

# HR UPDATE

STATE OF ALASKA  
DIVISION OF PERSONNEL  
AND LABOR RELATIONS

FY 08 - ISSUE 02  
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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@alaska.gov](mailto:Inga.Aanrud@alaska.gov).

### THE NEW LOOK OF THE DIVISION OF PERSONNEL AND LABOR RELATIONS BY CAROL MCLEOD

The Division of Personnel and Labor Relations, in order to be responsive to the changing needs of the executive branch departments of the State of Alaska, is in the final stages of a restructure effort designed to improve personnel and payroll services enterprise wide.

The restructure will create greater efficiencies in the utilization of personnel, space, and services to state employees with five Service Centers that will provide assistance to their assigned departments in the primary functional areas of human resources. Each Service Center has three main components: a management services unit, a payroll unit, and a recruiting unit.

#### The five Service Centers are:

•**Resources Service Center**, led by Penny Beiler and serving Department of Natural Resources, Department of Environmental Conservation, and Department of Fish and Game.

•**General Service Center**, led by Sharon Dick and serving Department of Administration, Department of Law, Department of Revenue, Department of Education and Early Development, Department of Labor, and Department of Commerce, Community and Economic Development.

•**DOTPF Service Center**, led by Amanda Holland and serving the Department of Transportation and Public Facilities.

•**HSS Service Center**, led by Maritt Miller and serving the Department of Health and Social Services.

•**Public Protection Service Center**, serving Department of Corrections, Department of Public Safety, and Department of Military and Veteran Affairs. This position is currently vacant; please contact Dianne Kiesel in the interim.

In addition, functional units with duties across all departments will continue to reside within the division. The units are:

- Director's Office
- Labor Relations
- Classification
- Centralized Recruitment and Payroll Functions
- Training and Development and EEO
- Employee Planning and Information Center

These changes will benefit all executive branch Departments, supervisors, and employees by providing sources for information and assistance on and about personnel and payroll issues in the State of Alaska. While change can be challenging, finding and implementing ways to improve delivery of services and processes is an important charge of the Division and it is anticipated that the restructure effort will make DOPLR's services more

readily available.

### WORKING JOB CLASS TITLE WORKPLACE ALASKA ENHANCEMENT BY TARA STEPHENS

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 pleased to announce the implementation of the "working job class title" enhancement.

Hiring managers will have 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.

You will need to work closely with your Employee Services recruitment contact prior to using this new feature, as your

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recruitment bulletin will need to contain information regarding the dual job titles.

As always, if you have any questions or need any guidance your recruitment staff contacts at Recruitment and Payroll Services are always available to assist you.

## ANCHORAGE DAILY NEWS JOB FAIR BY TARA STEPHENS

On September 12, 2007 the Division of Personnel & Labor Relations (DOPLR) will be attending the Anchorage Daily News (ADN) Job Fair at the Egan Center.

When we participated in the March 2007 ADN job fair, 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.

With the anticipation of this upcoming job fair, we are asking hiring managers to create recruitment flyers and other marketing information for distribution at this event. We also encourage and invite hiring managers to attend and/or participate in this job fair. Attending allows the hiring manager the opportunity to show-case career opportunities within their operating agency.

For an updated listings of job/career fair and upcoming events, log into WPA as a hiring manager and click the link Job/Career Fairs and Upcoming Events (PDF) under the Recruitment Resources column.

If you would like more information and/or display any recruitment information, please contact Tara Stephens at 465-4432 or [tara.stephens@alaska.gov](mailto:tara.stephens@alaska.gov).

## DATA AND DATA SOURCES FOR WORKFORCE PLANNING BY CAROL MCLEOD

Planning for human resource needs is one of the most difficult challenges that State of Alaska supervisors and managers face right now. Developing and implementing a disciplined and coordinated workforce development plan as one component of the agency's overall strategic plan can help managers and

supervisors meet that challenge.

Once the decision has been made that workforce planning is a viable and necessary part of the strategic plan, as with any plan, the process begins with the compilation of data. State of Alaska agency workforce coordinators must gather a variety of information and data in order to conduct comprehensive workforce planning to determine future needs as well as the projected workforce supply. In order to paint the picture of the future, the beginning strategy should be to:

1. Examine current planning documents (strategic plans, performance plans, etc.)
2. Review current and projected financial/budget information
3. Determine major planning issues (external influences, trends, and anticipated changes in budgets)

For items 1 and 2, many of these documents will be internal documents, unique to a department, division, or agency, but there are several sources of public data available from the Division of Personnel and Labor Relations that will help the agency coordinator with item 3.

<http://dop.state.ak.us/index.php?id=1100> is the

link to the list of current enterprise wide reports that agency workforce coordinators will find useful. On this page, the agency workforce coordinator can access the [Annual Report and Workforce Profile](#). The work-

force profile provides an anthology of the following reports into one easy to read document: Executive Branch Employees by Age Executive Branch Employees Eligible For Retirement in 1 and 5 Years Employee Count By Department Employee Count By Region Employee Count By Location Average State Service By Department Average State Service By Bargaining Unit Average State Service By Gender Gender Count By Department Average Age of Female New Hires Average Age of Male New Hires Average Age By Department Average Age By Bargaining Unit Percentage of Minority Employees By De-

partment

Department with Highest Count of Minority Employees  
Average Salary By Department  
Employee Count By Bargaining Unit  
Retirement within 5 Years by Department and Job Class

This fiscal year report is published each October.

Another report that can be accessed from the above link is the [Employee Movement Report](#), which provides information for each executive branch agency on its hire rate, vacancy rate, turnover rate, and incoming and outgoing employee detail. An agency can use its current and past year reports to determine trends. Each department is presented annually with an individualized report with detail drilled down to the organizational unit level, while the public view available on the website provides detail for all departments down to the divisional level. This calendar report is published every March.

Other ad hoc report requests can be made to the Employee Planning and Information Center for human resource information particular to the agency.

*"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information on it."*

Simon Johnson, quoted in Boswell's Life of Johnson, English author, critic, & lexicographer (1709-1784)

The Alaska Department of Labor and Workforce Development at <http://almis.labor.state.ak.us/> offers national and state labor statistics for all businesses. The site has occupational forecast

models that workforce planning coordinators will find helpful when projecting their agency future and current needs. In addition, this site has salary study information, labor trends, and economic forecasts, all of which will be useful in developing a workforce plan.

The US DOL Bureau of Labor Statistics at <http://data.bls.gov> also provides tools to aid in forecasting employment needs, finding turnover statistics, and discovering demographic information by region, industry, or state.

All of these sources will aid the agency workforce coordinator in gathering the necessary information to conduct comprehensive workforce planning.

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.