

HR Update

HR...Passionate about your success.

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HR Update Feedback

Thank you for the feedback on the HR Update. If you have any suggestions about how to improve the HR Update or topics you think should be addressed, please contact Mila_Cosgrove@admin.state.ak.us or Nicki_Neal@admin.state.ak.us.

Contact Information

Employee Call Center: Please remember to direct employees to the Employee Call Center when they have general questions about their employment. The Call Center phone number is (907) 465-3009 or email employeeccallcenter@admin.state.ak.us.

Quick Links

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Online Position Description (OPD) Rollout

Three agencies will be piloting OPD over the next few months. OPD, the web-based Online Position Description system, offers a "one-stop" service for classification actions for partially exempt and classified positions. OPD will replace paper documents currently being used for processing position descriptions, position control actions (e.g., location or organization routing code changes) and nonpermanent position requests.

The new electronic system makes the job of creating, processing and tracking classification actions much easier than the current combination system that uses electronic and paper processes. OPD automatically routes classification actions, called "submissions", through the agency and DOP review

and approval process. It also allows users to easily track submissions for real time status updates and information. For more information about OPD, please see our article in the HR Solutions issue titled, "Classification Demystified".

The pilot agencies include the Department of Fish & Game, the Department of Natural Resources and the Department of Administration. These agencies are scheduled to use OPD to process all classified and partially exempt classification submissions beginning January 9, 2006. The Division of Personnel's Classification Section has been working with the pilot agencies to establish system orientation and training schedules and resources for system questions and troubleshooting. The pilot agencies will also be providing feedback about any system bugs that are encountered and the user-friendliness of the system. The Division of Personnel will then perform the final system modifications prior

to the enterprise-wide rollout.

Once the pilot is completed, currently scheduled for Spring 2006, OPD will be available to all operating agencies. The Division of Personnel's Classification Section will be working with each agency individually to establish system orientation and training schedules. Look for more information on the enterprise-wide rollout in future HR Update articles.

Training and Development Class Schedule

The Division of Personnel is proud to announce the 2005-2006 Train Alaska curriculum and schedule. Please take a moment to review the new courses added to the curriculum. The 2005 – 2006 schedule is on page 2 of this edition of HR Update and on the [DOP Training and Development](#) web site.

