

HR Update

HR.....SOLUTIONS FOR SUCCESS.

STATE OF ALASKA
DIVISION OF PERSONNEL
AND LABOR RELATIONS

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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 franklin.hurt@alaska.gov.

New Addition to DOPLR Management

The Employee Planning and Information Center (EPIC) is pleased to announce the arrival of our manager, Connie Preecs. Connie comes from EPIC and currently is assigned to the ALDER Project. While Connie is assisting with the ALDER Project Kim Garrett, is acting as manager of EPIC.

Working Generations

By Frank Hurt

Below is an introduction to an article titled "Working Generations" authored by Brittany Patzke, Shelly Saviers and Amanda Holland. Brittany, Shelly and Amanda are employees of the Division of Personnel & Labor Relations, DOT&PF HR Service Center. As a Workforce Planning tool this article offers information and strategies on generations in the workplace. The article was submitted to the Western Association of State Highway and Transportation Officials (WASHTO) Subcommittee on Personnel and Human Resources to share with other HR Officials around the country.

Introduction: The Impact of Generations in the Workplace

The demand to recruit and retain top talent in today's competitive job market is inspiring leaders to re-examine their approach to managing their greatest asset – people. Studies, however, show that state governments are struggling to keep up with the demands of a changing workforce. In a recent project by Governing magazine that graded state governments in four categories: information, people, money, and infrastructure, the states did the worst in the people category, receiving a C+ overall. In an effort to improve employee relations, managers have begun looking to generational influences to gain insight on how to manage the workforce. This concept is based on the premise that events and experiences that influence people during their lifetime can affect the attributes they expect from an employer. With retirement and turnover rates on the rise, agencies with strategic plans to manage the impact of generations in the workplace will emerge as winners in the battle for talent.

The complete article can be found here: <http://dop.state.ak.us/iscsi/fileadmin/StatewidePlanning/pdf/WorkingGenerationsArticle9-08.pdf>

For more information on Workforce Planning please visit the Division of Personnel & Labor Relations, Employee Planning and Information Center, Workforce Planning web page at: <http://dop.state.ak.us/epic/workPlanDevelop> or contact a Management Services Consultant with in your departments HR Service Center.



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Health Plan Enrollment: *the Sooner the Better*

By Krisi Hicks

The AlaskaCare Select Benefits Health Plan continues to experience enrollment appeals that could be avoided if employees enroll timely. Hiring managers are encouraged to provide sufficient information regarding the health plan enrollment process to employees.

Employees may enroll online any time before their 30 day window of eligibility has expired, regardless if they have yet to complete their hiring packet or if they are not yet appointed in the payroll system (AKPAY). The Select Benefits Health Plan enrollment system is not tied to AKPAY or any other program, so employees have that opportunity to enroll immediately.

Providing the following information minimizes the likelihood of formal appeals to the Health Plan and ensures employees are provided adequate information to properly enroll during the 30 day enrollment opportunity.

AlaskaCare

The following employee groups are under AlaskaCare Select Benefits administered by the State:

Supervisory (APEA - SU)

Confidential (APEA - CEA)

Correctional Officers (ACOA)

Marine Engineers (MEBA)

Unlicensed Vessel Personnel (IBU)

Employees not covered by collective bargaining

AK Vocational Tech Center Teachers (AVTECTA)

Union Health Trusts

The following employee groups are covered by Union Health Trusts and should contact their applicable trust for details:

General Government (GGU)

Public Safety Employees Association (PSEA)

Teachers Assoc Education of Mt. Edgecumbe (TEAME)

Masters, Mates & Pilots (MMP)

Labor, Trades and Crafts (LTC) (800-446-3671, or Anchorage 276-7611)

AlaskaCare members - online access for Health Plan and Optional Benefits enrollment is under Quick Links/Insurance Enrollment on the Retirement & Benefits website:

<http://www.state.ak.us/local/akpages/ADMIN/drb/home.htm>

or by choosing the "Insurance Enrollment" link in the gold bar at the top of the page. New hires without a PIN should click in the area indicated if they do not have a PIN.

