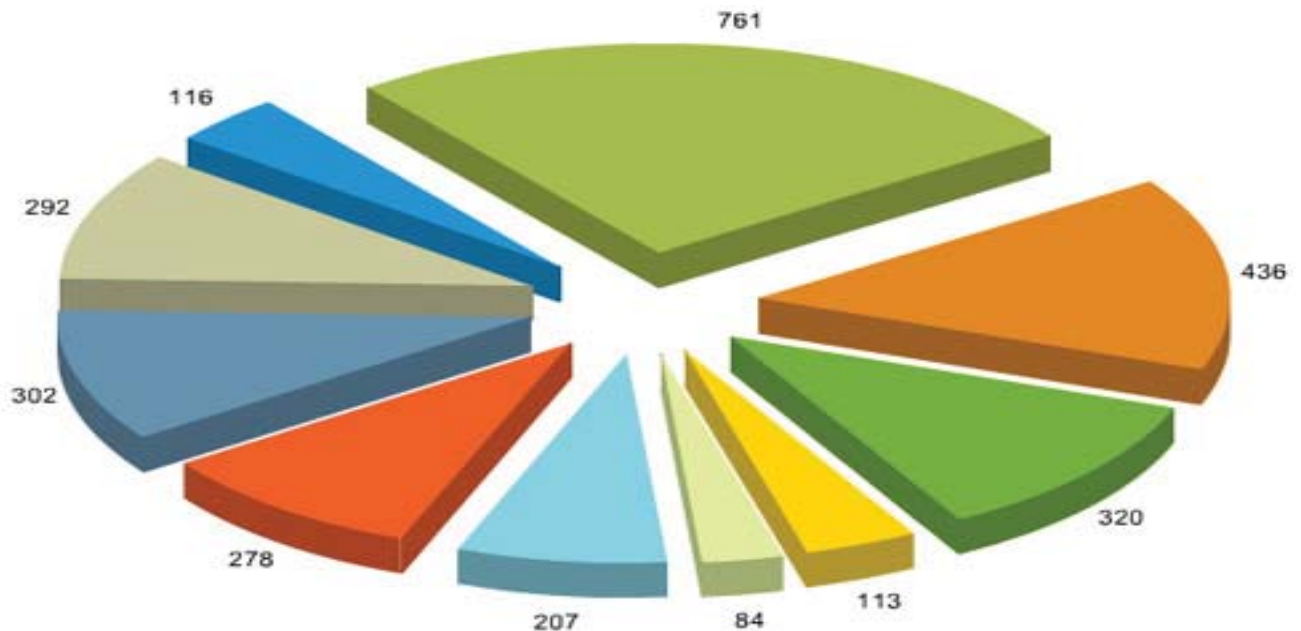
We would like to extend a big congratulations and thank you to Neil Nesheim with the Alaska Court System for submitting the winning entry!
Congratulations Neil!

This NEW Workplace Alaska recruitment slogan will now be seen on the Workplace Alaska (WPA) home page as well as appear in recruitment advertisements, outreach event publications, and other State of Alaska recruitment sourcing efforts.

DOPLR would like to thank all of the employees who participated in the Workplace Alaska Slogan Survey campaign. We received over 3,100 survey responses, along with a tremendous amount of positive feedback from employees who expressed their appreciation for the opportunity to be a part of a statewide campaign that brands the State of Alaska as an employer of choice.

We at DOPLR are inspired and energized by the positive spirit, excitement, and enthusiasm demonstrated by our fellow employees during the course of the Workplace Alaska recruitment slogan contest. Our employees are what make the State of Alaska the employer of choice. Your actions confirm and embody our slogan: Great Land. **Great People.** Great Jobs.

-  Live the Adventure! Work in Alaska.
-  Alaska - Great Land. Great people. Great Jobs.
-  State of Alaska... A brighter future begins here!
-  Alaska - Live your dreams. Explore your future.
-  Building Alaska's Future Together
-  The Last Frontier~~ Follow your dreams and Discover your FUTURE!
-  Alaska: Opportunities as large as the land.
-  Alaska... let the adventure begin with a rewarding career.
-  Alaska... Challenging careers in the land of adventure.
-  Alaska Workers- The Strength of our State.



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 Employee Planning and Information Center for the Division of Personnel and Labor Relations at (907) 465-4434 or the TDD for the hearing impaired at (907) 465-3888.