

## **ALASKA STATE PERSONNEL BOARD MEETING MINUTES**

August 23, 2004

Division of Personnel

Amended July 13, 2005

### **Attendees:**

Debbie English, Chairperson

Ron Otte, Board Member

Mila Cosgrove, Director of Personnel, Secretary to the Board

### **By teleconference:**

Laura Plenert, Board Member

Keith Levy, Attorney General's Office, Board Attorney

Julie Russo, Division of Personnel, Statewide Planning and Research

### **1. CALL TO ORDER:**

Board Member English called the meeting to order at 9:15 A.M. on August 23. All members were present. Attendees via teleconference were announced.

### **2. APPROVAL OF AGENDA:**

Chairperson English asked the Board if they had any changes to add to the agenda. Cosgrove announced that a staff member from DMVA had agreed to make himself available to answer any questions the Board may have in regards to the possible expansion of the PX Service. The board agreed to move agenda item number nine to agenda item number three. Agenda approved.

### **3a. EXPANSION OF THE PARTIALLY EXEMPT SERVICE**

Position is currently filled. Member Otte questioned if it was typical to have a Deputy director in the Partially Exempt Service. Cosgrove explained that some Deputy Directors are Partially Exempt and some are not; it varies by department based on duties performed. The position had been operating as Deputy Director. Incumbent PX, but PX by statute. This position is the principal advisor to the Governor in regards to Homeland Security. This position reports through the director of division. This position operates independently. Program area is fairly unique. Member English noted the concern that The PD lists similar positions, listing emergency Program Manger and other, as functioning with similar duties. Member English voiced concerns of the dichotomy within the section. Cosgrove suggested contacting the DMVA staff member for additional explanation of the Board's questions. David Liebersbach joined the Personnel Board representing DMVA interests. Member Otte addressed David. Member

Otte raised the question as to why there was a distinction between the deputy directors. David explained that T Burgess is the director of Homeland Security. This division put with division of Emergency Services. High profile both nationally and to the governor. Keeping the position in the division allows for the retention of deputy director under the division. Keeping the position within the division gives the governor the ability to appoint an incumbent. Otte addressed the issues of the second deputy director position to PX. David advised the position at this point would remain classified. The Homeland position is high profile does direct work with governor's office and the governor. Emergency Management will remain at the current structure, there is not the additional level or high profile. Otte raised the issue of change form Director to Deputy and making the position PX. David – no issues he is aware of at this time. Member English – Does the reclass retain the same salary. David no, the position has a different range. Member English addressed concerns regarding Item 26 of the PD. The PD lists the three positions as direct reports with similar work. David responded that the positions are at the same level, but different programs. Common areas such as training and exercises, the programs both handle national advisory Homeland and similar with Emergency Management. Member Otte noted that the level of the position justifies the expansion of the PX. Member English voiced concerns that position may have been left at Deputy level for control and emphasis. The other issue is the authority change from range 26 to range 23. Cosgrove noted that the statutory provision for PX employees. The Board called for a vote of the PX service to retain to PCN 09-0372. Member Otte moved to accept the retention of PCN 09-0372 within the PX service. Member Plenert seconded the motion. The Board approved the motion.

Cosgrove noted Health and Social Services withdrew request.

### **3b. PUBLIC COMMENT OF A GENERAL NATURE.**

None

### **4. ETHICS DISCLOSURES:**

Board Member Otte confirmed he had no ethics disclosures. Board Member Plenert confirmed she had no ethics disclosures. Board Member English confirmed she had no ethics disclosures. Board member English signed the Ethics Disclosure letter from the Department of Law.

### **5. APPROVAL OF MINUTES:**

Member English noted that the minutes noted the approval of the amended language, and that Board made no move to approve the amendments.

Member Otte moved to approve the June 22, 2004 meeting minutes, without amendment; Chairperson English seconded the motion. The minutes were approved as written.

#### **6. REVIEW OF PENDING ETHICS CASE LOG:**

None

#### **7. REVIEW OF ETHICS CASES:**

There were no filings with the State Personnel Board.

#### **8. PROPOSED PERSONNEL RULES CHANGES:**

Cosgrove confirmed that changes be reviewed individually by article, so that board members could address questions. Amendments made to language at the June 22, 2004 meeting remain as agreed upon unless noted below.

#### **Article 1. CLASSIFICATION**

**2 AAC 07.020 ALLOCATION OF POSITIONS.** The proposal made no changes in process. Amendments were made to remove "the employee holding".

#### **Article 6. PROBATIONARY PERIODS**

**2 AAC 07.200. Probationary status for provisional employees.** Section was repealed. Content was readopted in 2 AAC 07.270.

**2 AAC 07.240 OBJECTIVE OF PROBATION.** The proposal made no changes in process; language was clarified with the department of Law's guidance. The proposed change clarified current language adding, " in the judgement of the appointing authority"

**2 AAC 07.270 PROBATION STATUS FOR PROVISIONAL EMPLOYEES.** The proposed change clarified the current language, switch section a to section b and section b to section a. The proposed change clarified current language adding, "in a fully satisfactory manner".

#### **Article 8. PAY**

**2 AAC 07.316 SALARY FOR DEPUTY HEADS OF A PRINCIPAL DEPARTMENT.** The amendment to the Personnel Rules added this article reflecting the statutory provisions.

**2 AAC 07.320 EXCEPTIONS FOR ORIGINAL APPOINTMENTS.** The proposed change clarified current language, further articulating current business practice, and aligned language in the Personnel Rules with statutory provisions.