State of Alaska – Division of Personnel

Juneau		Anchorage		Fairbanks	
Course Title	Date	Course Title	Date	Course Title	Date
A Respectful Workplace - ARWP	12/6/2005	A Respectful Workplace - ARWP	12/21/2005	A Respectful Workplace - ARWP	12/7/2005
A Respectful Workplace - ARWP	1/18/2006	A Respectful Workplace - ARWP	1/18/2006	A Respectful Workplace - ARWP	1/19/2006
A Respectful Workplace - ARWP	2/16/2006	A Respectful Workplace - ARWP	2/14/2006	A Respectful Workplace - ARWP	2/14/2006
A Respectful Workplace - ARWP	3/21/2006	A Respectful Workplace - ARWP	3/14/2006	A Respectful Workplace - ARWP	3/14/2006
A Respectful Workplace - ARWP	4/26/2006	A Respectful Workplace - ARWP	4/6/2006	A Respectful Workplace - ARWP	4/11/2006
A Respectful Workplace - ARWP	5/18/2006	A Respectful Workplace - ARWP	5/3/2006	A Respectful Workplace - ARWP	5/11/2006
Academy For Supervisors - AFSU	1/9/2006	Academy For Supervisors - AFSU	12/5/2005	Academy For Supervisors - AFSU	1/23/2006
Academy For Supervisors - AFSU	3/13/2006	Academy For Supervisors - AFSU	2/13/2006	Change Management for Supervisors - CMGT	2/9/2006
Academy For Supervisors - AFSU	5/8/2006	Academy For Supervisors - AFSU	4/3/2006	Change Management for Supervisors - CMGT	5/3/2006
AKPAY Basics - AKPB	12/14/2005	AKPAY Basics - AKPB	1/6/2006	Interpersonal Skills - INSK	2/7/2006
AKPAY Basics - AKPB	12/27/2005	AKPAY Basics - AKPB	3/24/2006	Interpersonal Skills - INSK	4/26/2006
AKPAY Basics - AKPB	1/13/2006	AKPAY Basics - AKPB	5/25/2006	New Employee Orientation - NEWO	12/22/2005
AKPAY Basics - AKPB	1/27/2006	AKPAY for Timekeepers - AKPT	1/6/2006	New Employee Orientation - NEWO	1/18/2006
AKPAY Basics - AKPB	2/13/2006	AKPAY for Timekeepers - AKPT	3/24/2006	New Employee Orientation - NEWO	4/19/2006
AKPAY Basics - AKPB	2/27/2006	AKPAY for Timekeepers - AKPT	5/25/2006	New Employee Orientation - NEWO	7/19/2006
AKPAY Basics - AKPB	3/10/2006	Change Management for Supervisors - CMGT	12/14/2005	Performance Appraisal: The Basics - PATB	2/15/2006
AKPAY Basics - AKPB	3/24/2006	Change Management for Supervisors - CMGT	2/28/2006	Performance Appraisal: The Basics - PATB	4/12/2006
AKPAY Basics - AKPB	4/14/2006	Change Management for Supervisors - CMGT	4/20/2006	Performance Coaching - PECO	2/8/2006
AKPAY Basics - AKPB	4/27/2006	Interpersonal Skills - INSK	1/5/2006	Performance Coaching - PECO	4/27/2006
AKPAY Basics - AKPB	5/11/2006	Interpersonal Skills - INSK	3/7/2006	The Disciplinary Process - DISP	4/28/2006
AKPAY Basics - AKPB	5/26/2006	Interpersonal Skills - INSK	5/11/2006	Valuing Diversity - VDIV	1/12/2006
AKPAY for Timekeepers - AKPT	12/27/2005	New Employee Orientation - NEWO	12/15/2005	Valuing Diversity - VDIV	5/4/2006
AKPAY for Timekeepers - AKPT	1/27/2006	New Employee Orientation - NEWO	1/18/2006	Workplace Violence - WRKV	12/7/2005
AKPAY for Timekeepers - AKPT	2/27/2006	New Employee Orientation - NEWO	4/19/2006	Workplace Violence - WRKV	1/19/2006
AKPAY for Timekeepers - AKPT	3/24/2006	New Employee Orientation - NEWO	7/19/2006	Workplace Violence - WRKV	2/14/2006
AKPAY for Timekeepers - AKPT	4/27/2006	Performance Appraisal: The Basics - PATB	12/13/2005	Workplace Violence - WRKV	3/14/2006
AKPAY for Timekeepers - AKPT	5/26/2006	Performance Appraisal: The Basics - PATB	2/23/2006	Workplace Violence - WRKV	4/11/2006
Change Management for Supervisors - CMGT	1/27/2006	Performance Appraisal: The Basics - PATB	4/18/2006	Various Locations	
Change Management for Supervisors - CMGT	5/17/2006	Performance Coaching - PECO	1/19/2006		
Interpersonal Skills - INSK	12/7/2005	Performance Coaching - PECO	3/8/2006	Academy For Supervisors - AFSU	2/27/2006
Interpersonal Skills - INSK	2/17/2006	Performance Coaching - PECO	5/16/2006	Change Management for Supervisors - CMGT	3/16/2006
Interpersonal Skills - INSK	4/20/2006	The Disciplinary Process - DISP	1/4/2006	Interpersonal Skills - INSK	5/19/2006
New Employee Orientation - NEWO	1/18/2006	The Disciplinary Process - DISP	3/16/2006	Performance Appraisal: The Basics - PATB	5/2/2006
New Employee Orientation - NEWO	4/19/2006	The Disciplinary Process - DISP	5/9/2006	Performance Appraisal: The Basics - PATB	5/16/2006
New Employee Orientation - NEWO	7/19/2006	Valuing Diversity - VDIV	12/15/2005	Performance Coaching - PECO	3/15/2006
Performance Appraisal: The Basics - PATB	1/24/2006	Valuing Diversity - VDIV	1/20/2006	Performance Coaching - PECO	5/3/2006
Performance Appraisal: The Basics - PATB	3/7/2006	Valuing Diversity - VDIV	2/22/2006	Performance Coaching - PECO	5/17/2006
Performance Appraisal: The Basics - PATB	5/16/2006	Valuing Diversity - VDIV	3/21/2006	Valuing Diversity - VDIV	3/2/2006
Performance Coaching - PECO	12/13/2005	Valuing Diversity - VDIV	4/12/2006	Valuing Diversity - VDIV	5/18/2006
Performance Coaching - PECO	2/1/2006	Workplace Violence - WRKV	5/4/2006		
Performance Coaching - PECO	4/18/2006	Workplace Violence - WRKV	12/21/2005		
The Disciplinary Process - DISP	12/8/2005	Workplace Violence - WRKV	1/18/2006		
The Disciplinary Process - DISP	1/31/2006	Workplace Violence - WRKV	2/14/2006		
The Disciplinary Process - DISP	4/19/2006	Workplace Violence - WRKV	3/14/2006		
Valuing Diversity - VDIV	1/19/2006	Workplace Violence - WRKV	4/6/2006		
Valuing Diversity - VDIV	3/8/2006	Workplace Violence - WRKV	5/3/2006		
Valuing Diversity - VDIV	5/3/2006				

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