

HR Update

HR ... Solutions for Success.

FY 12- Issue 02 November 1, 2011

State of Alaska
Division of Personnel and Labor
Relations

IN THIS ISSUE

- ASSET Project Schedule Extended
- ASSET Readiness Survey Results
- State of Alaska Internship Program - Intern Training Plan and Evaluation Criteria Form
- Class Study Update

Project Managers are working to reestablish the baseline of the project, supported by revised estimates regarding time and effort to achieve the following goals: improved system performance, quality assurance, and time for adequate training. Project staff are working to improve system performance to ensure that screen navigation response will meet expectations and that system processes will complete within the nightly batch window. The project team is working diligently to ensure the system's nearly 1,000 time-evaluation rules are accurate and that interfaces are adequately tested before implementation begins. The Change Management team has identified a number of tasks to ensure that Division of Personnel and Labor Relations and exempt agency human resources/payroll staff have adequate time to become familiar with the system before training agency Timekeepers, Time Approvers, and Employee Self Services (ESS) end users.

to determine updated implementation timelines that will work best for individual agencies.

ASSET Readiness Survey Results

By Amanda Webb

In September, the Alaska Statewide System for Employee Time (ASSET) Change Management team sent surveys to agency Administrative Services Directors, ASSET Agency Liaisons, State Finance Officers, Human Resource Managers, and Payroll Supervisors to assess readiness for the implementation of ASSET. The surveys covered the topics of Business Case for Change, Leadership Support, Project Impact, and Project Communications. Response was good for both surveys with every Human Resource Service Center and exempt agency responding to the Human Resources (HR)/(PR) survey and nearly every agency responding to the agency leadership survey. The majority of responders have worked in their agency for more than seven years and are from the Juneau area.

Analysis of the survey responses determined that project awareness is high among all the groups surveyed and responders are familiar with the goals of the project. Responders to the HR/PR survey identified payroll staff workload efficiencies as a viable goal, are looking forward to the reduction of overtime, and anticipate lower turnover of payroll staff. Responders to the agency

Watch for updates from the project when the project plan has been revised with new dates for the beginning of the pilot and agency implementations. The Change Management team will work with ASSET Agency Liaisons in the coming months



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 rick.morrison@alaska.gov

ASSET Project Schedule Extended

By Amanda Webb

The implementation schedule for the Alaska Statewide System for Employee Time (ASSET) has been extended by several months. The project plan called for the Pilot Phase to begin in November 2011, but, due to several factors, the project steering committee has agreed to delay the pilot until Spring 2012 with the first agencies deploying in early Summer of 2012.

leadership survey identified efficiencies, cost savings, and reporting enhancements as additional goals and objectives for the project.

It is the general consensus that agency leadership is committed to the project's success, and many responders mentioned that it will be beneficial to include HR/PR staff in the planning and training efforts. Some agencies have formed work groups with agency management and administrative staff to facilitate the implementation of ASSET in their agencies. Survey responders listed the following implementation concerns:

- Slippage of the implementation schedule, especially in Resource agencies where seasonal employees need to be trained before going into the field
- Ability/capacity to train everyone prior to implementation
- Cost of training
- Logistics of training all staff
- Connectivity issues in remote regions of the state

Project communications were rated moderately to very effective, but many responders mentioned the recent lack of regular updates to department management and SOA HR/PR staff. Responders were queried about project communications being sent directly to employees (end users). Responders had mixed opinions about how staff will receive the messages. Most responders said that employees will likely have a lot of questions, but as long as Liaisons are aware of the messages and have answers to questions, communication at the employee level is a good idea.

Numerous comments identified system demos as a must-have. Responders are eager to see the system in order to get a clearer understanding of its functionality, and suggested it would be very beneficial to make available recorded demos of the

system to increase project awareness.

The project Change Management team is reviewing survey results and plans to conduct a series of meetings with HR/PR staff and ASSET Agency Liaisons. Also in the plan are more frequent updates of the project status, mail-outs to employees, and the distribution of signs for posting in areas where employees congregate. These efforts will help generate awareness and interest in the ASSET project ensuring that employees are well informed prior to attending training and their initial use of the system.

State of Alaska Internship Program – Intern Training Plan and Evaluation Criteria Form

By Tres Causey and Kathy Peterson

The State of Alaska Internship Program is an excellent opportunity to combine academic study with on the job training to introduce and engage Alaskan high school and college students with the benefits of public sector employment and the many challenging and rewarding careers available with the State of Alaska.

When establishing intern positions, training and evaluation plans are required using the Intern Training Plan form. Effective June 1, 2011, the training plan was revised and posted on the DOPLR website. The revised form is titled "Intern Training Plan and Evaluative Criteria" and includes changes to the format and rating criteria, detailed instructions with examples and replaces the word "trainer" with "instructor." Additionally, a signature block has been added for the trainee, and the supervisor can now include additional learning objectives modules. This revised form should be used when creating new intern positions. Extensions of intern positions established prior to July 1, 2011 do not require the new form. However upon requesting an extension supervisors are encouraged to review and update the training plans when appropriate.

For assistance or questions, you may contact the Classification Operations Team at 465-5646 or 465-8427. Information on the Alaska Internship Program can be located under Quick Links on the Personnel and Labor Relations homepage; click "State of Alaska Internship Program" or go to <http://notes3.state.ak.us/wa/MainEntry.nsf/WebData/HTMLInternship+Program/?Open>

Classification Class Study Update

Active Studies:

- Chemists
- Agricultural Inspectors
- Retirement & Benefits Technicians, Specialists, and Manager
- Children's Services Specialists/Social Workers (CS), CS Manager
- Environmental Laboratory Scientist (Chemist and Microbiologist)
- Medical Records Administrator
- Biologists (Fishery, Habitat, Wildlife, and F&G Regional Supervisor)
- Mechanical Inspection Investigator

Recently Completed Studies:

- Equal Employment Opportunity Officer – effective 11/16/2011
- Autopsy Technicians (State Medical Examiner's Office) - effective 11/1/2011
- Administrator, Violent Crimes Compensation Board - effective 8/16/2011
- Business Analyst (ERP) - effective 8/2/2011
- Cartographer I-IV (GIS) - effective 8/1/2011
- Executive Director, Health Care Commission - effective 7/16/2011
- Juvenile Justice Officer I -III - effective 6/16/2011
- Juvenile Justice Unit Supervisor - effective 6/16/2011
- Juvenile Justice Superintendent I-II - effective 6/16/2011