**2 AAC 07.330 PROMOTED EMPLOYEES.** The proposed change altered the language to align the Personnel Rules with current collective bargaining unit agreements and statutory provisions. The provision for calculating steps upon promotion was added.

**2 AAC 07.331 EXCEPTIONS FOR PROMOTION OF AN EMPLOYEE TO A NEW JOB CLASS.** The new provision provides for advanced step placement for current state employees.

**2 AAC 07.345 DEMOTED EMPLOYEES' SALARY.** The proposed change clarified current language, further articulating current business practice, and aligned language in the Personnel Rules with collective bargaining agreements.

**2 AAC 07.360 MERIT ANNIVERSARY DATE.** The proposed change clarified current language, replacing "served a probationary period" with "were in the classified service." The proposed changes further clarified current language, further articulating current business practice, and aligned language in the Personnel Rules with collective bargaining agreements.

**2 AAC 07.365 MERIT INCREASE.** The proposed change clarified current language, replacing "finalized" with "signed by Division Director." The proposed changes further clarified current language, further articulating current business practice, and aligned language in the Personnel Rules with collective bargaining agreements.

**2 AAC 07.370 WITHHOLDING A MERIT INCREASE.** The proposed change removed this provision repositioning the provision under 2 AAC 07.365.

**2 AAC 07.375 WITHHOLDING A SALARY STEP.** The proposed changes further clarified current language, further articulating current business practice, and aligned language in the Personnel Rules with collective bargaining agreements. The rule was held for approval pending additional language.

## **Article 9. SEPARATION AND DEMOTION**

**2AAC 07.400 SUSPENSIONS.** The proposed change made no changes in process; section "b" was broken into two sections, adding a new section "c".

**2 AAC 07.415 DISMISSAL.** The proposal made no changes in process; language was clarified with the department of Law's guidance. Amendments were made to sections "a" and "b", altering the language to reflect current business practice and business needs.

**2 AAC 07.416 CONVICTIONS WHILE EMPLOYED.** Changes to the proposed title and language were made. The proposed title was changed from " CONVICTIONS WHILE EMPLOYED" to "EFFECTS OF VIOLATIONS OF FEDERAL OR STATE LAW." The language was clarified with the Department of Law's guidance.

2 AAC 07.420 INVOLUNTARY DEMOTION: The proposed change inserted the word "prior" between "without" and "notice" in section b.

### **Article 10. DISPUTES: HEARINGS AND APPEALS**

**2 AAC 07.435 PROCEDURE FOR ALL GRIEVANCES OTHER THAN DISMISSAL, DEMOTION, OR SUSPENSION OVER 30 DAYS.** Member Otte made a motion to suspend amendments to article 2 AAC 07.435. Member English seconded motion. Motion was approved to suspend amendments.

**2 AAC 07.440 GREIVANCE APPEAL PROCUDRE IN THE CASE OF DISMISSAL, DEMOTION, OR SUSPENSION OVER 30 DAYS** Member Otte made a motion to suspend amendments to article 2 AAC 07.440. Member English seconded motion. Motion was approved to suspend amendments.

### **Article 11. LEAVE**

**2 AAC 07.500 WHEN A LEAVE OF ABSENCE MAY BE GRANTED.** Proposed changes were proposed. Board members asked that the language be altered to reflect the concurrent running of employment law entitlements. Actual language changes will be considered at a later meeting..

### **Article 19. MISCELLANEOUS PROVISIONS**

Article amendments were tabled and are to be reviewed at the next Personnel Board meeting.

### **Article 20. GENERAL PROVISIONS**

**2 AAC 07.999 DEFINITIONS.** Planned amendments were tabled and are to be reviewed at the next Personnel Board Meeting.

Member Otte made a motion to accept approved and proposed Personnel Rule changes with the exception of articles noted above; all amendments reviewed at the June 22<sup>nd</sup> meeting and today's meeting were approved. Member Plenert seconded motion. Board Chair Member English confirmed that the motion was moved and approved to accept the noted Personnel Rule amendments.

#### **9. EXPANSION OF THE PARTIALLY EXEMPT SERVICE:**

Agenda Item moved to 3a.

#### **10. UPDATE FROM DIRECTOR OF PERSONNEL:**

Cosgrove updated the Board on the current status of the HR Integration. The Division of Personnel is in the process of Hr Integration course correction. DOP is reviewing what works, works well and where we can emulate that in areas that we are receiving questions or comments. Formal client service standards by service areas have been established typically by using performance measures related to turn around times. The division is in the process of finalizing the standards.

DOP recently published the first edition of HR Solutions. A supervisor and manager directed publication that will be published quarterly. The articles will revolve around such topics as recruitment, performance, and training. The first edition of HR Solutions revolved around HR integration.

Changes have been recently made to the management structure of Classification due to negative feedback in regards to timeframes and client service protocols. For a trial period the Employee Services Program Manager has moved focusing on individual allocations. A classification system review is to be conducted by the Quality Management function and the division admin manager to look at internal process to speed times up and focus consistency issues. The current manager will be focusing on the class studies side of Classification.

The Budget is being reviewed with Client agencies. The division is 100% charge back. Management Services is in the beginning process of reviewing the interactions with client agencies. The Division is fine-tuning and makes course corrections. The Division is in the process of test two divisions with the online PD system, DOP and PFD division and hopes to have additional information to share at the next meeting.

#### **11. OTHER MATTERS THAT MAY COME BEFORE THE BOARD**

##### **NEXT MEETING**

Board Attendees confirmed the next scheduled Personnel Board Meeting for September 29, 2004.

A. OTHER

There were no other matters to come before the Board.

**12. ADJOURNMENT:**

Chairperson English adjourned the meeting at approximately 11:40 a.m.