

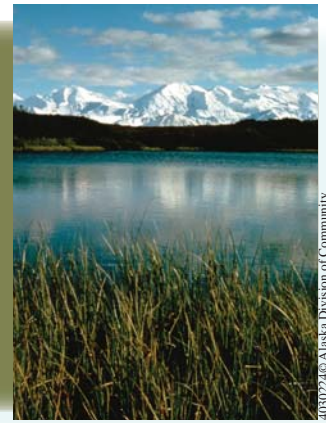


STATE OF ALASKA
DIVISION OF PERSONNEL AND
LABOR RELATIONS

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UPDATE

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).

DEPUTY DIRECTOR FOR LABOR RELATIONS

BY CAROL MCLEOD

The Division of Personnel and Labor Relations welcomes Kate Sheehan as the new deputy director for Labor Relations. From 2004 until 2006, Kate worked for Labor Relations as a Labor Relations analyst for the Public Protection Group. In July 2006, she moved to the Attorney General's Office where she served as an assistant attorney general in the Torts Section. It is a pleasure to have her back at DOPLR as the deputy director.

JOB FAIRS

BY TARA STEPHENS

On April 25, 2007, the Division of Personnel & Labor Relations (DOPLR) attended the Healthcare & Human Services Career Fair at the Anchorage Muldoon Job Center. The State of Alaska job booth was visited by numerous energetic job seekers interested in the health care field.

DOPLR encourages and invites hiring managers to attend and/or participate in job fairs whenever possible.

Attending job fairs allows hiring managers 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.

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.

ADMINISTRATIVE MANAGEMENT CLASSIFICATION STUDY

BY KEITH MURRY

The Administrative Management Classification Study has been completed. The new class specifications for Administrative Assistant I-II, Administrative Officer I-II, and Administrative Operations Manager I-III were established on May 7, 2007.

We especially want to thank the agency study contacts for all their work. Without their commitment and involvement we would not have been able to meet the study goals, maintain the schedule, or produce quality products. Kudos and thank you to:

Administration - Wendy Vuille
Law - Bob Meiners
Revenue - Loretta Withington
Education & Early Development - Mark Lewis
Health & Social Services - Susan Mitten
Labor & Workforce Development - Bill Endicott
Commerce, Community & Economic Development - Patty Lapierre
Military & Veterans Affairs - Richard Turcic
Natural Resources - Leta Simons
Fish & Game - Jeff Hoover
Public Safety - Dan Spencer
Environmental Conservation - Laura Beason

Corrections - April Hayes
Transportation & Public Facilities - Nancy Slagle
Office of the Governor - Linda Perez

In addition, we would like to thank all of the employees in study positions who provided information on their work during our data gathering stage and recommendations during the study review stages. And finally, thank you to the Administrative Services Directors for their participation in creating products that will meet the needs of their agencies.

Under the piloted Prospective Class Study process, agencies have twelve months to migrate their Administrative Assistant, Administrative Manager I-IV, and Administrative Services Manager I-II positions out of these classes. The Allocation Team leaders are working with each agency's ASD or study contact to coordinate the submission of position descriptions for reallocation. As part of this migration, agencies may have positions reallocated based on the PD of record instead of an updated PD. If an updated PD is not submitted in time to be reallocated before May 2008, the Allocation Team Leaders will notify ASDs that the reallocation will be based on the PD of record. The old Administrative Assistant, Administrative Manager I-IV, and Administrative Services Manager I-II job classes will be abolished no later than May 7, 2008.

We have updated the study's web page and added some information to help with the migration from the old classes to the new ones. In addition to the Study Memo and Class Specifications, we have added links to FAQ's, guidance on Minimum Qualifications for the new classes, and examples of variable factors classification analysts will evaluate during each position's job analysis. We have also added a real-time graphic display of each agency's progress in position migration. We will continue updating the web page with helpful information throughout the next twelve months.

