HR Services Now In Your Department  
by Nancy Sutch

Prior to 2003, the State of Alaska had a decentralized Human Resource (HR) structure. Policy and procedures for HR services were developed and administered by the Department of Administration, Division of Personnel and Labor Relations (DOPLR) but the implementation of those HR services and day-to-day operations were delivered by the Personnel Office located in each department and reported up through that departments’ chain of command.

In 2003, the decision was made to centralize all HR Operations in order bring consistency in the application of HR policies and practices within the executive branch, increase operational efficiency and reduce administration costs. HR staff was then grouped into program areas (position classification, employee services, etc.). Technical and management services were further divided into five service center groups; Public Protection (Departments of Public Safety, Corrections and Military and Veterans’ Affairs), Resource (Departments of Fish and Game, Natural Resources and Environmental Conservation), Health and Social Services, Transportation and Public Facilities and the General Agencies (Departments of Law, Education, Commerce, Community and Economic Development, Revenue, Administration, and Labor).

The Commissioner believed that best practices would have a presence in the agency so that unique agency requirements could be identified and solutions developed and provided to meet them. It was then decided that certain HR functions would be decentralized and returned to each agency. The functions that would provide the best connection to the agency were employee services, providing assistance to both supervisors and employees in areas such as performance issues, complaint and grievance handling, evaluation assistance, other areas of employment law, and recruitment services which provide assistance to hiring managers in the recruitment and selection process. For consistency purposes other functions would remain in DOPLR. Those areas are Classification, Payroll, Labor Relations, Training and Development and EEO.

Beginning in November 2011, the Division began a pilot program to return certain HR functions to the Department of Labor. Employee services and recruitment services staff were moved into the Labor
Building in Juneau. Following in the next phase at the end of February, these same functions were returned to the Departments of Fish and Game, Public Safety and Natural Resources. The following phases in April transitioned staff to the remaining departments except the Department of Law. Because that position is vacant, DOPLR is providing HR support until the position is filled.

In order to maintain consistency in administering statewide policies and procedures, bargaining contract interpretations as well as recruitment processes, DOPLR has begun monthly videoconference meetings for HR and Recruitment Leads in each agency. Other methods for disseminating information across the agencies are being developed, such as some intranet tools that will be available to the HR leads. Most, but not all agencies have both an HR Lead and a recruitment technician. If you haven’t done so already you should stop by and introduce yourself to the HR Lead in your agency. They are there to help you.

### Agency HR Functions

**Recruitment**
- job postings
- LTC referrals
- minimum qualification determinations
- hire approvals
- advance step placements
- residency determinations
- conviction nexus determinations

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<thead>
<tr>
<th>Department</th>
<th>Lead</th>
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<td>465-4732</td>
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All Payroll issues should continue to go to your current payroll contact. The Payroll Services Manager is Maritt Miller.

| Payroll Services | Maritt Miller | maritt.miller@alaska.gov | 465-4426 | 465-4825 | PO Box 110201 Juneau, AK 99811-0201 |
• CDL background checks and pre-employment drug testing

Performance/Behavior Management/Employee Misconduct
• department review and certification of performance evaluations
• consultation on addressing performance deficiencies, poor attendance, conflicts, etc.
• investigations, predetermination meetings, etc.
• determination of level of discipline in consultation with Labor Relations
• completion of Employment Eligibility Checklists

Grievance/Complaint Response (excluding pay related grievances)
• respondent at Human Resource Manager step for applicable bargaining units
• performance evaluation investigations
• performance incentive appeal investigations

Employment Law
• ADA accommodations (it is recommended that the lead HR staff member be designated as the department ADA Coordinator for Title I)
• discrimination complaint investigation
• development of department investigative memoranda/position statements in response to formal complaints of discrimination
• liaison to the EEO Program under AS 39.28.060

Letters of Agreement (template LOAs as currently delegated to HRMS)
• standard reduced workweeks
• leave donations in excess of contractual limit
• waivers of dispatch requirements for LTC appointments
• extension of probationary periods beyond contractual limits
• compensatory time agreements
• exchange of holiday observance days
• travel arrangements where the contractual requirements for travel expense reimbursement and per diem are not met

Layoff
• identification of employees in organizational unit
• initial point calculations
• initial preparation of layoff order
• preparation of layoff notices

OPD Updates
• OPD updates for flexibly staffed positions (vacant and filled)
• establishment/reclassification of exempt positions
• position status changes
• location changes
• organizational routing code changes

AKPAY Actions
• pre-appointments
• evaluation due dates (when pay is not due)

Training
• serve as an adjunct instructor for DOPLR courses in which certified.

