

ALASKA STATE PERSONNEL BOARD MEETING

September 23, 2024

3:30 P.M.

Atwood Building

550 W 7<sup>th</sup> Avenue, Suite 1970

Anchorage, Alaska

In person:

- Dr. Keith Hamilton, Chairperson
- Donald Handeland, Board Member
- Kate Sheehan, Director, Division of Personnel & Labor Relations (DOPLR)
- Carol Hovanec, Business Agent, Alaska Correctional Officers Association (ACOA)

Present by teleconference:

- Dana Harrington, Individual Allocations Analyst, Department of Administration
- Matt Stinson, Assistant Attorney General, Department of Law
- Carlos Meda Frias, Individual Allocation Supervisor, Department of Administration
- Andy Miller, Assistant Attorney General, Department of Law
- Stacie Kraly, Director of Legal Services, Civil Division, Department of Law
- Brittany Patzke, Classification Services Program Manager, Department of Administration
- Jennifer Williams, Paralegal 2, Department of Law
- Jay Ribao, Human Resource Consultant 1, DOPLR

1. CALL TO ORDER

Chairperson Hamilton called the meeting to order at 3:30 p.m.

2. APPROVAL OF AGENDA

The agenda was moved and approved.

3. APPROVAL OF MINUTES

The minutes of the May 22, 2024, 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. DEPARTMENT OF LAW – POSITION MOVING FROM PARTIALLY EXEMPT TO CLASSIFIED

Director Sheehan stated that this request is to move a Department of Law position from the partially exempt to the classified service, and under statute, this requires Personnel Board approval.

Classification Analyst Dana Harrington explained that the Department of Law submitted a request for their Special Assistant to the Commissioner 2 position to be reclassified to a Division Operations Manager (DOM), which would move it to the classified service. The position's responsibilities would be planning, organizing, directing, coordinating, and controlling activities for the civil division. Under the general direction of the Deputy Attorney General and Civil Division Director, , they would serve as the principal assistant to the Division Director or equivalent, and serve as a subject matter expert. Classification believes that it is appropriate for this position to be classified as a Division Operations Manager, and therefore, should be in the classified service.

Director Kraly stated that over the last year the civil division worked with the Director Sheehan and the legislature to reorganize the division. The civil division has about 275 individuals in 17 different sections. They determined there was a disconnect or gap in services between the section supervisors and the executive team, including the Director and Attorney General. This new DOM position will close that gap by facilitating administrative tasks and coordinating operational efforts to result in higher efficiencies and better advise their client agencies. The DOM position is an ideal fit to help navigate these administrative tasks, and the current employee (who is the Special Assistant to the Commissioner 2) has the skill set necessary for this role. To facilitate this change, the position needs to be reclassified from partially exempt to the classified service.

Chairperson Hamilton asked if there would be a deficit if this failed to be approved. Director Kraly responded yes. There is a lot of work that they are asking their section supervisors to take on as they've moved to some new management organizational systems. This requires a lot of interfacing with the administrative services division, dealing with the budget, case management system, timekeeping, and other administrative tasks. This is causing a deficit for their section supervisors, impeding them from doing actual legal work and mentoring attorneys. Having a Division Operations Manager will help alleviate this burden.

Chairperson Hamilton asked if approving this request would result in a vacancy needing to be filled, to which Director Kraly responded no.

The board unanimously approved PCN 030310 to be reclassified from a Special Assistant to the Commissioner 2, which is part of the partially exempt service, to a Division Operations Manager, which is part of the classified service.

7. REVIEW OF QUARTERLY ETHICS REPORTS AND SUBMITTAL COMPLIANCE

Chairperson Hamilton asked about the 2024 First Quarter Ethics Report memorandum under section 3 that states: "In addition to the reports received for this quarter, we received two delinquent reports for the third and fourth quarter 2023. A list of this delinquent and updated report has been provided on the Summary of Ethics Reports of substantive matters." Chairperson Hamilton was unable to locate these reports. Director Sheehan pointed out that the Delinquent and Updated Report Submission Summary was located on the first page of the Summary of Ethics Reports document.

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

No executive session.

9. UPDATE FROM THE DIRECTOR OF PERSONNEL & LABOR RELATIONS

Director Sheehan stated that the Labor, Trades and Crafts (LTC) union and the Supervisory Unit (SU) both ratified their contracts, as well as secured funding in the budget. The State is still in interest arbitration with the Alaska Correctional Officers Association (ACOA), which has yet to be scheduled.

There are seven contracts coming up for bargaining, and three of them are marine contracts: Marine Engineer's Beneficial Association (MEBA), International Organization of Masters, Mates, and Pilots (MMP), and Inlandboatmen's Union representing the Unlicensed Marine Unit (IBU). There is also the Confidential Employees Association (CEA), Alaska Vocational Technical Center Teachers' Union (AVTCTA) along with the Teachers Education Association at Mt. Edgecumbe (TEAME). The start time for the negotiations for all of them will be this fall or winter.

Director Sheehan also reiterated that Labor Relations is moving to the Department of Law while the Division of Personnel will be focused on the personnel side. The Department of Law will have attorneys and labor relations analysts assigned to labor relations.

Chairperson Hamilton asked if there were any updates on the third member of the Personnel Board; and Director Sheehan stated there is no update at this time, but she will be talking to the Boards and Commissions regarding this and hopefully it will be filled before the next board meeting.

10. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

The Board tentatively set their next meeting for December 17, 2024, at 3:30 p.m.

11. ADJOURNMENT

The meeting adjourned at approximately 3:51 p.m.