

ALASKA STATE PERSONNEL BOARD MEETING

December 17, 2024

3:30 p.m.

Atwood Building

550 W 7th Avenue, Suite 1970

Anchorage, Alaska

In person:

- Dr. Keith Hamilton, Chairperson
- Donald Handeland, Board Member
- Kate Sheehan, Director, Division of Personnel (DOP)

Present by teleconference:

- Dana Harrington, Individual Allocations Analyst, Department of Administration
- Matt Stinson, Assistant Attorney General, Civil Division, Department of Law
- Carlos Meda Frias, Individual Allocation Supervisor, Department of Administration
- Andy Miller, Assistant Attorney General, Civil Division, Department of Law
- John Skidmore, Deputy Attorney General, Criminal Division, Department of Law
- Brittany Patzke, Classification Services Program Manager, Department of Administration
- Jennifer Williams, Paralegal 2, Department of Law
- Jeff Hahnen, Human Resource Consultant 2, DOP

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 September 23, 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 – RECLASSIFYING CRIMINAL DIVISION PCN 031031 FROM AN ATTORNEY 5 TO A SYSTEMS PROGRAMMER 3

Director Sheehan stated that this request was from the Department of Law and introduced John Skidmore to provide an explanation for the board.

Deputy Attorney General Skidmore explained that their day-to-day operations are becoming more contingent upon technology, and to support that technology at the line of business level, they will need a programmer. They currently have no IT personnel within the criminal division that can do that job, and the Office of Information Technology will not be helping with the line of business issues in that regard. The division needs people with the ability to reprogram the systems that are currently in place and keep their offices around the state up to date. There have been instances in the past where equipment was purchased in remote offices, but due to a lack of IT personnel, that equipment could not be installed for six months. They are interested in having a position that can be directed to install new equipment when it arrives. Having someone in the division that can do that is of critical importance, so much so that they are reclassifying one of their attorney positions to carry out those functions.

Chairperson Hamilton asked what the failsafe or backup is if the person in this position must go on leave or cannot perform their duties for whatever reason. Deputy Attorney General Skidmore stated that there is nothing in place if that happens but having one position is better than none. Though the position is not critical for everyday operations, the hope is that the person will be able to train some tech people within the department to provide that support and backup.

The board unanimously approved PCN 031031 to be reclassified from an Attorney 5, which is part of the partially exempt service, to a Systems Programmer 3, which is part of the classified service.

7. REVIEW OF QUARTERLY ETHICS REPORTS AND SUBMITTAL COMPLIANCE

Chairperson Hamilton stated there was some confusion as to which quarterly ethics reports were being submitted to the board, and it was determined that there were typos on the second and third quarterly reports for 2024. Jennifer Williams confirmed that the List of Quarterly Ethics Reports Received for the second and third quarters incorreced reflected 2023 but are for 2024. Currently, they are up to date on quarterly ethics reports. Chairperson Hamilton commended Ms. Williams for the diligent work on getting them submitted and caught up.

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

No executive session.

9. UPDATE FROM THE DIRECTOR OF PERSONNEL

Director Sheehan stated they are bargaining with seven unions, and they started with their largest union, the Alaska State Employees Association, which represents approximately 8,000 employees. They are also going to interest arbitration with the Alaska Correctional Officers Associations in the near future. The transition to move labor relations to the Department of Law is still in the works.

Chairperson Hamilton asked if there was any update on adding a third member to the Personnel Board, and Director Sheehan stated that she had not received any updates on this. Chairperson Hamilton stated that he spoke with Director Shilling about the board member vacancy and would appreciate it if Director Sheehan would touch base with Director Shilling about filling that role.

10. OTHER MATTERS THAT MAY COME BEFORE THE BOARD

The Board tentatively set their next meeting for March 10, at 10:30 am.

11. ADJOURNMENT

The meeting adjourned at approximately 3:50 p.m.