Sign In

- **OR** -
I am a New Hire without a PIN: [Click here](#)

Union Health Trust members

- should contact their trust for details; links are provided on the Retirement & Benefits Website as well.

Employees may enroll in their health plan within 30 days of their initial hire date, within 30 days of a qualifying change in personal status, or during the annual open enrollment period.

Although members of Union Health Trusts enroll in their health plan by submitting paper enrollment forms, these employees are also eligible within the first 30 days of employment to enroll in Optional Benefits (previously called Supplemental Benefits) online with the Division of Retirement & Benefits at the same Website provided above. These benefits include: Life, Accidental Death and Dismemberment, Short Term or Long Term Disability, Survivor Benefits and the Dependent Care Assistance Plan. Paper enrollments are not accepted for the Supplemental Benefits plan, so employees must also enroll online within the first 30 days of employment if they wish to purchase any of the Optional Benefits offered.



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Yahoo! HotJobs, Workplace Alaska Replacement, Advanced Step Worksheet and Applicant Notification By Tara Stephens

Yahoo! HotJobs

The Division of Personnel and Labor Relations (DOPLR) is pleased to announce effective October 1, 2008, we had extended our advertising agreement with Yahoo! HotJobs. This extension gives us access to 100 job slots, a resume search license, and allows us to automatically load Workplace Alaska recruitments into the system weekly.

This alternative advertising method was purchased by DOPLR to assist agencies that may experience recruitment difficulties, and/or for those positions that are opened to allow all eligible applicants to apply, i.e. All Applicant recruitments.

Hiring Managers/Agencies are encouraged to contact recruitment staff in their assigned DOPLR HR Service Center to post any of their eligible positions to this site. Take advantage of this free advertising method today. This is a great opportunity to attract qualified, eligible, and available applicants to your vacancies posted on Workplace Alaska.

Workplace Alaska Replacement

The Division of Personnel & Labor Relations (DOPLR) would like to thank all of the State hiring managers who participated in the Workplace Alaska requirements survey. The response was immediate and very positive. We appreciate everyone that took the time out of their busy schedules to contribute to the requirements gathering. Be on the look out for further updates and information regarding the progress of this project.

Advanced Step Worksheet

Statewide HR Operations is pleased to announce a revised Advanced Step Analysis/Worksheet. This form has been revised to make the process easier for the hiring manager when requesting advanced step placement. You may find this revised version on the HR Forms Page. If you have any questions regarding this process, contact recruitment staff in your HR Service Center.

Applicant Notification

Applicants frequently express frustration to Division of Personnel & Labor Relations staff regarding the failure of hiring managers to contact them regarding the disposition of their application.

As a hiring manager, you have an obligation to timely notify the entire applicant pool of the outcome of the recruitment. Applicants can be contacted via telephone, email or letter. This includes, but is not limited to, applicants that were not offered an interview, interviewed and not selected, and those that did not demonstrate how s/he met the minimum qualifications for the job class. Failure to contact an applicant not only causes them to question if their application was received, but causes distrust in the State of Alaska's hiring practices. All applicants are to be notified of the outcome of the recruitment within one week of the selected candidate's acceptance of a job offer or a decision not to fill a position.

If you have any questions regarding this process, or need guidance on using the notification letters or mailing labels available through Workplace Alaska, contact your recruitment staff in your HR Service Center.

The Classification Section's Active Job Class Studies

Active Studies

Administrative Clerk
Accounting Study
Program Coordinator Study

Recently Completed Studies

Land Surveyor Study
– **Effective November 1, 2008**
Petroleum Economist Study
– **Effective October 1, 2008**
Vocation Rehabilitation
Management Study
– **Effective September 16, 2008**

More information about job class studies may be found at: <http://dop.state.ak.us/website/index.cfm?fuseaction=classification.classStudiesList>



November 9, 2008 © Staci Augustus

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.