Other
• extensions of the delegated authority to act in a higher range
• CDL random drug testing
• attendance at UI Hearings

Strategic Workforce Planning Training by Connie Preecs
The Performance Institute recently provided Strategic Workforce Planning training to supervisors and human resource staff. Human Resource staff received two days of training which included topics such as developing a workforce plan, defining competencies and assessing the gap. Training was also provided to supervisors in Juneau, Anchorage and Fairbanks with the goal of supervisors gaining a general understanding of the process and the importance of engaging in workforce planning. Agency human resource staff are available to answer questions and provide guidance on the workforce planning process. This training was made possible through training funds provided through the Supervisory and Confidential Unit collective bargaining agreements.

Non-Perm Extensions
This is a reminder to all agencies to refer to the non-perm report provided by Classification each month identifying non-permanent positions that are due to expire so that extension requests can be submitted in a timely manner. With the end of the fiscal year approaching, Classification is already experiencing a very high volume of non-permanent extension requests. You do not need to wait until the current expiration date to submit an extension request; they may be submitted at any time with OMB approval.

Class Studies Update

Active Studies
Administrative Law Judges
Radiological Health Specialists
Correspondence Secretary I-III (API)
Radio Dispatchers
Ferry Terminal Assistants
Hydrologists
Chemists
Agricultural Inspectors
Retirement & Benefits Spec and Mgr
Social Work - Licensed and Unlicensed
Biologists
AMHS Port Engineers

Recently Completed Studies
Deputy Fire Marshal I-II (effective 6/1/12)
Retirement & Benefits Technician I-III (effective 3/1/12)
Environmental Laboratory Scientist (effective 3/1/12)

CLASS STUDIES UPDATES CAN NOW BE FOUND ON CLASSIFICATION’S NEW WEBSITE AT HTTP://DOA.ALASKA.GOV/DOP/CLASSIFICATION/CLASSSTUDIES/
The winners and honorable mentions for the 2012 Governor’s Denali Peak Performance Awards were honored at a ceremony in Anchorage on May 11th. Below are the winners and honorable mentions listed by category.

**Co-Worker Recognition Award**
Rory Redick, Department of Transportation and Public Facilities
Honorable mentions:
Trent Hubbard, Department of Natural Resources
Kynda Nokelby, Department of Labor and Workforce Development
Glen Hamburg, Department of Commerce, Community, and Economic Development

**Customer Service Excellence - Individual**
Will Belknap, Office of the Governor
Honorable mentions:
Roman Schara, Department of Military and Veterans Affairs
Scott Carrlee, Department of Education and Early Development
Tami Munson, Department of Natural Resources

**Customer Service Excellence - Team**
Alaska State Library Talking Book Center, Department of Education and Early Development

**Exceptional Performance - Individual**
Kent Thomas, Department of Environmental Conservation
Honorable mentions:
Garret Brown, Department of Transportation and Public Facilities
Andrea Tesch, Department of Fish and Game
Janel Wright, Department of Labor and Workforce Development

**Exceptional Performance - Team**
Eagle River Job Center, Department of Labor and Workforce Development
Honorable mentions:
Nome Winter Fuel Delivery Team, Department of Environmental Conservation
Staff Development and Training Team, Department of Health and Social Services
Crooked Creek Disaster Housing Team, Department of Military and Veterans Affairs

**Leadership Award**
Leon Shaul, Department of Fish and Game

Others透明水印.jpg

**Crisis Responder - Individual**
Shane Stephenson, Department of Public Safety
Jusdi McDonald, Department of Natural Resources
Pamela Harper, Department of Administration
Renee Gayhart, Department of Health and Social Services

**Crisis Responder - Team**
Captain and Crew of the M/V Malaspina, Department of Transportation and Public Facilities
Honorable mentions:
Montana Creek Camp, Department of Transportation and Public Facilities/Department of Public Safety
Adak Airport Crew, Department of Transportation and Public Facilities
Anchorage Field Probation/Parole Office, Department of Corrections

Congratulations to all of this year’s winners, honorable mentions, and nominees!