ACTING STATUS EXTENSIONS

BY TERI HILL

The Director of the Division of Personnel & Labor Relations, or designee, holds the authority to extend the delegation of acting status. Currently, those designees are Maritt Miller, Human Resources Specialist V, and Teri Hill, Human Resources Technical Services Supervisor II, of Technical Services. The Division of Personnel & Labor Relations' policy & procedure on acting status extensions, Extension of Delegation of Authority to Act in a Higher Range, can be found at: <http://dop.state.ak.us/ppdb/index.cfm>. This policy & procedure explains the criteria that must be met in order to delegate acting status and receive approval to extend an acting status delegation.

What do you need to do in order to extend an acting status delegation? You should always review the policy & procedure to ensure that the initial acting delegation has met the necessary requirements. If so, a written request must be prepared and submitted to the Human Resource Technical Services Supervisor for your service group. This request must be submitted timely enough to have the extension approved prior to the end of the initial delegation.

What information must be included in the request? The request must explain how the person placed into acting status meets the minimum qualifications for the job class in which they are acting, just as if you were considering that person for the job during recruitment. In addition, an explanation of the need to continue the acting delegation must also be provided. Examples of this would be: the recruitment for the position has not yielded a sufficient pool of applicants and the recruitment was extended or the incumbent of the position could not return as initially planned. Finally, include a reasonable acting status end date.

Your Human Resources Technical Services Supervisor is always available to assist you with any questions or concerns you may have. Please feel free to contact them:

Deanna Lewis, Resources Group
Rachel Atkinson, General Group

Monica Burke, Public Protection Group
Miki Cole, Health & Social Services Group
Shanna Kato, DOT & PF Group

KNOWLEDGE MANAGEMENT AND TRANSFER: A WORKFORCE PLANNING AND DEVELOPMENT TOOL

BY CAROL MCLEOD

Workforce planning and development, in a nutshell, is looking ahead to determine what the future employment needs of the agency will be and finding ways now to meet those future needs. It is an organized process for:

- Identifying the number of employees and types of employee skill sets that will be required to meet current and future goals and strategic objectives; and
- Developing a plan of action to ensure that the appropriate workforce will be available to continue to provide quality services.

The Employee Planning and Information Center is working on several tools to make this process easier for managers, supervisors, and other executives in State of Alaska service and as these tools are developed, more information will be forthcoming.

In addition to those being developed, there are currently tools already created and in use to assist managers and supervisors in encouraging transfer of organizational and institutional knowledge between employees.

Knowledge Transfer is a useful way to ensure that valuable information doesn't walk out the door when *any* employee leaves. Agencies may want to create Knowledge Transfer Plans so that years of valuable training and experience stay in the agency when employees transfer to another agency, resign, or retire.

There are many ways to ensure that Knowledge Transfer can happen in your agency, and many different methods to capture institutional knowledge of all employees. Your Management Services Consultants know how to use Knowledge Transfer tools and even have a power point presentation that he or she can present to supervisors and managers

to explain what Knowledge Transfer is and various ways to implement it within your agency. Knowledge Transfer is an excellent way to begin workforce planning in your agency. Feel free to contact your Management Services Consultants for more information about Knowledge Transfer.

WORKPLACE ALASKA ENHANCEMENTS

BY TARA STEPHENS

As part of Division of Personnel & Labor Relations (DOPLR) continuing efforts to make Workplace Alaska a user friendly system, we have recently updated the Applicant Profile to include supervisory experience within the applicant's work history. These new fields are available for an applicant to complete if their duties included the supervision of others, and the level of direct reports supervised.

We also wanted to remind you of the new feature for applicants of adding additional work history to their Applicant Profile. In the past, applicants were only able to add additional work history to the bottom of their Applicant Profile, and were only able to cut and paste their job history downward to display their most recent employer at the top. An applicant may now add additional work history at the top of their Applicant Profile by clicking the **"Insert Blank Work History #1 Here"** button prior to editing his/her Applicant Profile.

Check out these new enhancements on WPA TODAY. As always, if you have any questions or need any guidance your recruitment staff contacts at Employee Services are always available to assist you.

