

ALASKA STATE PERSONNEL BOARD MEETING

June 30, 2025

10:00 a.m.

Atwood Building

550 W 7th Avenue, Suite 1970

Anchorage, Alaska

In person:

- Dr. Keith Hamilton, Chairperson
- Camille Brill, Acting Director, Division of Personnel

Present by teleconference:

- Donald Handeland, Board Member
- Jennifer Williams, Paralegal 2, Department of Law
- Rebecca Cain, Senior Assistant Attorney General, Department of Law
- Jay Ribao, Human Resource Consultant 1, Division of Personnel
- Brittany Patzke, Human Resource Consultant 5, Division of Personnel
- Frank Hurt, Human Resource Consultant 4, Division of Personnel

1. CALL TO ORDER

Chairperson Hamilton called the meeting to order at 10:00 a.m.

2. APPROVAL OF AGENDA

The agenda was moved and approved.

3. APPROVAL OF MINUTES

The minutes of the March 10th, 2025 meeting was moved and approved.

4. ETHICS DISCLOSURE – PERSONNEL BOARD MEMBERS

The board members had no disclosures or conflicts of interest of which they were aware.

5. PUBLIC COMMENTS

There were no public comments.

6. REVIEW OF PROPOSED PLACEMENT OF PCN 02-8148, RETIREMENT AND BENEFITS MANAGER

Ms. Patzke introduced the new position request from the Division of Retirement and Benefits (DRB) within the Department of Administration for a new Retirement and Benefits Manager position in the Partially Exempt service. Ms. Patzke elaborated that DRB is seeking to create a new position to replace a role that was assigned to a temporary exempt PCN because there is an ongoing need for this role within their division. Classification Services' review of this new PCN request determined that it was appropriate for this position to be in the Partially Exempt service due to the nature of the work of creating and implementing policies and procedures and the need to find the right candidate that has the right

blend of pension and benefit expertise outside of the normal recruitment and hiring procedures with the Personnel Rules. Chair Hamilton asked if there was any other catalyst that caused them to come forward with this proposal. Ms. Patzke explained that DRB sees an ongoing need for a position that carries out this role, no longer needing a temporary position, but instead a full-time incumbent to carry out the necessary duties. Chair Hamilton asked Ms. Patzke how long the temporary incumbent was in place as well as who was fulfilling that role before the Temp Exempt employee started. Ms. Patzke said she did not have that information as she was sitting in for the DRB Director, who was unavailable for this meeting. She said Classification Services is currently in the process of reestablishing this job class and that the changes within DRB necessitate the additional PCN. Chair Hamilton asked Mr. Handeland to move that Personnel Board approve the addition of PCN 028148 and the motion was adopted.

7. REVIEW OF QUARTERLY ETHICS REPORTS AND SUBMITTAL COMPLIANCE

Chair Hamilton confirmed with Acting Director Brill that the Q1 2025 report was complete, with Ms. Williams having updated the team on all required information. When asked about departments missing deadlines, Ms. Williams cited staffing changes as the cause of delays.

8. EXECUTIVE SESSION UNDER AS 44.62.310(c)(3)

No executive session.

9. UPDATE FROM THE DIRECTOR OF PERSONNEL

Acting Director Brill reported that the Division of Personnel is particularly busy with fiscal year end tasks. Ms. Brill stated DOP continues to collaborate with the Department of Law, which has taken over Labor Relations. She reported the State Personnel Director position is posted, and that Commissioner Vrana will inform the Board once a new Personnel Director is selected. Chair Hamilton also reiterated the vacancy of a required board member, and Ms. Brill said she will update the Board upon hearing from the Governor's Office.

10. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

No other matters were addressed.

11. ADJOURNMENT

It was discussed that the next meeting will potentially occur during the latter part of September 2025. The meeting adjourned at approximately 10:21 a.m.